

Provincial Camp: Keji Tri-Venture

Responsible Guider Position Description

Position Description

MISSION

To be a catalyst for girls empowering girls

Purpose

To coordinate the planning and execution of the Keji Tri Adventure Camp 2023, providing a safe, fun camping experience for the campers

Accountability

Provincial Camping Adviser, Girl Engagement Rep and Provincial Council

Responsibilities:

- Provide orientation and support to the Keji Tri-Venture Camp 2023 Planning Committee
- Plan and Chair Committee meetings and conference calls for the Planning Committee The work of the Committee will be coordinated primarily via email and conference calls.
- Attend and participate in all Keji Tri-Venture Camp 2023 Planning Committee meetings and provide monthly written updates/reports to the Camping Advisor.
- Working with the Planning Committee, prepare budget and coordinate expenditures.
- Coordinate participant registration via the National On Line program.
- Monitor the finances of the Camp Planning Committee and approve and sign expense claims for Committee Members and submit.
- Order P Cards for Leads who require them ensuring all purchases follow the GGC National Finance practices.
- Ensure the Provincial Refund Policy is followed.
- Complete expense and mileage forms and submit.
- Coordination of rentals and vendor payments via the ns-executiveassistant@girlguides.ca
- Provide regular written updates to Provincial Camping Adviser.
- Complete Budget Request Forms and working papers in preparation for the annual budget.
- Promote and support two-way communication between all levels of Guiding.
- Create and submit articles, on a regular basis, for inclusion in GuidePost and for posting to the Provincial website and comply with media copyright laws.
- Assist with pre-camp planning meetings
- Assist with development of camp programs
- Supervise set up of the camp
- Be aware of and ensure all health and safety measures are met for all campers and staff
- Oversee the completion of all required Safe Guide paperwork
- Be responsible for the care and maintenance of camp equipment and the camp facility
- Report damage to or failure of equipment to the Keji Tri-Venture Camp 2023 Planning Committee immediately
- Supervise and assist with the implementation of the camp program
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- Ensure completion and distribution of Camper Activity Report
- Coordinate nightly staff meetings to review the day and to prepare for the next day's activities.
- Continuously evaluate the camp program and staff
- Oversee the closing of the campsite
- Prepare any written evaluations requested by the Provincial Council
- Assist the Keji Tri-Venture Camp 2023 Planning Committee with staff evaluations
- Ensure that planned activities are aligned with the GGC Strategic Priorities.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC
- Comply with the "Fundamental Principles for All Committees"

Specific Qualifications:

- Working knowledge of office based computer programs.
- Ability to work with a team and independently.
- Ability to chair meetings.
- Ability to exercise critical, analytical, problem solving and decision focused skills.
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources.

Planning Committee

- Responsible Guider
- Health Services Team Lead
- Program: Adventure Team Lead
- Program: Front Country Team Lead
- Food Services Team Lead
- Additional interested Staff Guiders

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 take down. The time required for the work of the position varies considerably; approximately 5 - 10 hours per week, on average, will be required.

