



## Unit Leader

### Position Description

**POSITION:** Unit Leader

**REPORTING TO:** District Leader and State Commissioner

**DATE:** July 2010

---

#### 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 provide leadership within the Unit and administer the Australian Guide Program

#### DUTIES

- To assist youth members to develop and implement creative, effective and well balanced programs relevant to their needs, which further their understanding and acceptance of the principles of Guiding.
- To facilitate self-government in the Unit, enabling decisions to be made in a democratic manner.
- To encourage youth members to progress through the Australian Guide Program and maintain links with other Units.
- To be responsible for the keeping of accurate Unit and financial records and to present the financial records annually for audit.
- To report on Unit activities as required and deal promptly with all correspondence.
- To help other members of Guides Australia understand the principles and methods of Guiding.
- To keep up to date with changes in policy and procedures.
- 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 the parents or guardians of the girls in her Unit.
- To participate in the appraisal process.
- To understand the commitment of Guides Australia to a child safe and child friendly culture.
- To attend District meetings as required.

## **KEY SELECTION CRITERIA**

- To have an understanding of, and interest in, girls of the relevant age group.
- To be a member of a State Guide organisation.
- To attend and participate in leadership training courses as required.
- To demonstrate a commitment to the principles of Guiding and be prepared to make or renew the Guide Promise.
- To hold a current qualification as a Leader of Youth in the Australian Adult Leadership Program.
- To show willingness to continue to develop her personal and leadership skills.
- To have a current police check or a willingness to get one.

## **COMPETENCIES**

- Highly developed customer service skills.
- Highly developed communication skills.
- Problem solving attitude and a commitment to generate workable solutions.
- Strong team player and a commitment to collaborative working approaches.
- Sound interpersonal and liaison skills.
- Excellent administrative, co-ordination and organizational skills.
- Ability to ensure the smooth running of day-to-day operations.
- Demonstrated ability to support volunteer staff.