

## **Neighborhood Education Promoter Role Description**

**Purpose:** To promote educational opportunities for adult members in a neighborhood

**Accountability:** Appointed by and accountable to the Neighborhood Manager and the District Education Manager

**Department:** Membership Development and Support

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

**Time Commitment:** Approximately 4 hours per month

### **Responsibilities:**

- Attends Neighborhood Association Meetings and promotes adult education opportunities at the neighborhood, district, and council levels
- Serves as the liaison between the District Education Manager and the neighborhood
- Understands the course registration procedure and provides registration support to volunteers
- Follows up with new troop leaders to answer questions and promote the New Leader Prep Series
- Attends district education meetings and council planning sessions and participates in the development of course offerings in a district
- Assists in recruiting Council Trainers
- 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
- Has ready access to a computer and the Internet and can use technology to communicate, process information and maintain records
- Has a working knowledge of the Girl Scout program, Safety Activity Checkpoints and Volunteer Essentials
- Comfortable communicating with adults and motivating them to comply with appropriate policies and procedures