

# Unit Guider

## Nova Scotia

### Position Description

Updated June 2021

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#### **MISSION**

To be a catalyst for girls empowering girls

#### **PURPOSE**

To provide girls with an active, engaging and exciting program that enriches their current knowledge and activity levels. The Unit Guider is one of the most valuable resources to Girl Guides of Canada-Guides du Canada (GGC). She is the face of Guiding, representing GGC to girl Members, their parents/guardians and within the greater community.

#### **DUTIES OF THE POSITION**

- To provide a dynamic and engaging program that ensures the safety of our girl Members.
- To communicate a high level of awareness of Guiding, maintaining qualifications by attending both mandatory and TEAM trainings.
- To support an active, vibrant, continuing unit that responds to your responsible leadership.
- Ensure camping and other important opportunities are communicated to girl Members and their parents/guardians.
- Collect and keep in confidence an annual Personal Health Form (H.1) for each girl Member in the unit.
- Ensure the completion of the Registration Form (A.5) and any additional forms and adhere to the provincial guidelines on document retention.
- Comply with Girl Protection Procedures by reporting immediately and confidentially any suspicion or disclosure of child abuse.
- Welcome new girl Members into the unit at any time during the Guiding season.
- Manage, promote and support the annual sales of Chocolatey Mint and Classic Cookies.
- Maintain accurate and current unit financial records each year by following the Standard Financial Reporting Manual.
- Manage the banking and unit funds and/or unit fund deposits as required by your provincial council.
- Read, understand and agree to the Code of Conduct.

#### **TERM**

There is no set term. The time commitment for the position varies; approximately 15 hours per month, on average, will be required.

#### **EXPECTATIONS OF A UNIT GUIDER**

- Create an atmosphere that ensures all girl Members feel welcomed and connected to their program.
- Facilitate an understanding of the Promise and Law, through modeling expectations.
- Support shared leadership and decision making with other Guiders and girl Members.
- Provide encouragement and support for the individual efforts of all girl Members.



- Communicate effectively in a friendly manner with girl Members, their parents/ guardians and the public.
- Maintain contact with other Guiders in the unit and the associated Commissioner (Administrative Community Leader or Unit Administrator in Ontario) as well as attend regular council meetings as defined by her province.
- Encourage and support other women's interests in becoming Members.
- Promote Guiding to girls using best practices established by the provincial membership adviser and/or Commissioner

## **REQUIREMENTS OF THE POSITION**

- Must be the age of majority in the province of membership.
- Must have completed all GGC screening requirements including but not limited to having a current Police Records Check (PRC) and completion of Orientation to Guiding.
- Must have completed or will complete Safe Guide Training within six months of accepting a Unit Guider position.
- Must comply with all policies, practices and standards of GGC.
- Must support the Mission and Vision of GGC.

