

Volunteer Position Description: Astronomy Program Facilitator

Summary: Astronomy programs give girls the opportunity to learn about our universe through the use of our three observatories (located on camp properties), telescopes, binoculars, eVscope, and our STARLAB inflatable planetarium. To encourage girls' interest in STEM, it's important to engage them in hands-on activities that provide ties to real-world applications. Astronomy facilitators are responsible for helping girls get excited about science and technology through the use of the observatories and telescopes as well as provide a variety of experiences for girls of all ages.

Position Supported By: STEM Manager

Responsibilities:

- Complete required training for the position prior to delivery of program services.
- Read, understand, and be guided by the Astronomy Facilitator Manual.
- Prepare for and deliver Girl Scout program in assigned location as prescribed in course curriculum.
- Conduct equipment checks before and after programs for safety, cleanliness, and good repair.
- Teach and monitor proper use of equipment.
- Report to Manager, STEM any defective equipment for replacement.
- Support positive participation with girls, parents/guardians, and other volunteers.
- Communicate by phone and electronically with volunteers and staff.
- Maintain required documentation/reports for all programs and events.
- Represent the council at all times in a positive and professional manner.
- Be familiar with and follow the required health and safety practices.
- Exhibit nondiscriminatory attitudes and behavior in all internal and external working relationships.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSNEO and Girl Scouts of the USA (GSUSA).

Marketable Skills and Abilities:

- Able to work with children and adults of diverse knowledge and experience
- Use email and internet for communication
- Strong organizational skills
- Excellent communication skills
- Planning and coordination skills

Position Commitments:

- **Membership & Administration**
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts.
 - Agree to opt-in to receive emails and text messages from GSNEO.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies.
- **Tenure/Time:** 1 year (3-year renewable). Facilitators are required to facilitate at least three astronomy programs for girls each year (2.5 hours each) to renew certificate beyond one year.
- **Abilities:** Minimum age of 21. Must have access to reliable transportation.
- **Required Training:** Volunteers are required to complete the following Basic Leadership Training: Girl Scouting 101, Welcome to Girl Scouts, Program Volunteer Training and Foundations of STEM training. STARLAB, Observatory and eVscope training is a prerequisite to this position. Astronomy program training specific to the curriculum and equipment is 4 - 8 hours depending on volunteer's current skill and comfort level. Extended mentoring and training is available for use of the equipment. Astronomy 101 is highly recommended.

By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place

Girl Scout Promise:

On my honor, I will try, to serve God and my country, to help people at all times, and to live by the Girl Scout Law.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly, and helpful,
considerate and caring, courageous, and strong,
responsible for what I say and do,
and to, respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.