

Quest Camp Lead

Position Description

Revised and Endorsed: March 2023

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

Promote and administer a camping experience for Pathfinder and Ranger age members, delivering a high standard of camping experience for all participants.

ACCOUNTABILITY

Provincial Council, Provincial Camping Adviser, Girl Engagement Coordinator.

RESPONSIBILITIES

- Plans and organizes Quest camp working with the event timeline and using the event checklist.
- Promote outdoor activities, camping and acceptable environmental practices in a safe, fun, girl focused setting.
- Ensure the Quest camp meets the standards as set out in Safe Guide.
- Communicate proposal for location, theme and activities.
- Recruit members for the Provincial Quest volunteer staff.
- Assist the camp staff in the delivery of the event, including usage of provincial camping equipment.
- Seek input from all camp committee members on issues involving their area of experience and expertise.
- Maintain current knowledge of all camping and outdoor requirements in the Girl Guide program in order to act as a resource person for the camps.
- Promote participation in Quest camps via website articles.
- Maintain a Quest Resource Manual that contains all pertinent information, with an up to date copy at the Provincial Office including recommendations for the next year.
- Other duties as assigned by provincial council.
- Submit reports for Provincial Council as well as an annual report.
- Attend provincial networking advisory conferences, submit reports accordingly and bring forward suggestions and proposals.
- Attend trainings and workshops to keep skills up to date.
- Attend provincial camping advisory committee meetings and submit reports accordingly.
- Maintain and monitor provincial email at least three times weekly and respond in a timely manner.
- Complies with all provincial processes.
- Contributes to the creation and publication of articles/newsletters and messaging on matters of camping.
- Help to create the budget and adhere to the budget when executing camp.



- As a member of the Girl Engagement committee, participates in developing strong, collaborative relationships amongst the program/camp/international sub committees and with the elected member of youth.
- Ensures that planned activities are aligned with GGC's strategic priorities.
- Work with and support RG for camp while maintaining and monitoring camp spreadsheets.

QUALIFICATIONS

- Considerable experience in planning and participation in camping and outdoor activities.
- Knowledge of camping and outdoor activity programming for all Branches.
- Completion of the Outdoor Activity Leadership (OAL) Training (any level).
- Interest in and knowledge of a variety of camping and outdoor activity situations.
- Knowledge of camping guidelines and procedures as contained in Guiding Essentials and Safe Guide.
- Ability to work with a team and to chair meetings.
- Ability to exercise critical and analytical thinking and to exercise decision focused skills.
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources.
- Ability to source and develop resource materials for, and plan, camping and outdoor activity events.
- Experience in planning and/or participation in GGC international and/or interprovincial travel is an asset.

TERM

- Three (3) years.

