

## Girl Scouts of Central Texas Volunteer Council Travel Trip Lead

**Position Summary:** This position is responsible for overseeing the logistics of select Girl Scouts of Central Texas (GSCTX) sponsored council trips or destinations under guidance of the Girl Scout Experience Department. Trip Lead provides leadership to and is responsible for the welfare of Girl Scouts during planning, execution and debriefing of any activity related to the trip for which the volunteer has been appointed. This position prepares trip schedule, budget, and trip planning workbook for review and approval by the travel committee. Once trip plan is approved, the trip lead ensures the trip is implemented according to the plan and travels on the trip to supervise selected chaperone team.

**Accountability:** Appointed by the travel committee and accountable to the appropriate Girl Scout Experience Department staff member for a term that runs from date of selection through the completion of all post trip duties (e.g., debrief, financial reporting, surveys).

### Responsibilities:

- Ensure Girl Scout safety standards and council policies/procedures are followed during all phases of the trip.
- Organize in conjunction with girl participants the itinerary of the trip as applicable.
- Be aware of all GSCTX emergency procedures and how to activate them.
- Be responsible for GSCTX issued credit card and return to GSCTX after the trip with corresponding itemized receipts.
- Maintain all youth and adult paperwork and keep copies for trip chaperones and GSCTX staff.
- Oversee logistics for the trip and help prepare Girl Scouts prior to leaving.
- Stay at or under budget when planning activities with travelers.
- Follow up with travelers and caregivers to ensure proper health forms and necessary paperwork is turned in.
- Reply to all correspondence from participating travelers and families throughout the trip process.
- Plan and execute monthly virtual meetings before the trip with participating travelers and families.

### Position Commitments:

- Be a registered adult member of Girl Scouts of the United States of America (GSUSA), be at least 21 years of age, have a current eligible criminal background check on file at GSCTX, be in good standing with GSCTX, and willing to sign volunteer agreement.
- Hold current CPR/First Aid certification at time of trip or higher certification if needed.
- Accept and adhere to the purpose and principles of the Girl Scout movement and the goals of GSUSA and the Central Texas council.
- Willingness to observe all Girl Scout safety guidelines and checkpoints (GSUSA and GSCTX).
- Respect for and ability to work with people from diverse backgrounds and sensitivity to the needs of youth participants.
- Problem solving and conflict resolution skills.
- Ability to stay organized, effectively plan trip details and communicate pre-trip with youth participants and families.

- Demonstrates the ability and willingness to place the needs of the Girl Scouts and of the program above personal desire.

**Top Skills You Will Gain From This Position:**

1. Teamwork and collaboration
2. Leadership
3. Problem-solving and adaptability
4. Communication and improved interpersonal skills
5. Decision making
6. Global mindset
7. Patience
8. Planning and working within a budget