



Volunteer Role Description: Travel Advisor for Council-Sponsored Travel

Reports to: Program Specialist managing Travel Program/ Director of Programs and Camps

Term: Appointed to a specific travel program. May reapply for additional programs.

#### General Responsibilities:

- Holds to the principles and standards of GSUSA and the GSCI.
- Assists with the planning and implementation of programming and activities before, during, and after the trip.
- Guides participants in developing a high-quality, inclusive, and fun travel experience.
- Coordinates, or may oversee, efforts to ensure proper supervision of girls at all times, including but not limited to supervision of the lodging areas, program areas, off-site enrichment trips, meals, and during transportation.
- Communicates at required intervals and as needed with the council travel program staff.
- Attends and contributes to pre-travel virtual and in-person meetings and activities.
- Works cooperatively and communicates in a positive manner with other volunteers, caregivers, council staff, youth, and facilitators.
- Attends all assigned programs and meals, stays overnight at the assigned lodging location, remains accessible to the travelers in the event of an emergency or need.
- Fosters a sense of community and high morale within the group and provides a safe space as needed.

#### Qualifications:

- Must be at least 23 years of age.
- Must be a registered GSCI member in good standing with the council, including a clear criminal background check.
- NOT employed by GSCI in any capacity.
- For international travel, a current passport (or ability to acquire one in time for the trip) that does not expire for 6 months following trip end date
- Current CPR and First Aid certification.
- Familiar with the Girl Scout Safety Activity Checkpoints.
- Judgment and maturity with the ability to handle emergency situations professionally and responsibly.
- Experience with youth group travel. (Preferably with Girl Scout troops/groups)
- If selected for an international trip, experience with international travel, preferably to the country visiting.
- Strong organizational and communication skills.

- Ability to walk up to 5 miles within a day and lift, carry, push, and/or pull objects and materials of moderate weight (20-25 lbs) in both indoor and outdoor locations during potential adverse weather conditions.
- Committed to upholding the principles of the Girl Scout promise and law.

Expectations of ALL GSCI Council Volunteers:

- I understand that I must be at least 23 years old and successfully complete the volunteer screening process, including maintaining an active membership and an approved background check.
- I understand that this is an unpaid, volunteer position.
- I understand that smoking, vaping, drinking, and the purchase of alcohol/tobacco is not allowed during the duration of the program.
- I will display a positive, enthusiastic attitude that reflects the mission, vision, and goals of GSUSA and GSCI.
- I will be a positive representation of the Girl Scout Promise and Law.
- I will serve as a mentor for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude.
- I will remain informed about and comply with the policies, procedures, and guidelines of GSCI and GSUSA.
- I understand that pre-travel meetings are an invaluable resource to leaders, caregivers, and girls. I will ensure that I am active in these meetings.
- I will build and maintain an effective working relationship with the troops, Service Unit team, and the council staff as relevant to my volunteer position.
- I will demonstrate sound judgment, flexibility, organization, delegation, communication, and prioritization skills.
- I will value diversity and inclusion and help others understand and embrace it.
- I will support, promote, and maintain a commitment to and knowledge of the Girl Scout Leadership Experience.
- I have access and the ability to communicate via phone, internet, and email. I am skilled in basic computer use and programs.
- I have no outstanding debt with GSCI.
- I will return and submit all required reports, records, and resources by the required due date to Council.
- I understand that my appointment to the role of Travel Advisor is contingent upon my ability to comply with the standards and expectations outlined above and will be evaluated, at minimum, after each council-sponsored trip. Furthermore, an appointment to any GSCI volunteer role does not guarantee that individuals will serve a full year or any subsequent years, as determined by council staff.

Signature indicates that I agree to accept the responsibility outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_