

Community Guider Adviser

Position Description

Updated March 22, 2020

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To lead Community Guiders to ensure quality support is provided to Guiders who can ensure the delivery of a high quality girl program to our girl members

ACCOUNTABILITY

Deputy Provincial Commissioner

RESPONSIBILITIES

- In partnership with the ACLs, play an active role in recruitment and placement of Community Guiders to ensure that all units have resource support for current and new members
- With ACL support, ensure new Community Guiders are placed in units within 10 days of a successful interview
- Ensure there is a welcoming and onboarding process for new Community Guides implemented within one week of being placed in units
- Encourage the Community Guiders ongoing attendance at units to provide feedback and encouragement to Guiders to build confidence and skills
- Implement coaching, mentoring, and performance improvement programs as needed to support Community Guiders who are struggling to provide expected levels of support
- Provide support and encouragement for ACLs during the Community Guider renewal phase
- Encourage Community Guider participation in community events and provide support for ACL initiatives
- Provide recognition for Community Guiders by supporting nominations for awards
- Support Community Guiders in the creation of Guider gatherings throughout their communities
- Ensure all Community Guiders complete their online training within 3 weeks of appointment
- Ensure all Community Guiders understand their role and are empowered to fulfil the expectations
- Work with Training Adviser and ACL to identify training needs for new Community Guiders and encourage their participation in training
- Investigate conflict professionally, remain unbiased, and protect the confidentiality of the information as much as possible while working to a resolution
- Follow the GGC guidelines for Conflict Management and provide the required documentation

EXPECTATIONS

- Act in the best interests of Community Guiders as a whole;
- 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;
- Ensure that a monthly message goes out to the Community Guiders through ON eNews;



EXPECTATIONS, cont'd

- Maintain current knowledge of National policies and programs and Ontario Guiding procedures;
- Attend 2 weekend long ACL Forum meetings/year;
- Be active and responsive as needed to facilitate issue resolution;
- Must use technology to support efficiencies and create change (training provided as needed for ON IT platform which includes Office 365, OneNote, OneDrive, and Skype for Business; and;
- Complete the Community Guider training within first month of term (if not already completed)

QUALIFICATIONS

- A commitment to and passion for GGC;
- Has a passion to increase and encourage Community Guiders in Ontario & Nunavut;
- Ability to work with a team; and,
- Good communication, listening, and interpersonal skills with ability to communicate effectively.

TERM

Three (3) Years

