

Travel Support Liaison

Position Description

January 17, 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The Travel Support Liaison fosters enriching travel opportunities for girls, youth, and Guiders by providing guidance, mentorship, and administrative support for both international and Travel in Canada trips. The role ensures travel experiences are safe, inclusive, and aligned with GGC policies. The Liaison collaborates with staff and members to facilitate travel processes, uphold high standards of risk management, and support the development of high-quality travel experiences.

ACCOUNTABILITY

Provincial Council through the Provincial Girl & Youth Experience Coordinator

RESPONSIBILITIES

Leadership & Collaboration

- Serves as Chair of the Provincial Council Travel Support Committee (where applicable).
- Recruits, orients, and mentors members of the committee.
- Fosters a cooperative, collaborative, and supportive environment.
- Ensure the committee meets regularly and maintains records of all meetings.
- Prepares and monitors the committee's budget.
- Identifies personal learning needs to enhance performance as Chair.
- Participates as a member of the Girl & Youth Experience Committee to foster strong collaborative relationships across sub-committees.
- Collaborates with the Marketing & Communications Adviser to promote international opportunities and other global Guiding matters.
- Collaborates with the Program Adviser to promote and support the inclusion of international content in program delivery.
- Actively participates in Provincial Travel Support Liaison meetings as scheduled.

Travel Administration & Support

- Ensures timely screening and approval of travel applications.
- Liaises with the staff Travel Team to support trip administration, including the creation of Trip Units and Unit Banking accounts.
- Provides orientation and information to Guiders interested in travel opportunities.
- Mentors and offers practical support to Guiders participating in travel opportunities within Canada and internationally.
- Ensures girls, youth, and Guiders selected for provincially sponsored trips are well-prepared for travel.



- Coordinates with the Safe Guide Liaison and/or Assessor on trip assessments for international and Travel in Canada trips as needed.
- Oversees finances for provincially sponsored trips in alignment with the National Fundraising Policy and Guidelines, as directed by the Provincial Council.

Inclusivity & Accessibility

- Ensures travel opportunities are accessible to all members by promoting awareness, understanding, and acceptance of special needs.
- Embraces cultural awareness, diversity, and inclusivity in all travel-related programming.

Other Responsibilities

- Completes other duties as assigned by the Provincial Council.

QUALIFICATIONS

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Strong critical thinking, analytical, and decision-making skills.
- Experience in planning or participating in GGC international travel or travel in Canada.
- Experience as “red level” or travel Assessor is an asset.
- Interest in and knowledge of diverse travel situations.
- Familiarity with travel guidelines and procedures outlined in Guiding Essentials and Safe Guide.
- Familiarity with GGC’s fundraising policies.
- Ability to plan, develop, and source resource materials to support travel.
- Strong organizational skills.
- Excellent writing, communication, listening, and interpersonal skills, with an ability to communicate effectively across various media.
- Familiarity with Office Suite or willingness to learn.

EXPECTATIONS

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Provide written updates as requested by the Provincial Council.
- Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
 - 5-10 hours/week (variable based on number of Trips in Provincial Council).

TERM:

- Minimum of one (1) year commitment (renewable on an annual basis)

