

Quest Site Coordinator

Position Description



Revised and Endorsed: March 2023

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To be responsible for the overall security of the camp.

ACCOUNTABILITY

Responsible Guider

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Pre-Camp:

- To attend the pre-camp planning meetings.
- To review all guidelines as outlined in Safe Guide.
- To review, update and maintain all project registration and information packages.
- To receive all Project registration information from Quest Registrar.
- To communicate with Quest Registrar to ensure that all required Safe Guide forms are received for adults and girls working on projects.
- To contact, where necessary, project staff to clarify requirements and project information and ensure there are no duplicate projects.
- To review event Emergency Response Plan and assist in its revision when required.
- To make Responsible Guider aware of any situations regarding Project participants attending Quest.
- To alert the Quartermasters of any accommodations required for specific Project groups.
- To prepare Project site map (location where projects will be set up).
- Complete a camp visit prior to camp, if possible.

Camp:

- To ensure all Project group sites are marked.
- Staff a Project registration area for groups to register and obtain packets.
- Facilitate meeting with Project staff at beginning of camp.
- Provide sufficient score sheets to all projects for event.
- To assist in monitoring Project area during Project event times.
- To close Project area and assist Security in ensuring all girls are no longer in the project area.
- To check regularly on the projects.
- To report all health and safety hazards and situations not up to standards to the Responsible Guider.
- To attend staff meetings.

Post Camp:

- To ensure that the Project areas is inspected and clean and all project signs removed.
- To assist with closing of the campsite.
- To collect all Project evaluations and return to Responsible Guider.
- To prepare a final Project Report of the camp and forward it to the Responsible Guider.



QUALIFICATIONS

- Member of Girl Guides of Canada-Guides du Canada.
- Enjoy working in a camp setting with young people and adults.
- Good communication skills.
- Positive and flexible attitude.
- Project management skills would be an asset.
- Must be 19 years of age or older at time of camp.

TERM

- The term of the position is to be for the planning stages and duration of the camp.

