

ONTARIO COMMUNITY GUIDER

- Purpose:** To support 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
- Reports to:** Administrative Community Leader and Community Guider Adviser
- Term:** 1 year term, with annual renewal option

KEY RESPONSIBILITIES

Remember you can leverage support from the Administrative Community Leader and the Community Guider Adviser for all of these responsibilities – you should never feel alone in achieving success as a Community Guider.

Community Guiders may be assigned to units based on geography or may be designated by branch level. The objective is that each unit in Ontario has access to a Community Guider.

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 ACL, Community Planning Coordinator, Membership Admin Assistant 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 plan accordingly for the following Guiding year.
- Where feasible, supports ACL events by attending



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 through the Tuesday & Friday eNews, 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

COMMUNITY GUIDER TRAINING AND SUPPORTS

- Complete the Community Guider training within four weeks of appointment
- Communicate regularly with the Administrative Community Leader
- Complete additional training, as required

KEY QUALIFICATIONS

- Be a registered adult member of Girl Guides of Canada-Guides du Canada
- Be familiar with the current Ontario Guiding procedures
- Have an understanding of the current girls' program
- Be aware of the resource supports available to Unit Guiders
- Have experience working with adults in Guiding

