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## **Member Volunteer Opportunity Team Lead, Moderator Team, Adult Member Discussion Board**

**This is an excellent opportunity for a Member to volunteer her time to lead the team of Moderators who work together to monitor and referee the Adult Member Discussion Board, on GGC's National website.**

### **Work of the Position:**

The Lead Moderator will coach and support the team of Moderators, who work together to ensure the Adult Member Discussion Board remains relevant, inviting and acts as an asset to our adult Members.

The Lead Moderator is responsible for maintaining the Moderators schedule to ensure the board is monitored on a daily basis, as well as reviewing all "problem posts" and log sheets.

This position maybe appealing to Members who are interested in volunteering from home, as the work takes place from the team members' own computers.

### **In your role you will have the opportunity:**

- To be a motivator and mentor to your Moderator team and Discussion Board participants
- To ensure the Adult Member Discussion Board is relevant to the adult Members of GGC, which will ultimately lead to Member satisfaction and retention
- To practice your conflict management skills
- For personal growth, to enhance your existing skills and to develop new ones
- To participate in team meetings - decision making is by consensus
- To participate in Adult Member Discussion Board promotion

The outgoing Lead Moderator and the Adult Member Support department will provide training and support.

We ask that your commitment be for three (3) years. When on duty, the time required for the work of the position varies; approximately 5 hours per week.

### **We are looking for applicants who possess the following:**

- Excellent computer skills: e-mail, sending and receiving attachments, Windows and common Microsoft applications
- Exceptional communication skills: written and oral comprehension and the ability to communicate effectively via teleconference and e-mail
- Commitment to maintaining a positive image of the organization
- Experience in, knowledge of and a passion for Membership support
- Ability to work independently as well as with a team, responding to people in a timely, professional manner
- Strong initiative and organizational skills
- Experience using a discussion board and/or experience as a moderator would be an asset
- Access to a computer and a reliable Internet connection are a must

### **Deadline for application: Friday August 20, 2010**

To apply, please forward your application to: [culberth@girlguides.ca](mailto:culberth@girlguides.ca)