

# LEAD FACILITATOR JOB DESCRIPTION

## Leadership, Engagement, and Service

Because of the large geographic area in north Georgia which comprises the natural hemlock habitat and the diversity of conditions and local needs in various counties, Save Georgia's Hemlocks has developed a Lead Area Facilitator role to enhance engagement of Volunteer Facilitators; coordination of events; identification of needs, resources, and opportunities; and communication so that a higher level of service may be provided to communities. Note that an area is usually a county but may also be a part of a county or a combination of multiple counties.

The Lead Area Facilitator is a fully trained and active Volunteer Facilitator who functions as the recognized "face" of SGH in their area. He or she serves as a resource for the community, mentor for newly trained Facilitators, and interface with the SGH Board. The Lead Area Facilitator receives the names and contact information for new Trainees upon completion of their initial training as well as a roster of all current Facilitators in their area.

The primary roles and responsibilities of a Lead Area Facilitator include the following but may vary by area or individual.

### Information Resource for your area

- Identify yourself as an area point of contact for all hemlock-related issues.
- Increase public awareness and encourage timely action.
- Share information about HWA, treatment options, availability of chemicals and equipment, and SGH services.
- Keep up to date on hemlock news in general and SGH activities in particular.

### Leader/Mentor for your Facilitator team

- Initiate contact with new Trainees, become familiar with their interests and skills, and encourage their engagement.
- Partner with new Trainees for on-site visits and provide coaching as needed or requested.
- Maintain periodic contact with Facilitators to encourage personal initiatives and ongoing participation in projects or events and help them maintain or enhance their knowledge and skills.
- Support quarterly reporting of your Facilitator team's activities.

### Communications Resource for SGH

- Periodically assess public awareness, interest, and service needs
- Assess individuals' and nonprofits' needs for charitable assistance and submit requests to the SGH leadership team.
- Identify local opportunities for SGH presentations or participation, organizations for partnership, and local contacts and resources.

### Recruiter/Coordinator

- New members and Facilitator candidates
- Volunteers for SGH events and service projects
- Sources for chemical and equipment
- Sponsors/partners for Clinics and other SGH events

### Ambassador

- Take a proactive approach to helping others in your community.
- *Always* serve as an advocate for the hemlocks and the face of SGH



