

Camp 2026 Communications Coordinator

Position Description

Established March 1, 2024

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To provide communications support for Camp 2026.

ACCOUNTABILITY

Camp 2026 Management Committee, through the Operations Lead

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Provide communications expertise and support to the Camp 2026 Planning Committee
- Promote Camp 2026 to adult Members and units, including outside of NS;
- Provide information and updates on Camp 2026 to the Guiding community throughout the Province via various forms of media available;
- Arrange for media coverage where desirable and appropriate;
- Liaise with all Camp 2026 sub-committees to coordinate communications between and amongst sub-committees;
- Ensure all promotional materials for Camp 2026, including crests and T-shirts are on brand and appropriate;
- Recruit additional members for the Communications Sub-Committee, as may be required;
- Assist with the orientation of sub-committee members;
- Attend and participate in all Camp 2026 Operations team meetings and provide monthly written updates/reports;
- Submit expenses to Camp 2026 Coordinator in a timely manner;
- Ensure that planned promotions and activities are aligned with GGC Strategic Priorities;
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC;
- Comply with the Fundamental Principles for all Committees; and,
- The work of the sub-committee will be coordinated primarily via email and conference calls.

Post Camp:

- To assist with closing of the campsite,
- To prepare a final Communications Report of the camp and forward it to the Operations Lead.
- To return all external resource equipment, supplies and resources.

Specific Qualifications:

- Must be 19 years of age or older at time of camp,
- Have current Standard First Aid or higher
- Good organizational and communications skills
- Good team building skills
- Positive and flexible attitude

Term of Office

The term of office will be as outlined by the By-laws of Girl Guides of Canada. Be present for the duration of the camp including set up and break down. The time required for the work of the position varies considerably; approximately 3 to 5 hours per week, on average, will be required.