

# Youth Forum Coordinator

## Position Description

January 17, 2025

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### **VISION**

A better world, by girls

### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

To provide direct input to the delivery of Guiding within the jurisdiction of the Provincial Council, and to ensure the voice of youth members is considered in Council deliberations and is the liaison between the Council and Youth Forum.

### **ACCOUNTABILITY**

Provincial Council

### **RESPONSIBILITIES**

#### **Youth Forum Leadership**

- Coordinates and Chairs the Provincial Council Youth Forum, ensuring it operates effectively.
- Seeks advice and opinions from the Youth Forum on programming, events, operational and membership growth plans, and trends affecting girl and youth members within the province.
- Ensures the voice of girl and youth members is represented to the Provincial Council through feedback from the Youth Forum.
- Fosters a cooperative, collaborative, and supportive environment.

#### **Collaboration & Advocacy**

- Works collaboratively with Provincial Council Advisers and other members to support program delivery and initiatives that benefit girls and youth.
- Collaborates with the Provincial Treasurer to prepare and monitor the annual budget for the Youth Forum.
- Stays informed on issues and trends impacting girls and youth, as well as GGC program and event initiatives.
- Actively participates in Provincial Youth Forum Coordinator meetings, as scheduled.
- Promotes accessibility and inclusivity by increasing awareness, understanding, and acceptance of members with special needs and embracing cultural awareness and diversity.

#### **Provincial Council Engagement**

- Contributes the perspective and opinions of girl and youth members to Provincial Council discussions and deliberations.

#### **Other Responsibilities**

- Identifies personal learning needs to enhance leadership and performance as part of the Council.
- Completes other duties as assigned by the Provincial Council.



## **QUALIFICATIONS**

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Strong dedication to girl and youth engagement and empowerment.
- Knowledge of GGC programming.
- Ability to work both independently and as part of a team.
- 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.

## **EXPECTATIONS**

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- 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.
- Participate fully in all Provincial Council discussions and activities.
- Keep open communication with the Provincial Commissioner and Executive Committee about important issues.
- Prepare for and actively participate in all meetings by reviewing materials, seeking clarification as needed, and making decisions that align with GGC's best interests.
- Collaborate with other Council members to ensure effective management of Guiding in the province.
- Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
  - 2-10 hours/week (variable based on Provincial Council projects).

## **TERM:**

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

