

**Council-sponsored *destinations***  
**Trip Advisor**  
**Position Description**



The trip advisor plays an essential role in the success of the trip. In an advisory capacity, the trip leader works with girl and adult participants to plan and carry out the trip. The trip leader must remember that council-sponsored *destinations* are not something planned for girls by grown-ups—girls themselves do the planning with guidance of the trip leader and chaperone(s).

For the GSLI, Sybaquay Council will be responsible for:

- Transportation costs associated with travel to and from the GSLI via council-van
- 50% of hotel accommodations and meal costs
- 50% of the GSLI registration fee

This position is appointed by and accountable to Sybaquay Council's director of program.

**Major Responsibilities**

- Facilitate the trip planning process, ensuring girl involvement in trip planning and money-earning projects (if any).
- Process and track group finances according to council guidelines.
- Review and become familiar with all materials/forms/travel requirements in order to interpret them to girls and their families.
- Ensure necessary paperwork/forms are completed in a timely manner.
- Ensure that Girl Scout safety standards and council policies/procedures are followed during all phases of the project.
- Keep the council's director of program informed of plans throughout all phases of planning and preparing for the trip.
- Be responsible for the safety and well being of participants during travel.
- Conduct trip evaluation.

**Qualifications**

- Experience in troop/group trip planning
- Willingness to observe Girl Scout safety guidelines
- Have completed necessary Girl Scout trainings or willingness to take training
- Current certification in first aid and CPR or the willingness to take training
- Sensitivity to the needs of girl participants
- Ability to assume financial responsibility for a portion of the trip expense
- Belief in the aims and principles of Girl Scouting
- Respect for and ability to work with people of diverse backgrounds
- Problem solving and conflict resolution skills

**Position Requirement**

Volunteers who do not currently have a criminal background check on file with Sybaquay Council will be required to authorize Sybaquay Council to conduct a criminal background check. Final appointment will be contingent on the ability to pass this background check.