

# Provincial Camp: Keji Tri-Venture

## Program Position Description

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#### **MISSION**

To be a catalyst for girls empowering girls

#### **Purpose:**

To be responsible for the Keji Tri Adventure Camp 2023 front country programming

#### **Accountable to:**

Responsible Guider

#### **Responsibilities include but are not limited to:**

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

- To attend the Team Lead pre-camp planning meetings via face to face or video conference call.
- To Chair program pre-camp planning meetings and be financially responsible for the budgeted amount allocated to Program.
- To develop and schedule fun and educational activities for members in the front country.
- To review all guidelines as outlined in Safe Guide in conjunction with the Responsible Guider.
- To ensure that the appropriate equipment required for all members is available.
- To ensure that all leaders and participants have the appropriate qualifications for the programs they will be participating in.

##### **Camp:**

- To attend staff meetings.
- To coordinate that each group has the appropriate equipment at the appropriate location for.
- To ensure that each program is functioning well

##### **Post Camp:**

- To assist with closing of the campsite.
- To return all external resource equipment, supplies and resources to the Responsible Guider.
- Collect the evaluations from the all program leaders and submit an evaluation of the camp to the Responsible Guider.

##### **Specific Qualifications:**

- Must be 19 years of age or older at time of camp.
- Should have experience in organizing programs for large events.

##### **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 5 - 10 hours per week, on average, will be required.

