

District Education Manager Role Description

Purpose: To lead the District Education Team in managing adult education opportunities in a district

Accountability: Appointed by the District Manager and the Volunteer Education Coordinator

Department: Membership Development and Support

Term: Two years beginning June 1; may only serve two successive terms; renewable at the discretion of the District Manager and Volunteer Education Coordinator

Time Commitment: Approximately 10 hours per month

Responsibilities:

- Oversees the planning, scheduling and evaluation of adult education opportunities in the district
- Recruits Learning Facilitators and maintains a current roster
- Communicates regularly with the members of the District Education Team to assess the training needs of the district, plan the district education calendar, schedule courses, secure course locations and assign Learning Facilitators
- Understands the online and paper course registration process and provides registration support to learners
- Receives off-calendar course registration information and forwards to the assigned Learning Facilitator
- Attends Council planning sessions and roundtables
- Attends District Education Team meetings and Council planning sessions and participates in the development of course offerings in a district
- Follows and upholds all GSUSA and Girl Scouts of Eastern Missouri policies, standards and procedures

Qualifications:

- Meets GSUSA adult membership requirements
- Completes the appropriate training for the position
- Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law
- Ability to listen, plan and organize, supervise adults, accomplish tasks through delegation, resolve conflict and motivate others; provide input tactfully and communicate effectively
- Has a working knowledge of the Girl Scout program, *Safety Activity Checkpoints and Volunteer Essentials*
- Has ready access to a computer and the internet and is able to use technology to communicate, process information and maintain records
- Comfortable communicating with adults and motivating them to comply with policies and procedures

Training Required:

- Orientation for the District Education Manager