

<b>SUPPLEMENTARY POSITION TITLE:</b>	<b>State Volunteer</b> <b>Outdoors Program, Promotions and Resources Coordinator</b>
<b>APPOINTED BY:</b>	State Commissioner
<b>REPORTS TO:</b>	Program Coordinator
<b>DIRECT REPORTS:</b>	nil
<b>KEY WORKING RELATIONSHIPS:</b>	State Commissioner Team, CEO, Communications Manager, Project Manager, Volunteer Compliance Coordinator, , Hub Team, Region Managers, Region Consultants, Outdoors Team, external partners
<b>TERM OF APPOINTMENT:</b>	Three-year appointment with the option of (up to) a three-year extension upon successful review of role and outcomes. Approx 3 hours per week each School term
<b>Created: 29/8/2022</b>	<b>Revised: N/A</b>
<b>PURPOSE OF ROLE</b>	
<p>To work collaboratively with GGQ volunteers and staff to provide the guidance and resources to ensure that leaders delivering the AGP:</p> <ul style="list-style-type: none"> <li>• understand the importance of the <i>outdoor</i> element of the AGP</li> <li>• can demonstrate the <i>girl led</i> platform when incorporating outdoors activities</li> <li>• are facilitating outdoor adventures and activities for youth</li> <li>• have the skill and knowledge to assist the delivery of a quality outdoor program that is <i>fit for purpose</i> and <i>relevant</i> for today's youth and parents</li> <li>• ensure the <i>voice of the girl</i> is reflected across the programming</li> </ul>	
<b>KEY RESULT AREA</b>	<b>ACCOUNTABILITIES</b>
<b><u>Outdoor Program Facilitation</u></b>	<ul style="list-style-type: none"> <li>• Passionate about facilitating outdoor adventures and activities for youth and adults</li> <li>• Demonstrate the skill and knowledge to promote a quality outdoor program that is <i>fit for purpose</i> and <i>relevant</i> for today's youth and parents</li> <li>• Coordinate planning for key work areas: events, program, ratifications</li> <li>• Assist developing and promoting outdoors roster</li> </ul>
<b><u>Admin &amp; Finance</u></b>	<ul style="list-style-type: none"> <li>• Provide regular updates to Program Coordinator on activities/progress</li> <li>• Attend Hub meetings by invitation and other relevant meetings as required</li> <li>• Be an effective contributor to Hub team and meetings</li> <li>• Regular communication with region consultants to identify and promote opportunities to participate in outdoor events</li> <li>• Commit to following through on agreed action items within agreed upon timeframes</li> <li>• Establish and maintain appropriate record keeping and reporting</li> <li>• Maintain accurate financial records including an annual budget</li> <li>• Identify and report areas of risk and or issues</li> <li>• Contribute proactively to improving the delivery of the AGP and highlighting the importance of outdoors throughout the programming by developing and promoting schedule of events including roster days</li> <li>• Work with ALS Coordinator &amp; Program Coordinator to develop and</li> </ul>

	<p>promote outdoor training schedule for adults and youth and work closely and collaboratively with the Outdoor training team</p> <ul style="list-style-type: none"> <li>• Respond to enquiries relating to Outdoors program ideas and events as well as other correspondence in a timely fashion</li> <li>• Ensure property, equipment and resources are maintained</li> </ul>
<b><u>People Management</u></b>	<ul style="list-style-type: none"> <li>• Develop strong and cohesive working relationships with members of the Hub, region consultants, and the Outdoors Team</li> <li>• Support the Program Coordinator, Hub Chair and the State Commissioner Team, as required, ie areas such as recruitment, Inductions, and other matters as directed by the State Commissioner Team.</li> <li>• Develop good working relationships with peers in other SGGOs and GGA National Coordinators Youth &amp; Adult; sharing state perspectives when contributing to discussions and implementing GGA initiatives as agreed</li> <li>• Build and maintain supportive relationships with all stakeholders, Region Managers, Consultants, Assessors, and Leaders by sharing skills, knowledge &amp; resources</li> <li>• Have no other role within the Hub</li> </ul>
<b><u>Future Planning</u></b>	<ul style="list-style-type: none"> <li>• Develop and implement a succession plan to grow the Outdoors Team</li> <li>• Identify partnership opportunities and work with SCT and staff to develop partnerships within the community</li> <li>• Actively encourage members to incorporate Outdoors into their programs by liaising with the region consultants</li> <li>• Actively promote regular Outdoors initiatives and events through submissions to Queensland on the Go, GGQ &amp; local Guide Facebook sites, GGQ website</li> <li>• Contribute to the promotion of eGuiding</li> <li>• Contribute to the achieving of Girl Guides Strategic Plan</li> <li>• Understand the expectations of your role in the implementation of the State Operational Plans</li> </ul>
<b><u>Workplace Health and Safety</u></b>	<ul style="list-style-type: none"> <li>• “Take reasonable care for own health and safety and that of others in the workplace; and comply with any instruction of a supervisor / manager and comply with policy or procedure relating to workplace health and safety” (Refer WPHS ACT 2011)</li> </ul>
<b>KEY CAPABILITIES AND PERSONAL ATTRIBUTES</b>	
<ul style="list-style-type: none"> <li>• Guiding experience relevant to the Outdoors (e.g. camps, expeditions)</li> <li>• Highly developed and effective interpersonal skills (both 1-on-1 and in large groups)</li> <li>• Prepared to work collaboratively with others (face-to-face and via technology)</li> <li>• Sound planning and organisational skills</li> <li>• Capacity and time to undertake the role</li> <li>• Passion for improving the youth experience via the introduction of great outdoors programs and events</li> </ul>	
<b>INHERENT REQUIREMENTS OF THE ROLE</b>	
<ul style="list-style-type: none"> <li>• Current member of Girl Guides Queensland</li> <li>• Blue Card compliant</li> <li>• National Police Check</li> <li>• Act in accordance with Girl Guides Australia Guide Lines, Girl Guides Queensland Constitution, and GGA &amp; GGQ Policy &amp; Procedures. Abide by the Girl Guides Australia Code of Conduct</li> </ul>	