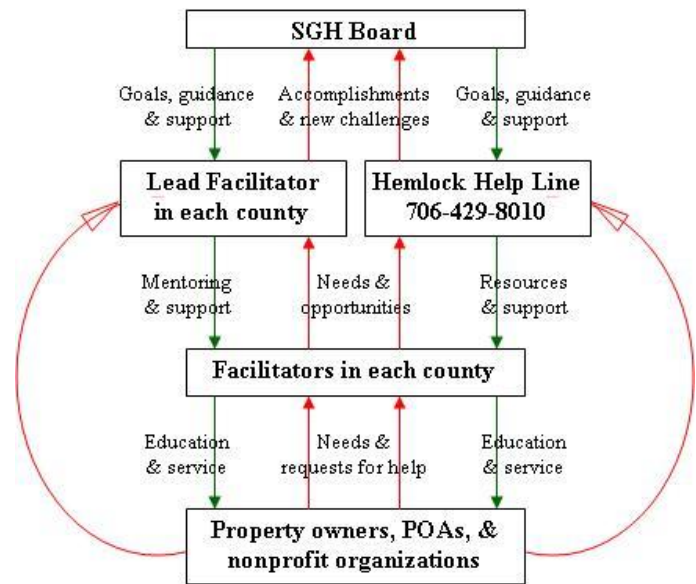


LEAD FACILITATOR JOB DESCRIPTION

Leadership, Communication 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 communication, identification of needs and resources, coordination of events and volunteers, and activity tracking 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 can become the recognized "face" of SGH in their area. As depicted in the diagram, he or she provides leadership, guidance, and coordination of the Volunteer Facilitators within their area and serves as an interface with the SGH leadership team.



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

Information Resource for your area

- Identifying yourself as an area point of contact for all hemlock-related issues
- Increasing public awareness and encouraging timely action
- Sharing sources of information, equipment, chemicals and other help available
- Sharing updates about the spread of HWA, condition of trees, treatment options, and SGH services
- Publicizing and participating in SGH educational and charitable service events
- Sharing in the SGH teaching activities and outreach efforts in your area

Leader/Mentor for your Facilitator team

- Maintaining frequent contact with Facilitators to understand their interests, participation level, strengths and weaknesses, training/refresher needs
- Helping them maintain and enhance their knowledge and skills
- Encouraging personal initiatives and participation in projects and events
- Pairing with new Facilitators for Facilitator visits
- Coaching new Facilitators as needed or requested
- Directing Hemlock Help Line referrals to local Facilitators
- Quarterly reporting of the activities of your Facilitator team

Communications Resource for SGH

- Continuously assessing public awareness, interest regarding infestation, and service needs
- Assessing individuals' and nonprofits' needs for charitable assistance and submitting requests to the SGH leadership team
- Identifying area events for possible SGH participation or exhibition opportunities
- Identifying area conservation/environmental organizations with parallel mission or interests
- Identifying area contacts in city, county, GFC, DNR, USFS, and colleges that are or could be helpful resources
- Identifying POAs, major realtors, and community organizations that could be potential audiences or may need hemlock help

Recruiter/Coordinator

- Volunteers for SGH events or service projects
- Members and Facilitators
- Chemical and equipment retailers
- Sponsors for Clinics and other SGH events

Ambassador

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

