



# PATHWAYS GUIDES

## Role Description

### Position Summary

The Pathways Guide is an integral member of the Pathways launch team. You will work with the program quality director (PQD), Chief Ambassador (CA) and an Ambassador to prepare a group of clubs for the launch of Pathways.

As a Pathways Guide, you will serve as the first point of contact at the club level and will onboard members seamlessly. You will partner with your Ambassador to schedule and conduct a visit at each of your assigned clubs. During these visits, you will raise awareness and build excitement around Pathways and educate members about the new program. You will support the vice presidents education (VPEs) of these clubs by conducting regular virtual support sessions. Your term of service will be six months.

### Description

- Read the *Pathways Guide Handbook* (Item 820).
- Read *The Navigator* (Item 8722).
- Read *Training Basics: Getting It Right, Making It Work* (Item 102).
- Read the Pathways Learning Experience presentation slide deck and facilitator guide.
- Attend the welcome webinar hosted by World Headquarters.
- Complete the Pathways Guide Quiz.
- Receive Pathways rollout kits for assigned clubs.
- Coordinate with your ambassador to conduct one visit at each assigned club.
- Deliver the Pathways Learning Experience presentation and rollout kit to each assigned club.
- Update the club visits fields on Base Camp for each scheduled and completed visit.
- Access Base Camp as a member and view all tutorials in the system.
- Follow up with VPEs to ensure they and their club members are comfortable operating in Pathways and Base Camp.
- Collect questions from VPEs and address during your regular virtual support sessions.
- Attend webinars hosted by World Headquarters, as needed.
- Provide your VPEs with answers received at World Headquarters webinars.
- After conducting your virtual support sessions, complete the virtual support fields on Base Camp.

## Knowledge and Skills

- Excellent verbal, written and interpersonal communication skills
- Organization and time management skills
- Discussion or moderation knowledge and skills
- Presentation skills, both in-person and virtual
- Technologically savvy
- Self-motivated and able to set and meet own deadlines

## Criteria

**The program quality director will find a member to fill the Pathways Guide role based on the following:**

### **Required**

- Must be a member in a club in good standing
- Must have at least one year of presentation experience in-person and/or virtual, inside or outside of Toastmasters International
- Must uphold Toastmasters International core values: integrity, respect, service and excellence
- Must be positively excited about the Pathways learning experience
- Must have consistent and reliable internet access
- Must have the ability and willingness to travel to 10 clubs maximum in the district
- Must commit to six months in Pathways Guide role, beginning two months prior to the region rollout date
- Must have a valid and accessible shipping address
- Must have achieved at least a Competent Communicator award

### **Preferred**

- Knowledge of learning management systems, specifically Cornerstone OnDemand
- Ownership of a laptop, iPad or other portable device to bring to club visits

## Credit

**In order to receive Distinguished Toastmaster (DTM) credit for one year of district leader service, you must do the following:**

- Attend the welcome webinar.
- Receive 100% on the Pathways Guide Quiz.
- Conduct one club visit at each assigned club.
- Complete the club visit fields on Base Camp.
- Conduct a minimum of 15 virtual support sessions during your term.
- Complete the virtual support session fields on Base Camp.

## Approximate Timeline

Month	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Prep						
Club Visits						
Rollout						
Virtual Support Sessions		At least 4	At least 4	At least 4	At least 2	At least 1