

Learning and Engagement Adviser

Position Description

January 17, 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To advise, support, promote, and coordinate training, learning supports, and engagement opportunities for adult and Ranger-aged Members to succeed in volunteer roles and coordinate learning and development for Trainers.

ACCOUNTABILITY

Provincial Council through the Provincial Adult Experience Coordinator

RESPONSIBILITIES

Leadership & Collaboration

- Serves as Chair of the Provincial Learning & Engagement Committee (where applicable).
- Recruits, orients, and mentors committee members.
- Fosters a cooperative, collaborative, and supportive environment.
- Ensures regular committee meetings are held, and records of meetings are maintained.
- Prepares and monitors the committee's budget.
- Identifies personal learning needs to enhance leadership and performance as the Chair.
- Actively participates in Provincial Council Learning & Engagement Adviser meetings as scheduled.
- Develops strong collaborative relationships with the DEIA Adviser and Marketing & Communications Adviser, and other sub-committees as needed.

Strategic Alignment & Training Development

- Leads the defining and setting of training priorities, ensuring alignment with GGC's strategic goals.
- Maintains current knowledge of GGC's strategic plan, policies, and training sessions or learning supports created by staff.
- Ensure success metrics are considered including needs assessments, evaluating training quality and impact of training.
- Establishes a strategy and communication plan for delivering training sessions and learning opportunities for adult and Ranger-aged members.

Training Administration

- Ensures timely, descriptive messaging of all GGC training opportunities at all levels.
- Encourages Trainers to post available training opportunities in the appropriate locations as determined by the Provincial Council.
- Supports the planning and delivery of training events and adult engagement opportunities in alignment with training priorities.



- Liaises with Area Training Advisers to ensure smooth delivery of training in Areas (if applicable).
- Answers training-related questions from members.
- Ensures the mailing or delivery of training stream pins to members who have earned them.
- Supports equivalency assessments to ensure pre-requisites are met for advanced camping training.

Trainer Recruitment & Support

- Oversees the recruitment of GGC Trainers and supports members interested in becoming Trainers.
- Oversees the Trainer application process, including expression of interest forms, assessing role fit, and recognizing equivalent training or experience.
- Supports Trainers by presenting new Trainers with the Trainer Lamp Pin, monitoring their progress, and providing feedback.
- Submits term dates for Trainers and monitors their term end dates.
- Regularly connects with Trainers and manages Trainer renewal, providing support, feedback, and personal development.
- Identifies Trainers needing additional support and ensure their needs are met through training outcomes, feedback, and areas of improvement.

Inclusivity & Accessibility

- Ensures Guiding is accessible to girls, youth, and Guiders by increasing awareness, understanding, and acceptance of members with special needs.
- Embraces cultural awareness, diversity, and inclusivity in all training activities.

Other Responsibilities

- Completes other duties as assigned by the Provincial Council.

QUALIFICATIONS

- A commitment to and passion for GGC.
- Familiarity with GGC's current National Learning & Engagement program
- Ability to plan, develop and source resource materials for engaging trainings.
- Ability to provide coaching and mentorship to Trainers.
- Ability to work as a team and to chair meetings.
- Ability to exercise critical, analytical, and decision-focused skills.
- Good organizational skills.
- Good writing, communication, listening and interpersonal skills with ability to communicate effectively via various media sources.
- 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:
 - 5-15 hours/week (variable based on Provincial Council).

TERM:



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

