

“RESTRICTED FUND ADMINISTRATOR”

Position Summary

This position, yet to be officially named, will be responsible for administering the two new restricted funds on behalf of Saskatchewan Council and completing funding application and reporting requirements. The fund administrator is a non-voting position.

Role + Responsibilities

- Administrate the two restricted funds per the standardized guidelines set by Saskatchewan Council
- Administrate funding requests for SPRA (Saskatchewan Parks and Rec Assoc) funds
- Communicate with members and districts regarding funding requests
- Communicate with national finance team (or potentially provincial treasurer) to process funding payments
- Provide fund updates prior to each Council meeting
- Other tasks as communicated

Candidate Requirements

- Current adult member of Girl Guides of Canada
- Alignment with the vision, mission, and values of GGC A member of GGC for 2+ years
- Up-to-date Police Record Check
- Experience with finances or grant applications an asset
- 1-3 hours per week
- Three-year term (initial term will be Sept 2025 through Dec 2028)

