

Quest Registrar

Position Description



Revised and Endorsed: March 2023

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To be responsible for the Quest Registrations.

ACCOUNTABILITY

Responsible Guider

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Pre-Camp:

- To attend the pre-camp planning meeting.
- To review all guidelines as outlined in Safe Guide.
- To act as liaison with Provincial Office or Safe Guide Advisor regarding registrations.
- To contact, where necessary, Contact Guiders for clarification in missing paperwork.
- To update Responsible Guider weekly regarding Registration status.
- To prepare Team registration packages
- To ensure all Health Forms are securely delivered to First Aid Coordinator prior to the beginning of the event.
- To immediately advise Responsible Guider in the event Safe Guide requirements have not been met by any Team.
- To alert Security Coordinator listing of late or alternate arrivals and departures.

Camp:

- To adhere to ALL the safety guidelines as outlined in Safe Guide.
- To advise Responsible Guider any changes in registration.
- To provide full and updated participant listing to Responsible Guider, Security Coordinator, and First Aid Coordinator as needed.
- To set up Team and Project (if requested) registration areas prior to participant arrival.
- To staff the Participant Team registration area on Friday evening and Saturday morning.
- To report all health and safety hazards and situations not up to standards to the Responsible Guider.
- To attend staff meetings.

Post Camp:

- To assist with closing of the campsite.
- To prepare a final Team Registration 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.
- Excellent organizational skills.
- Familiar with Excel and Office.
- Positive and flexible attitude.
- 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.

