

Provincial Program Adviser

Position Description

Established April 22, 2016, Revised March 2019

# MISSION

To be a catalyst for girls empowering girls

# PURPOSE

To support and promote all learning and engagement activities relating to branch specific programming activities for girls.

# ACCOUNTABILITY

Provincial Council through the Provincial Girl Engagement Coordinator.

# RESPONSIBILITIES

* Where applicable in a provincial jurisdiction is Chair of the Provincial Program Sub-Committee;
* As Chair of the Provincial Program Sub-Committee:
	+ Recruits, orients, and mentors members of the Program Sub-Committee;
	+ Fosters a cooperative, collaborative, and supportive environment with sub-committee members;
	+ Ensures that the sub-committee meets on a regular basis and a record of all meetings is maintained;
	+ Prepares and monitors the budget for the sub-committee; and,
	+ Identities any personal learning needs that will enhance performance as the Chair of the Program Sub-Committee.
	+ Explores, investigates, and promotes new and creative ways of enhancing, enriching, and presenting girl programs;
	+ As a member of the Girl Engagement Committee participates in developing strong collaborative relationships amongst the Program, Camping, and International sub committees and with the Elected Member - Youth;
	+ Plans and organizes a variety of provincial events and activities for girls; • Ensures that planned activities are aligned with GGC’s Strategic Priorities; • Liaises with Areas/Communities and Districts to support the implementation of program opportunities for girls;
	+ Assists with the coordination of Lone girls to unit(s) that will support their programming;
	+ Ensures Guiding is accessible to girls and Guiders by increasing awareness, understanding, and acceptance of Members with special needs, embracing cultural awareness, diversity, and inclusivity in programming for all branches;
	+ Through training and special events, promotes environmental awareness, healthy living, body image, science and technology, community service, camping, and international programming;
	+ Contributes to the advancement and understanding of GGC programming within the Provincial Council jurisdiction;
	+ Liaises with, consults, and fosters resources exchange with other provincial Program Advisers;
	+ Reviews and evaluates all program ideas originating from the membership for consideration of provincial implementation;
	+ Contributes to the creation and publication of articles/newsletters and messaging on matters of girl programs; and,
	+ Other duties as assigned by Provincial Council.

**NS Specific**

* Ensure an inventory of all equipment belonging to GGC is maintained on file at the guide office.
* Ensure current resource materials are maintained in the lending library at the guide office as appropriate?? Is this current practice
* Monitor the program budget and approve and sign expense claims as appropriate.
* Provide written updates for each provincial council meeting and an annual report to Girl Engagement Coordinator
* Attend provincial networking advisory conferences and submit reports accordingly and bring forward suggestions and proposals.
* Receive regular reports from and keep current on, the work of Advisory Committee members.
* Liaise with the area program advisers to support the implementation of program opportunities for girls in their respective areas.
* Actively participate in GE forum meetings.
* In consultation with GEC complete the Budget forms and working papers in preparation for annual budget.
* Maintain and monitor the Program email, at least three times a week and respond in a timely manner.
* When creating and executing Provincial events, adhere to event time line.
* complies with all provincial processes.

**QUALIFICATIONS**

* Knowledge of programming for all branches;
* A commitment to and passion for GGC;
* Ability to work with a team and to chair meetings;
* Ability to exercise critical, analytical, and decision-focused skills;
* Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources;
* Ability to develop resource materials for a variety of provincial program challenges; and,
* Ability to plan exciting, attractive, and engaging activities and events.



# TERM

Three (3) years

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