

Ontario Community Guider

Position Description

Updated April 24, 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To lead Unit Guiders and the Administrative Community Leader to ensure that Girl Guides provides a safe space where every girl is empowered to be everything she wants to be.

ACCOUNTABILITY

Administrative Community Leader and Community Guider Adviser

RESPONSIBILITIES

Support to the ACL:

- Works with the ACL to problem solve and resolve conflict/refers issues to ACL as necessary/appropriate
 - Respond to questions and concerns within 48 hours
 - Provide constructive feedback to ACL and Unit Guiders
 - Be hands on in the community as needed to facilitate issue resolution
 - Recognize problems before they escalate
- According to current processes and timelines, works with the ACL, Member Unit Support Team and Guiders from their assigned units to support empowering girls by:
 - Supporting new adult member placements by reaching out to new Guiders within one (1) week of placement
 - Confirming adult leadership plans and meeting space for their units
 - Suggesting locations for meeting space for units
 - Identifying opportunities for new units
 - Recruiting new leaders
- When Guider renewals are issued, encourage prompt responses from Guiders on their plans for the following year. This will help to determine potential gaps and work with the ACL to plan accordingly for the following Guiding year
- Where feasible, supports ACL sisterhood events by attending virtually or in-person

Support to the Unit Guiders:

- Acts as a positive role model for Unit Guiders
- Maintains regular and ongoing communication – by phone, email, and in person (if possible) with all Guiders in assigned units
- Keeps up to date with activities, policies and procedures of Girl Guides of Canada – both at National and Provincial levels such as GuidePost, Provincial website, National website and Member Zone
- Keeps up to date with girls' programs, particularly when there are changes
- Facilitates opportunities for multi-unit activities and bridging



- Actively encourages both girl and Guider recognition throughout the year by suggesting potential Awards for nomination directing Guiders to online details, and assisting Guiders with the nomination process
- Attends unit meetings and events, as needed or requested
- Assists with arranging coverage for Guider absences, as needed, at unit meetings to ensure Safe Guide ratio is met, either by attending when needed or arranging for other adult members to attend
- Is a positive voice in the larger community, encouraging membership and promoting Guiding
- Acts as a coach and mentor for unit Guiders
 - Connects with new Unit Guiders within a week of placement
 - Checks in frequently with new Guiders in the first few months when they get started
 - Helps Unit Guiders find information and resources they need to deliver quality girl-driven programs and make suggestions about additional resources available in their local community, both GGC and external opportunities
 - Encourage all Guiders to participate in trainings

EXPECTATIONS

- Act in the best interests of Unit Guiders
- To submit regular reports as required;
- Meet our 48-hour service standard for responding to GGC related emails and phone requests from Community Guiders, staff, and other volunteers;
- Collaborate with the Administrative Community Leader to provide supports to the Guiders in the Community

QUALIFICATIONS

- A commitment to and passion for GGC;
- Have an understanding with the current Ontario Guiding procedures;
- Be aware of the resource supports available to Unit Guiders;
- Ability to work with a team; and,
- Good communication, listening, and interpersonal skills with ability to communicate effectively.

TERM

One (1) year term, with annual renewal option

