

## **Regional Adult Experience Coordinator**

### Position Description

#### **Vision**

A better world, by girls

#### **Mission**

To be a catalyst for girls empowering girls

#### **Purpose**

The Regional Adult Experience Coordinator supports the development and success of members across the province, ensuring a positive and effective adult experience within GGC. In this role, you will be expected to attend the monthly meeting on the Provincial Adult Experience Committee. The goal of this committee is to foster a culture of inclusivity, mentorship and collaboration to help GGC's adult members thrive in their roles.

#### **Accountability**

Regional Commissioner and Provincial Adult Experience Coordinator

#### **Scope**

Encompasses work done under Membership, Training, Link and Trefoil focuses.

## **Responsibilities**

### **Leadership and Collaboration**

- Actively participates as a member of the Provincial Adult Experience Committee.
- Supports the Provincial Adult Experience Coordinator in executing projects, events and activities that align with her goals.
- Creates and leads the Regional Adult Experience Committee to ensure events and activities are run that support the provincial goals.

- Ensures Guiding programs are accessible to all members, including those with special needs and promotes cultural awareness, diversity and inclusivity.
- Supports initiatives that increase awareness, understanding and acceptance of diverse members within the organization.
- This role is a non-voting member of Regional Council.

## **Qualifications**

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Ability to work both independently and as part of a team.
- Strong skills in facilitating and chairing meetings, gathering input and managing difficult discussions.
- Ability to prioritize the best interests of the membership and GGC, separating personal interests from the discussion.
- Familiarity with GGC's program resources, including branch core programming, special challenges, themed days, events and program delivery opportunities.
- Knowledge of camping and outdoor programming, including Safe Guide, and familiarity with available internal and external camping and outdoor resources and experts.
- Ability to plan, develop and source resources for camping and outdoor activities.
- Strong critical thinking, analytical and decision-making skills.
- Excellent organizational skills to manage tasks and priorities effectively.
- Good writing, communication and listening skills with the ability to communicate clearly through 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.
- Contribute to the growth and success of Guiding within the Regional and Provincial Councils.
- Participate fully in all Committee meetings.
- Keep open communication with the Provincial Adult Experience Coordinator on all issues.

- Prepare for and actively participate in all meetings by reviewing materials, seeking clarification as needed, and making decisions that align with GGC's best interests.
- Collaborate with other Council members to ensure effective management of Guiding in the region and the province.
- Ability to build and maintain positive relationships with members, volunteers and staff.

### **Time Commitment**

- up to five (5) hours / week (variable based on Provincial Council projects and timing of proposal submissions).

### **Term**

- Three (3) year term, with option of renewal.