

# Program Adviser

## Position Description

January 17, 2025

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### **VISION**

A better world, by girls

### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

The Program Adviser supports the delivery of high-quality, inclusive, and impactful programming for girls and youth within the Provincial Council's jurisdiction. By fostering collaboration, creativity, and alignment to Girl Guides of Canada's strategic goals, the Program Adviser ensures that programming inspires and empowers all members. Additionally, the role promotes awareness of global and local issues relevant to girls, youth, and women while contributing to the development of innovative program opportunities.

### **ACCOUNTABILITY**

Provincial Council through the Provincial Girl & Youth Experience Coordinator

### **RESPONSIBILITIES**

#### **Leadership & Collaboration**

- Serves as Chair of the Provincial Council Program Committee (where applicable).
- Recruits, orients, and mentors members of the Program Committee.
- Fosters a cooperative, collaborative, and supportive environment.
- Participates as a member of the Girl & Youth Experience Committee to build strong collaborative relationships among sub-committees.
- Liaises with, consults, and fosters resource exchanges with other Provincial Advisers.
- Actively participates in Provincial Program Adviser meetings as scheduled.

#### **Committee Management & Support**

- Ensures regular meetings of the Program Committee and maintains records of all meetings.
- Prepares and monitors the committee's budget.
- Identifies personal learning needs to enhance performance as the Chair.

#### **Program Development & Support**

- Explores, investigates, and promotes new and creative ways of enhancing, enriching, and presenting GGC programs, aligned with the Big Ideas Calendar.
- Plans and organizes events and activities for girls and youth in alignment with GGC's strategic goals, considering success metrics such as needs assessments and evaluating quality and impact of initiatives.
- Reviews and evaluates program ideas from the membership for potential provincial implementation.
- Promotes WAGGGS' activities, programs, publications, events, the Canadian World Friendship Fund, and other related international opportunities.



- Promotes awareness of global issues impacting girls, youth, and women through training and special events.
- Liaises with Areas/Districts/Communities to support program opportunities for girls and youth.
- Ensures programming is accessible to girls, youth, and Guiders by embracing cultural awareness, diversity, inclusivity, and supporting members with special needs.
- Contributes to the advancement and understanding of GGC programming within the Provincial Council jurisdiction.

### **QUALIFICATIONS**

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Experience with programming for all branches.
- Ability to plan and create engaging activities, events, and challenges.
- Ability to work both independently and as part of a team.
- Strong teamwork skills and experience chairing meetings.
- Critical thinking, analytical, and decision-making abilities.
- Strong organizational skills.
- Excellent writing, communication, listening, and interpersonal skills, with the ability to communicate effectively through various media.
- 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, programs, and program platform.
- Provide written updates as requested by the Provincial Council.
- Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
  - 2-8 hours/week (variable based on Provincial Council projects).

### **TERM:**

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

