

# Quest Statistician

## Position Description

Revised and Endorsed: March 2023

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### **MISSION**

To be a catalyst for girls empowering girls.

### **PURPOSE**

To be responsible for the compiling of statistics and provide team standings.

### **ACCOUNTABILITY**

Responsible Guider

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

#### **Pre-Camp:**

- To attend the pre-camp planning meeting(s).
- To review all guidelines as outlined in Safe Guide.
- To source supplies available for camp (e.g. wall chart, laptop, etc.)
- To review, update and revise, as necessary, spreadsheet for scoring team activities.
- To provide Responsible Guider with a copy of finalized team scoring spreadsheet.
- To review Event Emergency Response Plan.

#### **Camp:**

- To adhere to ALL the safety guidelines as outlined in Safe Guide.
- To be ready to report to duty no later than 5:00pm Friday.
- To meet with assistants prior to Saturday morning Quest commencement.
- To set up Statistician reporting area, prior to staff and Team arrivals.
- To keep Responsible Guider informed of any updates or changes in statistical tracking.
- To collect team/project data and enter in spreadsheet in a timely manner.
- To review scoring criteria with Project and Team Leaders.
- To have final team standings available and reported to Responsible Guider at conclusion of Projects.
- To attend staff meetings.

#### **Post Camp:**

- To ensure that the Statistician area is clean.
- To assist with closing of the campsite.
- To attend post-camp debrief meeting or prepare a final Statistician Report of the camp and forward with any recommendations to the Responsible Guider.

### **QUALIFICATIONS**

- Member of Girl Guides of Canada-Guides du Canada.
- Enjoy working in a camp setting with girls and adults.
- Good communication skills.
- Knowledge of Excel spreadsheets.
- 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.

