

Communications Functional Team Translation Network— Roles & Responsibilities

**VOLUNTEER
OPPORTUNITIES**



Translation Commissioner

Act as volunteer counterpart for Scouts Canada's Social Media & Translation Coordinator in leading the Translation Network.

Responsibilities

- Contribute to the development and execution of Scouts Canada's translation framework, process, identification and standards—excluding communications properties dictated by the National Key 3, Board of Governors or in relation to Scouts Canada's Bylaws, Policies and Procedures
- Coordinate Translation Network volunteers
- Support maintenance of Scouts Canada's terminological database in collaboration with Translation Network volunteers and staff
- Maintain the integrity of Scouts Canada's key messaging and brand guidelines among Translation Network delivery
- **Must have professional French/English translation experience**



Translation Coordinator

Contribute to Scouts Canada's membership expansion through language translation support.

Responsibilities

- Support identification of membership markets that could benefit from additional language options for existing program materials
- Collaborate with staff, other volunteers and Creative Services team to update materials with new language components, as required
- **Must have qualified translation experience**



French Translation Coordinator

Support Scouts Canada's bilingual French/English translation needs for digital and print properties.

Responsibilities

- Implement French translation of communications properties across Scouts Canada channels.
- Identify and meet French translation needs among existing resources.
- Collaborate with staff, other volunteers and Creative Services team to update materials with French versions
- **Must have qualified translation experience**

