

**TRAINING COORDINATOR**

The **Neighborhood Training Coordinator's** purpose is to identify the training needs of those in their neighborhood and assist volunteers in meeting those needs. The Neighborhood Chair will appoint the Neighborhood Training Coordinator for a one year term. The Coordinator is accountable to Neighborhood Chair, and Adult Development Director.

**Neighborhood Training Coordinator agrees to:**

- Become/remain a registered GSUSA member.
- Participate in service team and leader meetings.
- Attend Training Coordinator training.
- Maintain the Neighborhood training records of volunteers, including status of new volunteers.
- Provide recognition for training completed.
- Ensure new leaders receive a timely and quality New Leader Orientation.
- Communicate training needs to Adult Development Director regularly.
- Arrange for training modules (Snapshots) at Service Team meetings.
- Be knowledgeable about and promote courses and events.
- Assist in the identification of potential new Council Trainers.
- Ensure Council Trainers who are members of the neighborhood are invited to attend neighborhood meetings.
- Be proactive in negotiating responsibilities for this position.
- Have fun and maintain a positive attitude.

**Neighborhood Chair agrees to:**

- Provide a copy of TIGSC policies and procedures.
- Provide orientation to the service team.
- Provide a copy of and review the responsibility outline.
- Negotiate any responsibilities within the position responsibility outline.
- Assist Training Coordinator with neighborhood training concerns.
- Give recognition.
- Give support in helping to maintain a fun and positive attitude.

**Adult Development Director agrees to:**

- Provide position training.
- Provide information on courses and events.
- Provide Snapshot information.
- Provide Neighborhood training records.
- Provide a list of trainers living in the Neighborhood.
- Provide schedule of training team meetings.
- Give recognition.
- Give support in helping to maintain a fun and positive attitude.

**Volunteer Agreement**

I have read the responsibilities of the Neighborhood Training Coordinator and agree to carry out those responsibilities to the best of my ability. I have received, will read, and will refer to the TIGSC Volunteer Policies which state that I will work within the framework of the council charter, our bylaws, policies, standards, corporate goals and annual objectives. I will fulfill the outlined responsibilities with no monetary compensation.

Neighborhood: \_\_\_\_\_ Term: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_

Volunteer's signature and date

\_\_\_\_\_

Neighborhood Chair's signature and date

\_\_\_\_\_

Adult Development Director Signature and date