



## **GIRL GUIDES OF CANADA - LOUGHEED AREA TRAINING ADVISER JOB DESCRIPTION**

### **PURPOSE:**

The role of the Lougheed Area Training Adviser is to promote a variety of training opportunities to all adult members throughout the Area each year.

### **QUALIFICATIONS:**

The Training Adviser will have attended Understanding the Adult Learner and will have completed the Unit Guider Stream Foundation modules and Safe Guide Training. (Nominees who do not have these qualifications but are willing to complete the necessary training should also apply) The applicant should be knowledgeable about Training and the Enrichment for Adult Members program. They will also have effective administration, organizational and presentation skills and be able to share their enthusiasm for training with their team. The ATA (Area Training Adviser) can also be a Trainer, but it is not required.

### **MEMBERSHIP:**

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

### **TERM OF OFFICE:**

The Training 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:**

1. To be responsible for the Training Team, this consists of Area Trainers and Guiders/Training enthusiasts and/or Advisers and to chair regular meetings with this committee.
2. Attend regular Area Council meetings, Adviser meetings and give reports on trainings planned for the year.
3. To encourage, support and mentor Trainers as well as recruit new Trainers.
4. To perform administrative functions related to Training such as booking facilities and coordinating all adult trainings.
5. To ensure a variety of trainings are offered each year to support and enhance the experiences and learning for all adult members.
6. To communicate with Area Council and your committee to let them know when you are going to be unavailable.
7. To attend District Council Meetings within the Area to promote trainings offered.
8. To attend Provincial trainings and conferences as required.
9. To circulate relevant information and respond as necessary.

Area Training Adviser Job Description: November 2021