



MISSION

Girl Guides of Canada-Guides du Canada (GGC) enables girls to be confident, resourceful and courageous, and to make a difference in the world.

PURPOSE

To advise on, support, promote, coordinate, and ensure delivery of training for adult Members and to coordinate learning and developmental opportunities for trainers.

ACCOUNTABILITY

Provincial Council, through the Provincial Member Services Coordinator

RESPONSIBILITIES

- Where applicable in a provincial jurisdiction, is Chair of the Provincial Training Sub-Committee;
- As Chair of the Provincial Training Sub-Committee:
 - Recruits, orients, and mentors members of the sub-committee;
 - Fosters a cooperative, collaborative, and supportive environment with sub-committee members;
 - Ensures that the sub-committee meets on a regular basis and a record of all meetings is maintained;
 - Prepares and monitors the budget for the sub-committee; and,
 - Identifies any personal learning needs that will enhance performance as the Chair of the Training Sub-Committee.
- As a member of the Member Services Committee participates in developing strong collaborative relationships with the PR/Communications Sub-Committee and the Membership Sub-Committee;
- Maintains current knowledge of GGC, its Strategic Plan, and the standards, guidelines, curriculum, and training modalities of GGC training programs for adult Members;
- Consults regularly with trainers and ACLs/Commissioners to address and meet the training needs of adult Members;
- Solicits input from trainers and ACLs/Commissioners to establish a strategy and calendar for the delivery of training sessions for adult Members;
- Ensures the delivery of ongoing and periodic training, as per an annual training calendar;
- Ensures active, ongoing recruitment is undertaken in the Areas/Communities and is available to assist with this when needed;
- Regularly consults with trainers to ensure the maintenance of their trainer qualifications and standards and compliance with the submission of trainer reports;
- Appoints and evaluates trainers or delegates these duties, as appropriate, to the Area/Community level;
- Conducts, and/or assists at training events, as appropriate;
- Responds to issues related to training received from within the Province;
- Promotes a high standard of adult Member training within the Province;



- Remains aware of trends in training and adult education; and,
- Ensures descriptive and timely messaging of all GGC provincial and local training opportunities.

QUALIFICATIONS

- A commitment to and passion for GGC;
- Familiarity with GGC's current National training program;
- Completion of the Safe Guide Training module;
- Ability to source and develop resource training materials;
- Ability to work with a team and independently;
- Ability to chair meetings;
- Ability to solicit, collate, and consolidate opinions and feedback;
- Ability to exercise critical, analytical, and decision focused skills;
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources; and,
- Current appointment as a GGC Trainer would be an asset.

TERM

Three (3) years