

Community Guider Adviser

Position Description

February 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The Community Guider Adviser role collaborates, provides communication, problem solves and provides performance management to Community Guiders. The Community Guider Adviser fosters a culture of inclusivity, mentorship, and collaboration to help GGC thrive in their Provincial Council.

ACCOUNTABILITY

Provincial Council through the Deputy Provincial Commissioner

RESPONSIBILITIES

Community Guider Management & Support

- Provides advice, guidance, and mentorship to Community Guiders to support their growth and development.
- Coordinates training for Community Guiders to empower them in their roles.
- Provides support and guidance to Community Guiders as needed.
- Educates ACLs on the importance of the Community Guider role.
- Provides connections and recommendations to ACLs when Community Guiders are required.
- Actively participate in ACL Touchpoint meetings.
- Ensures all Community Guider positions are populated and effectively supported.

Handling Risks & Issues

- Assists with managing escalations related to performance and other issues involving Community Guiders and/or ACLs.
- Supports follow-up and resolution of investigations as required.

Fostering a Girl-Centered, Inclusive, & High-Performance Culture

- Ensures Guiding is accessible to all by increasing awareness, understanding, and acceptance of members with special needs and embracing cultural diversity and inclusivity.
- Promotes inclusion, diversity, equity, and accessibility to ensure Guiding is welcoming to all members.
- Helps create awareness and understanding of cultural diversity and inclusivity within Guiding.
- Actively participate in the planning and implementation of "How To" Sessions for ACLs.

Other Responsibilities

- Completes other duties as assigned by the Provincial Council and Deputy Provincial Commissioner.



QUALIFICATIONS

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Ability to work both independently and as part of a team.
- Strong skills in facilitating and chairing meetings, gathering input, and managing difficult discussions.
- Ability to prioritize the best interests of the membership and GGC as a whole, separating personal interests from the discussion.
- Strong critical thinking, analytical, and decision-making skills.
- Excellent organizational skills to manage tasks and priorities effectively.
- Good writing, communication, and listening skills with the ability to communicate clearly through various media.
- Familiarity with Office Suite or willingness to learn and adapt to new technology.

EXPECTATIONS

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Attend 2 weekend-long ACL Forum meetings/year.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Act in the best interests of the entire Provincial Council, not personal or regional interests.
- Contribute to the growth and success of Guiding within the Provincial Council.
- Keep open communication with the Deputy Provincial Commissioner about important issues.
- Collaborate with Community Guiders to ensure effective management of Guiding in the province.
- Time Commitment:
 - 5-10 hours/week (variable based on time of year; spring and fall are busiest).

TERM:

- Three (3) year term, with option of renewal

