

# Administrative Community Leader Adviser

## Position Description

February 2025

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### **VISION**

A better world, by girls

### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

The Administrative Community Leader (ACL) Adviser role collaborates, provides communication, problem solves and provides performance management to a group of ACLs. The ACL Adviser fosters a culture of inclusivity, mentorship, and collaboration to help GGC thrive in their Provincial Council.

### **ACCOUNTABILITY**

Provincial Council through the Deputy Provincial Commissioner

### **RESPONSIBILITIES**

#### **Leadership & Collaboration**

- Provides advice, guidance, and mentorship to ACLs to support their growth and development.
- Participates in orientation and training for ACLs, ensuring they understand and meet the expectations of their roles.
- Provides support to ACLs and Community Guiders as needed.
- Steps into the temporary role of ACL when requested or required.
- Actively participates in ACL Touchpoint meetings.
- Actively participates in ACL Adviser Touchpoint meetings.
- Supports efforts to meet membership acquisition and cookie fundraising goals.

#### **ACL Management & Support**

- Ensures all ACL positions are populated and effectively supported.
- Actively participates in the planning and forecasting of projections for membership targets, assisting ACLs with opening, merging, splitting, and closing units as required.
- Provides support and guidance for ACLs during the placement of volunteers.
- Recruits, interviews and recommends for appointment ACL applicants in consultation with the Deputy Provincial Commissioner, as requested.
- Keeps the ACLs informed of developments, activities, special events, etc. within Communities, Province and Guiding as a whole.

#### **Handling Risks & Issues**

- Assists with managing escalations related to performance and other issues.
- Supports follow-up and resolution of Incident Reports, Girl Protection Reports, and investigations as required.



### **Fostering a Girl-Centered, Inclusive, & High-Performance Culture**

- Ensures Guiding is accessible to all by increasing awareness, understanding, and acceptance of members with special needs and embracing cultural diversity and inclusivity.
- Promotes inclusion, diversity, equity, and accessibility to ensure Guiding is welcoming to all members.
- Helps create awareness and understanding of cultural diversity and inclusivity within Guiding.
- Actively participates in the planning and implementation of “How To” Sessions for ACLs.

### **Other Responsibilities**

- Completes other duties as assigned by the Provincial Council and Deputy Provincial Commissioner.

### **QUALIFICATIONS**

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Ability to work both independently and as part of a team.
- Strong skills in facilitating and chairing meetings, gathering input, and managing difficult discussions.
- Ability to prioritize the best interests of the membership and GGC as a whole, separating personal interests from the discussion.
- Strong critical thinking, analytical, and decision-making skills.
- Excellent organizational skills to manage tasks and priorities effectively.
- Good writing, communication, and listening skills with the ability to communicate clearly through various media.
- Familiarity with Office Suite or willingness to learn and adapt to new technology.

### **EXPECTATIONS**

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Attend 2 weekend-long ACL Forum meetings/year.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Act in the best interests of the entire Provincial Council, not personal or regional interests.
- Contribute to the growth and success of Guiding within the Provincial Council.
- Keep open communication with the Deputy Provincial Commissioner about important issues.
- Collaborate with other ACL Advisers to ensure effective management of Guiding in the province.
- Time Commitment:
  - 10-20 hours/week (variable based on ACL needs and time of year; spring and fall are busiest).

### **TERM:**

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

