

Volunteer Position Description: Archery Instructor for Adults (Level II)

Summary: Archery Instructors are Level II Certified to teach and certify other adults. Archery Instructors are the foundation of GSNEO Archery programs, and archery program development. Obtaining this certification not only provides you with valuable knowledge and hands-on skills, but also boosts the marketing value of our program. Instructor Certifications are recognized by both USA Archery and the National Field Archery Association.

Position Supported By: Volunteer Leadership Development Coordinator and the Volunteer Support & Services Department. Additional support provided by a combination of staff and volunteers including the GSNEO O.W.L.'s and outdoor trainers, as well as GSNEO staff from Girl Experience and Customer Care teams.

Responsibilities:

- Teach at least two (2) Archery Facilitator courses annually.
- Facilitate at least two (2) days of Archery programs for girls annually.
- Conduct equipment checks before and after programs for safety, cleanliness, and good repair.
- Monitor and teach proper use of the Archery equipment.
- Report to Volunteer Leadership Development Coordinator or Property Manager any defective equipment for replacement.
- Evaluate program with other instructors and supervisor and make suggestions for improvements the following year.
- Assist in conducting annual equipment inventories.
- Support positive participation with girls, parents/guardians, and other volunteers.
- Communicate by phone and electronically with volunteers and staff prior to upcoming courses.
- Administer and submit program evaluations.
- Maintain and submit required documentation/reports for all programs and events.

Marketable Skills and Abilities:

- Supervising Volunteers
- Team Building
- Public Speaking
- Training & Development
- Conflict Resolution
- Facilitating Effective Meetings

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. This is an administrative role and must be approved to handle funds.
 - Agree to opt-in to receive emails and text messages from GSNEO and GSUSA.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws, and GSNEO Volunteer Policies.
- **Tenure:** 3 year (renewable); recertification is required every 3 years.
- **Time:** Instructors are required to teach at least two (2) Archery Facilitator courses, complete two (2) on-site Archery facilitator evaluations, and facilitate at least two (2) days of Archery programs for girls each year.
- **Pre-Requisite:** Completion of the Archery Level 1 Instructor Course
- **Required Training:** Girl Scouting Series and Event Training, Program Volunteer Training, Archery Instructor Certification course, Archery Instructor Course (16 hours)
- **Highly Recommended:** GSNEO leadership development courses (in-person and online).
- 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.

*Members may substitute for the word God in accordance with their own spiritual beliefs.

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.