

COMMUNITY GUIDER POSITION DESCRIPTION

Purpose:

- To support Unit Guiders in implementing the program and in the general management of the Unit
- To encourage Guiders to participate in training, and in local and Ontario Guiding events

Note: Community Guiders may be assigned to units based on geography or may be designated by branch level. The objective is that each Unit in Ontario have access to a Community Guider.

Qualifications:

- Be a registered Adult Member of Girl Guides of Canada-Guides du Canada
- Be familiar with the current Ontario Guiding procedures
- Have a general understanding of the current girls' programs
- Be aware of the resource supports available to Unit Guiders
- Have experience working with adults in Guiding

Responsibilities:

- Works closely with the Administrative Community Leader and with Trainers
- Keeps up to date with Guiding and girls' programs
- Attends training provided for her position
- Acts as a coach for Unit Guiders
- Acts as a resource for nit Guiders for issues arising in the unit
- Works with the ACL to problem solve and resolve conflicts/refers issues to ACL as necessary/appropriate
- Facilitates unit sharing and Guider events
- Attends unit events when requested
- Responsible for screening in the absence of a screening team for the Community

Appointment: The appointment is made by the Administrative Community Leader and shall be reviewed annually by the ACL. The appointment can be recommended by any member of the Guiding community including the Guider interested in the role.

Appointment Process:

1. A Guider interested in or recommended for this role contacts or is contacted by the local Administrative Community Leader to discuss the position including:
 - the Units which are in proximity to her and require her assistance.
 - the requirement for ongoing personal training/updating
 - the commitment to providing the amount and kind of direct support indicated in the position description

Note: It is important that there is a clear understanding that this is **not** a District Commissioner replacement role

2. Once satisfied that the candidate will be a good match for the position, the Administrative Community Leader forwards the name of the new Community Guider to her Unit Administrator for entry into iMIS.

3. Approximately once a month a list of new Community Guiders will be accessed from iMIS by the Membership department and appointment pins will be sent to all new Community Guiders.

4. Annually, all Community Guiders will be contacted by their ACL regarding their plans for the upcoming year. Based on mutual agreement between the Community Guider and the Administrative Community Leader, the appointment will be extended for another year. Reappointment may continue indefinitely.