

Administrative Community Leader (ACL)

Position Description

Updated April 24, 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To lead the Unit and Community Guiders in your Community to ensure the empowerment of youth members to be everything they want to be.

ACCOUNTABILITY

Deputy Provincial Commissioner

RESPONSIBILITIES

Unit Readiness

Areas of focus:

- Community Guiders – In partnership with the Community Guider Advisor, recruit and place Community Guiders to ensure that all units have resource support for current and new members
- User space – maintain existing and seek new opportunities to ensure there are enough cost effective meeting space for current and new units
- Volunteer placement – ensure new members are placed in the community within 10 days of completion of the GGC screening process
- Unit size – encourage all units to work with Guiders requiring modified unit sizes and to clear waitlists
- Safe Guide compliance – ensure units are safe guide compliant

Community Growth

Areas of Focus:

- Brand recognition – encourage unit participation in community events, use GGC branded products at events, promote the Try Now Join Later program, support Intro to Guiding events
- Succession planning – analyze annual movement of girls through guiding levels to ensure that units are ready for the changes, promote bridging and community-wide events
- Guider gatherings – support the creation of Guider gatherings throughout your community
- Recognition events & leadership awards– strategically use these events to promote Guiding in the community

Performance Management

Areas of focus:

- Training and development – ensure there is a welcoming and onboarding process in your community delivered by Community Guiders to new Guiders;
- Ensure that all Guiders are completing GGC training as required, organize specialized training as required
- Consistent, quality program delivery – implement coaching, mentoring, and performance improvement programs as needed to support Guiders who are struggling to provide expected level of program quality



Issue Management

Area of focus:

- Conflict can arise from girls, parents, and adult members. Investigate conflict professionally, remain unbiased, and protect the confidentiality of the information as much as possible while working to a resolution
- Conduct issues can arise from girls and adult members. Investigate conduct issues professionally, remain unbiased, and protect the confidentiality of the information as much as possible while working to a resolution. Escalate to ACL Advisor and DPC – Administration as required by GGC guidelines and provide the required documentation.

EXPECTATIONS

- 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 your Community through the GuidePost
- Attend 2 weekend-long ACL forum meetings/year
- Be hands on in your community as needed to facilitate issue resolution and to host membership growth activities
- Must use technology to support efficiencies and create change (Training provided as needed for ON IT platform which includes: Office 365, One Note, One Drive, and MS Teams
- Complete 5 e-modules of the ACL training with the first 6 months of term
- Complete 4 TEAM Trainings during the term

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;
- Experience with planning and organization;
- Ability to work with a team; and,
- Good communication, listening, and interpersonal skills with ability to communicate effectively.

TERM

Three (3) years

