

June 2, 2021

Mission

To be a catalyst for girl empowering girls

Purpose

To assess Water Activities; Levels Yellow, Red, International, Travel over 72 Hours in Canada
To ensure the overall safety of Members participating in those activities.

Accountability

Safe Guide Adviser and Risk and Compliance Management Adviser

Responsibilities

- Support Guiders in their safe planning of activities by reviewing the submitted documentation for compliance with the current Safe Guide.
- Communicates with the Responsible Guider to facilitate safe activities for Members.
- The Water Activity Assessor understands emergency response planning for activities and can provide an educated assessment of the activity, location, weather conditions and age of participants.
- The Safe Guide Assessor is familiar with the current Safe Guide forms and can provide support to the Responsible Guider while reviewing her paperwork.
- Liaise and consult with the Safe Guide Adviser and/or the Risk and Compliance Management Adviser on activities outside of personal skills sets.
- Provides approval for the water activity for e.g. Yellow, Red, International, Travel and Water
- Provide a positive communication style and working climate with other Members and outside organizations.
- Contact the Responsible Guider when necessary to obtain additional information, or for further clarification when assessing an activity.
- Use a spread sheet to track activities including form submission, any follow-up required and/or notification/approval.
- Maintain detailed files of all collected documentation including emails and notes of conversations regarding the activity for one year.

Requirements for the Position:

- Computer skills (Word, Excel) are a must and Internet access (high speed preferable)
- A strong working knowledge of current Safe Guide, relevant experience in water activities she assesses.
- Effective communication skills and patience in working with others.
- The ability to problem solve; maintain organization of files and information; source information via the Internet; and excellent attention to detail.
- Relevant experience in working with different branches of Guiding and experience with group events.

The time commitment is two to four hours per week which could vary due to seasonal nature of some of the activities and/or the number of activity assessors in a province.

Term of Position:

The term of office will be as outlined by the By-laws of Girl Guides of Canada