



**GIRL GUIDES OF CANADA – LOUGHEED AREA
PROGRAM ADVISER
JOB DESCRIPTION**

Purpose:

- Stimulate interest and promote program of all branches within the area
- Facilitate the communication of program events, activities, projects, and initiatives in the area

Qualifications

- Be familiar with, and enthusiastic about all levels of the program and passionate about Girl led programming.
- Know the importance of being flexible with program and of girls and Guiders having fun while completing program
- Understand the principles of change, be receptive and have an open and positive attitude towards suggestions and ideas.

Accountability

- Area council and Provincial Program Committee

Membership

- Nominated by either themselves or by a member of the Area, the Program Adviser will be chosen by a selection committee and appointed by the Area Council.

Term of Office

- The Program Adviser role is appointed for no longer than a term of three years, commencing on the date they assume responsibility for the position. A vacant position may be filled at any time of the year, as long as it ends three years from the start date.

Responsibilities

- Attend area council meetings and Adviser Roundtables and submit monthly reports to keep council and Guiders informed of current developments and changes within the program
- Be comfortable with using email, website and social media to communicate
- Promote information and resources from all levels of Guiding, including Provincial and National resources, resources from Guiders in and out of the area and from organizations outside of Guiding
- Pass on any concerns, opinions, ideas or changes that are suggested to you, to the Provincial Program Committee
- Be inclusive of all members, providing appropriate resources and contacts to help ensure inclusive and diverse program is achieved.
- Maintain the Area Resource Centre, ensuring that all equipment is appropriately maintained and updated on an ongoing basis.
- Promote and manage the distribution of the Lougheed Area Gets Active Challenge and the Lougheed Area Community Action Challenge.
- Represent the area at Provincially sponsored workshops/conferences
- Submit an Annual Report to the area council and the provincial Program Committee.
- Ensure that planned activities are aligned with GGC Strategic Priorities
- Adhere to the Pledge of Confidentiality and the Code of Conduct of GGC

Optional responsibilities: Activities that can be taken on by program if they have the time or support of a committee

- Collaborate with Training, International and Camping to suggest program ideas/ resources that may enhance the Girl/Guider experience.
- Events – Be a resource on a girl event committee. If you have the backing of a committee this may include running events or being on a core committee
- Create challenges that will enhance the program experience and bring focus to areas of program that don't have the resources available yet.
- Bring hands on activities to area/district/unit meetings
- Roadshow – go to districts to promote program
- Monthly meetings (if you have a committee)