

HAMILTON-WENTWORTH DEPUTY AREA COMMISSIONER – ADULT DEVELOPMENT JOB DESCRIPTION

Accountable to: Area Commissioner

Term: Appointed annually; maximum three years

Time Required: 8 to 10 hours per month; potential for 3 to 6 weekends per year

Basic Responsibilities:

- Must be a registered member of Scouts Canada
- Chairs and oversees the Adult Development Service Team
- Ensure Adult Development is relevant, high quality and accessible to all who need it, when they need it.
- Ensure trainers and coaches follow the principles of Adult Volunteer Development policies and guidelines
- Facilitator and coordinator for assessing and developing Adult Volunteer Development materials and resources
- Promotes the effective use of Scouts Canada's Adult Development material
- Ensures personal development plans are managed
- Providing information for Hamilton- Wentworth web site and Dispatch related to Adult Development

Major Duties:

- Oversee, promote and facilitate Adult Development activities throughout Hamilton-Wentworth
- Support and promote the Child Abuse Prevention procedures.
- Support and promote Volunteer Recruitment and Development (VRAD) process in relation to Adult Development. Administer and support initiatives, policies and methods for development of adult volunteers.
- Develop and maintain an accreditation processes to recognize adults who have experience and training external to Scouts Canada that award qualifications in childhood and adolescent development or other areas related to their role in Scouting.

- Oversee, promote and facilitate Scouts Canada's e-learning system.

Qualifications:

- Knowledge and experience in current Adult Development practices.
- Demonstrated leadership, management, problem solving and decision making skills
- Can work well with others in a team setting
- Has proven ability to inspire confidence, team effort and leadership in others
- Expresses self clearly and in a professional manner
- Is innovative
- Has a broad prospective of issues
- Demonstrates a commitment to Scouting Mission, Principles and Practices, the VRAD process, Partner/Sponsor and Group Commissioner concepts through personal development and sound management practices
- Is objective in evaluations
- Accepts responsibility for own actions
- Knowledge of Scouting in Canada and committed to changes being undertaken

Communicates:

- Regularly at Hamilton-Wentworth Commissioners Council meetings
- Regular use of communication networks to facilitate development of Adult Development resources and material
- Regular contact with the Battlefields Deputy Commissioners – Adult Development

Goals:

- Oversee relevant training to ensure that it supports program and leadership needs.

- Support the youth leadership development and training with relevant, high quality training; accessible to all who need it, when they need it.
- Review and where appropriate redesign the Adult Development material modules to ensure that they are accessible and attainable
- Deliver a development process that can reach 100% of new leaders within three months of joining.

January 2012