

Administrative Community Leader

Position Description

February 2025

VISION

A better world, by girls

MISSION

To be a catalyst for girls empowering girls

PURPOSE

The Administrative Community Leader (ACL) supports positive and effective experiences for all members within their Community. This role leads and collaborates, providing communication, problem solving and performance management, while ensuring alignment with the organization's strategic priorities. The ACL fosters a culture of inclusivity, mentorship, and collaboration to help GGC thrive in their Community and Provincial Council. This role may be effectively carried out through a partnership between two individuals, serving as co-ACLs.

ACCOUNTABILITY

Provincial Council through the Deputy Provincial Commissioner

RESPONSIBILITIES

Leadership & Collaboration

- Recruits and places Community Guiders, fostering a cooperative, collaborative, and supportive environment.
- Provides advice, guidance, and mentorship to Community Guiders to support their growth and development.
- Coordinates orientation and training for Community Guiders, ensuring they understand and meet the expectations of their roles.
- Actively participates in ACL Touchpoint meetings.
- Supports efforts to meet membership acquisition and cookie fundraising goals with staff partnerships.

Community Management & Support

- Ensures all positions in Guiding units in the Community are populated and effectively supported.
- Recommends and approves appropriate unit placements for new Guiders in a timely manner.
- Supports the Guider renewal process by approving position change requests for the next Guiding year.
- Works with Community Guiders to ensure all new Guiders are welcomed within an established timeline.
- Coordinates performance management and training for Unit Guiders to ensure consistent and high-quality experiences for girls & youth.
- Maintains oversight of ACL budget, ensuring it is managed responsibly and within budget.
- Assists with the maintenance of existing relationships with Unit meeting locations and seeks new opportunities to ensure there are meeting spaces for current and new units, working with the Unit Space Team.



- Actively participate in the planning and forecasting of the Community projections for membership targets, opening, merging, splitting and closing units as required, working with the Member & Unit Support Team.

Handling Risks & Issues

- Oversees managing escalations related to performance and other issues.
- Completes follow-up and resolution of Incident Reports, Girl Protection Reports, and investigations as required.
- Coordinates follow-up and assistance when Unit bank accounts are in a deficit position.
- Completes follow-up with Guiders who are nearing due for Police Records Check completion.

Engaging with Members & the Community

- Coordinates activities of the Community, such as Guiding gatherings, girl and youth-focused events, and award ceremonies, delegating responsibility and encouraging participation.
- Ensures attendance at trade shows, exhibitions, and other community promotional opportunities, working with the Member Growth staff team to secure appropriate funding.
- Ensures the submission of Ontario Volunteer Service Award nominations for the Community.
- Ensures the submission of GGC Award nominations for the Community.

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.

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 critical thinking, analytical, and decision-making skills.
- Experience leading and facilitating meetings, encouraging input from others, and managing challenging conversations.
- 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.
- Complete 5 e-modules of the ACL Training within the first 6 months of the term.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Act in the best interests of the entire Community, not personal or regional interests.
- Contribute to the growth and success of Guiding within the Provincial Council.
- Time Commitment:



- 10-25 hours/week (variable based on time of year; spring and fall are busiest).

TERM:

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

