

Yellow Level Safe Guide Activity Assessor

Position Description: Newfoundland and Labrador

To review and assess Yellow (non-water) level activities to ensure the overall safety of Members participating in those activities. The Activity Assessor communicates with and supports the Responsible Guider to facilitate safe activities for GGC Members. The Assessor provides acknowledgement for Yellow activities by phone, email, in person, or by mail.

Duties of the Position:

- Support Guiders in their safe planning of activities by reviewing the submitted documentation for compliance with Safe Guide.
- The Activity Assessor understands emergency response planning for activities and can provide an educated assessment of the activity, location, weather conditions and age of participants.
- Contact the Responsible Guider when necessary to obtain additional information, or for further clarification when assessing an activity.
- Keep track of form submission, any follow-up required and acknowledgement
- Following GGC's document retention schedule, maintain detailed files of all collected documentation including emails and notes of conversations regarding the activity.
- Keep updated on Safe Guide issues and changes
- Maintain two-way communication with the Provincial Safe Guide Advisor

Term of Position:

Appointed by the Provincial Council for a three year term, renewable

- The time commitment will vary due to seasonal nature of some of the activities and the number of Yellow Level activities at the time.
- There may be circumstances where an assessor could be called upon to assess a last minute activity. While GGC is respectful of process timelines, the goal is to ensure that the Responsible Guider is supported through the assessment process and activities are facilitated for the girls.

Reports to: Provincial Safe Guide Advisor

Requirements for the Position:

- An interest in enabling and engaging others in supporting activities for girl Members.
- Computer skills and Internet access
- A strong working knowledge of the current Safe Guide (updated every September) and recent, relevant experience in the activities she assesses.
- Excellent customer service skills, 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.
- Some experience in working with different branches of Guiding and experience with group events.