



## Activities and Program Specialist

### Position Description

<b>POSITION:</b>	<b>Activities and Program Specialist</b>
<b>REPORTING TO:</b>	<b>Relevant Unit, District or Region</b>
<b>DATE:</b>	<b>July 2010</b>
<b>TIME COMMITMENT:</b>	<b>Flexible (once a month or once a term)</b>

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#### BACKGROUND

Guides South Australia is part of the world wide Movement of more than ten million Girl Guides and Girl Scouts operating in over 140 countries. This progressive, non-political voluntary organization helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organizational leadership at all levels is provided by skilled, open-minded women.

#### PRIMARY ROLE

To run an activity or program in their area of expertise.

#### DUTIES

- To provide support to Unit Leaders.
- To help supervise girls attending an activity or program.
- To understand your responsibility for the health and safety of the girls in your care.
- To work as a member of the District team.
- To promote and maintain Guiding standards within the Community.
- To communicate effectively with members and parents or guardians of the girls.
- To attend District Meetings as required

#### KEY SELECTION CRITERIA

- To have an understanding of, and interest in, girls of the relevant age group.
- Problem solving attitude and a commitment to generate workable solutions.
- To demonstrate a commitment to the principles of Guiding and be prepared to make or renew the Guide Promise.
- Strong team player and a commitment to collaborative working approaches
- Sound interpersonal and liaison skills.
- Excellent administrative, co-ordination and organizational skills.