

Assessor

Position Description

DRAFT Revised and Endorsed: TBD

Mission

To be a catalyst for girl empowering girls

Purpose

To Activity Levels Yellow, Red, International, Travel over 72 Hours in Canada and Water. To ensure the overall safety of Members participating in those activities.

Accountability

Safe Guide Adviser and Risk and Compliance Management Adviser

Responsibilities

- Maintains current knowledge of Safe Guide and applicable forms.
- Support Guiders in their safe planning of activities by reviewing the submitted documentation for compliance with the current Safe Guide.
- Communicates with the Responsible Guider, for any issues or concerns, to facilitate safe activities for Members.
- Liaise and consult with the Safe Guide Adviser and/or the Risk and Compliance Management Adviser on activities outside of personal skills sets.
- Provides acknowledgement for the appropriate activities. e.g. Yellow, Red, International, Travel and Water
- Provide a positive communication style and working climate with other Members and outside organizations.
- Contact the Responsible Guider when necessary to obtain additional information, or for further clarification when assessing an activity.
- Use a spread sheet to track activities including form submission, any follow-up required and/or notification/approval}.
- Maintain detailed files of all collected documentation including emails and notes of conversations regarding the activity for one year

Requirements for the Position:

- An interest in enabling and engaging others to support activities for girl Members.
- Computer skills (Word, Excel) and Internet access (high speed preferable)
- A strong working knowledge of current Safe Guide and recent, relevant experience in the activities she assesses.
- Effective communication skills and patience in working with others.
- The ability to problem solve, maintain organization of files and information, source information via the Internet, and excellent attention to detail.
- Relevant experience in working with different branches of Guiding and experience with group events.

The time commitment is two to four hours per week which could vary due to seasonal nature of some of the activities and/or the number of activity assessors in a province.

Additional Requirements for Specific Activities as listed below:



Red Camping

- Must have been a responsible Guider for a Red level event.

International

- Experience in traveling internationally

Travel in Canada

Experience in Travel in Canada

Water

Appointed by the Province

Term of Position:

The term of office will be as outlined by the By-laws of Girl Guides of Canada