

Adult Experience Coordinator

Position Description

January 17, 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The Adult Experience Coordinator supports the development and success of members across the province, ensuring a positive and effective adult experience within GGC. This role leads and collaborates with various sub-committees, providing guidance and support to strengthen adult engagement, training, and recognition, while ensuring alignment with the organization's strategic priorities. The Adult Experience Coordinator fosters a culture of inclusivity, mentorship, and collaboration to help GGC's adult members thrive in their roles.

ACCOUNTABILITY

Provincial Council

RESPONSIBILITIES

Leadership & Collaboration

- Serves as a member of the Provincial Council and chair of the Adult Experience Committee.
- Works as a non-voting member of the Learning & Engagement, Awards, Scholarship, Trefoil, Link, and Marketing & Communications sub-committees.
- Ensures all relevant sub-committees are established, populated, and effectively supported.
- Fosters a cooperative, collaborative, and supportive environment.
- Provides advice, guidance, and mentorship to sub-committee chairs, supporting their growth and development.
- Actively participates in Provincial Adult Experience Coordinator meetings.

Committee Management & Support

- Ensures regular meetings of sub-committees and promotes collaboration among the chairs.
- Coordinates orientation and training for sub-committee members, ensuring they understand and meet the expectations of their roles.
- Monitors the progress of committee and sub-committee projects to ensure alignment with GGC's strategic priorities.
- Provides oversight of sub-committee budgets, ensuring they are managed responsibly and within budget.

Communication & Coordination

- Facilitates communication between the Provincial Commissioner, sub-committee chairs, and the broader Provincial Council.



- Builds connections between sub-committees and staff teams, encouraging alignment and coordination.
- Communicates initiatives, updates, and issues to the Provincial Council as determined by the sub-committees.

Inclusivity & Engagement

- 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.

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.
- 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 as a whole, separating personal interests from the discussion.
- Knowledge of adult learning practices and training methods.
- Familiarity with GGC's training modules, offerings, and protocols.
- Understanding of GGC's communication protocols, tools, and their role within the organization.
- 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.
- Act in the best interests of the entire Provincial Council, not personal or regional interests.
- Contribute to the growth and success of Guiding within the Provincial Council.
- Participate fully in all Provincial Council discussions and activities.
- Keep open communication with the Provincial Commissioner and Executive Committee about important 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 province.
 - Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
 - 5-10 hours/week (variable based on Provincial Council projects and timing of proposal submissions).



TERM:

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

