

National Awards Liaison

Position Description

March 2026

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

As the volunteer National Award Liaison, you will work closely with the national team of Award Reviewers who assess GGC national award applications submitted through the GGC recognition portal. You will use detailed criteria to assess award eligibility, support reviewers, manage escalations, and address inconsistencies across submissions and reviewers. In this role, you will act as a subject matter expert and point of contact for reviewers across Canada. As the National Award Liaison you will facilitate connection among assessors to foster consistency and shared understanding. Award Reviewer positions are supported by GGC's Business Services team.

ACCOUNTABILITY

Guiding Ambassador

RESPONSIBILITIES

Leadership & Collaboration

- Fosters a cooperative, collaborative, and supportive environment.
- Reviews nominations escalated either by nominator or volunteer reviewers where not aligned. Provide explanation and clarification to help nominators or volunteer reviewers understand decisions
- Supports volunteer reviewers by offering guidance and helping ensure consistency in how criteria are applied.
- Helps identify areas where reviewers or nominators may need additional clarity, support, or training
- Collaborates with volunteers and staff to refine the nomination criteria and process used by the reviewers
- Collaborates with staff to develop a defined Award Reviewer onboarding procedure and supporting resources
- Supports annual Award Reviewer recruitment cycle, including screening applicants, appointment and onboarding of volunteers



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 teamwork skills.
- Critical thinking, analytical, and decision-making abilities.
- Strong organizational skills.
- Familiar with GGC's awards program, and considered a subject matter expert
- Excellent writing, communication, listening, and interpersonal skills, with the ability to communicate effectively through various media.
- Familiarity with Office Suite or a willingness to learn.

EXPECTATIONS

- The National Award Liaison role is a voluntary position and, as such, you would serve without compensation.
- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, programs, and program platform.
- Ability to build and maintain positive relationships with members, volunteers, and staff.

Time Commitment:

- Award reviewing support should take an average of 1-5 hours per month, with increased volume from April to June and reduced volume from November to February.

TERM:

- Minimum of one (1) year commitment (renewable on an annual basis)

