

VOLUNTEER TRAVEL ADVISOR POSITION DESCRIPTION

Trefoil Adventures – Traveler Program

POSITION TITLE:	Travel Advisor
STATUS:	Volunteer
APPLICABLE TO:	Council-Appointed Travel Troop and Council-Sponsored Travel
REPORTS TO:	Trefoil Adventure Unit Manager
TERM OF APPT.:	Appointed travel advisors will serve for a term equal to the amount of time necessary to permit girls to dream, design, do and debrief. This term is not to exceed two (2) years, unless otherwise approved by Council. Travel advisors may apply, and be, appointed for more than one term.

POSITION SUMMARY:

Provides leadership to and is responsible for the welfare and happiness of girls during planning, execution and debriefing of any activity related to the trip for which the volunteer has been appointed as a Travel Advisor. Responsible for assisting in planning and implementation of programming and activities before, during and after the trip and reporting the status of such activities to the Trefoil Adventure Committee as requested.

ESSENTIAL FUNCTIONS (includes but is not limited to the following):

- Guides participants in developing a high-quality, inclusive, and fun experience.
- Helps participants appreciate and accept one another, while fostering a sense of comradery.
- Help facilitate competency and safety, while instilling a sense of pride and confidence in one's self.
- Communicates at required intervals, and as needed, with the designated Trefoil Adventure Unit Manager.
- Coordinates and conducts regular meetings with chaperones and girls to discuss plans, coordinates programs and develop an understanding of travel requirements.
- Coordinates, or oversees, efforts to ensures proper supervision of girls at all time, including but not limited to supervision of the all housing areas, program areas, event facility, off-site enrichment trips, in and around urban areas, and during transportation between sites.
- Complete a written evaluation at the end of camp.
- Works cooperatively, and communities in a positive manner, with other volunteers, the Trefoil Adventure Committee, council staff, girls, parents and facilitators.
- Delegates duties, as necessary to council-appointed chaperones.
- Attends all assigned sessions, classroom activities and enrichment trips, stays on site overnight and remains accessible to all girls in the event of an emergency or need.
- Fosters a sense of community within the group and provides a safe space for girls as needed.
- Other duties as assigned or as needed.

POSITION REQUIREMENTS (These requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions):

- Must be at least 21 years of age.
- Must be a GSCM Approved Volunteer (registered Girl Scout, have a current criminal background clearance on file with GSCM, sign a volunteer agreement, and sign position description).
- Be in good standing with Girl Scouts of Central Maryland.
- Ability to teach and guide girls and offer them opportunities to lead when appropriate.
- Ability to demonstrate understanding that unless specifically stated otherwise, Girl Scout travel

opportunities are intended to benefit girls and are not a family travel experience. Any Travel Advisor or accompanying her(his) Girl Scout on a Trefoil Adventure Traveler Experience must be able demonstrate the ability to “step-back” from her(his) role as parent and permit her(his) Girl Scout to participate in the experience in the same manner as the balance of the participants.

- Demonstrates the ability and willingness to place the needs of the girls and of the program above personal desire.
- Knowledge of Girl Scout program and safety practices.
- Leadership and organizational skills
- Travel Advisors must have prior travel experience. Experience leading or participating a group travel experience will be given priority consideration.
- Ability to give and receive guidance to other adults, while working to install an understanding of teamwork in girls.
- Demonstrates good judgment, integrity, maturity, and flexibility.
- Attends required trainings.
- Willing to work with participants from diverse backgrounds.
- Must have a belief in the aims and purpose of Girl Scouting, be willing to subscribe to the principles expressed in the Promise and Law and be aware of the needs of girls in our pluralistic society.

NATURE AND SCOPE:

Girl Scouts of Central Maryland, is a non-profit organization which is an independent corporation chartered by Girl Scouts of the U.S.A. The agency organizes troops/groups of girls, appoints adult leadership, and provides facilities for program. To ensure high quality program, it provides training, resources, and guidance to the adult volunteers. The council also conducts program activities to supplement troop/group activities.

TYPICAL PHYSICAL NEEDS:

Requires physical endurance including prolonged standing, some bending, stooping, and walking. Considerable time will be spent outdoors and in travel situations. Intermediate swimming skills maybe required as well as the ability to hike or walk for some distances. Requires typical range of hearing and eyesight to record, prepare, and communicate appropriate activities/programs and the ability to lift up to 40 lbs.

TYPICAL WORKING CONDITIONS:

Activities occur both inside and outside. Volunteer may be subject to adverse environmental conditions in either setting. However, there is no intention for volunteer to be subjected to prolonged adverse environmental conditions that may pose a threat to her(his) life or that of other participants.

Volunteer Signature

Date

Council Representative Signature

Date

