

Girl & Youth Experience Coordinator

Position Description

January 17, 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To lead the Girl & Youth Experience Committee and collaborate with various sub-committees to ensure that the voices and perspectives of girl and youth members are integrated into all aspects of programming. This role fosters a cooperative, inclusive, and accountable environment while guiding sub-committees in their work to align with Girl Guides of Canada's strategic plan.

ACCOUNTABILITY

Provincial Council

RESPONSIBILITIES

Leadership & Collaboration

- Serves as a member of the Provincial Council and chairs the Girl & Youth Experience Committee.
- Works as a non-voting member of the Program, Travel Support, and Camping & Outdoors sub-committees.
- Ensures the establishment and proper composition of the Program, Travel Support, and Camping & Outdoors sub-committees.
- Fosters a cooperative, creative, and accountable environment within the Girl & Youth Experience Committee and sub-committees.
- Provides advice, guidance, and mentorship to sub-committee chairs, supporting their growth and development.
- Acts as a communication conduit between the Provincial Council and the National Programming Committee.

Committee Management & Support

- Ensures regular meetings of sub-committees (Program, Travel Support, and Camping & Outdoors) and promotes collaboration among chairs.
- Coordinates orientation and training of sub-committee members, ensuring they understand and meet the expectations of their role.
- Provides oversight of sub-committee budgets, ensuring they are managed responsibly and within budget.
- Monitors sub-committee projects to ensure alignment with GGC's strategic priorities.

Girl & Youth Engagement

- Works with the Youth Forum Coordinator and Provincial Council Youth Forum to gather insights on issues impacting girl and youth members.



- Ensures a girl and youth perspective is incorporated into programming and decision-making at all levels.
- Promotes the inclusion of all girls and youth, including those with special needs, by embracing cultural awareness, diversity, equity, and accessibility in all programming.

Communication & Collaboration

- Collaborates with staff teams, Provincial Council members, and sub-committee chairs to align programming initiatives and activities with GGC's strategic plan.
- Coordinates communication between sub-committees and the Provincial Council, ensuring that issues, initiatives, and needs are effectively conveyed and understood.

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.
- 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.
- Understanding of travel opportunities within GGC, including how international travel is decided, and the process for selecting delegates.
- Ability to plan, develop, and source resources for camping and outdoor activities.
- Strong organizational skills.
- Excellent writing, communication, listening, and interpersonal skills, with the ability to communicate effectively across various platforms.
- Familiarity with Office Suite or a 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:



- 5-15 hours/week (variable based on Provincial Council projects and timing of proposal submissions).

TERM:

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

