

CAMPING ADVISORY COMMITTEE

SPARK EMBER CAMP – Responsible Guider

Position Description



Established April 2017, Rev Feb '23

Mission

To be a catalyst for girls empowering girls.

Purpose:

To be responsible for the overall camp, including documentation, planning and reporting

Accountability

Camping Adviser and Spark Ember Camp Responsible Guider

Responsibilities:

Pre-Camp:

- To assist with pre-camp planning meetings
- To assist with development of camp programs

Camp:

- To supervise set up of the camp
- To be aware of and ensure all health and safety measures are met for all campers and staff
- To develop and implement plans for emergency procedures
- To be responsible for the care and maintenance of camp equipment and the camp facility
- To report damage to or failure of equipment to the Camping Adviser and Spark Ember Camp Team immediately
- To supervise and assist with the implementation of the camp program
- To ensure completion and distribution of *Camper Activity Report*
- To facilitate staff meetings as required
- To distribute and ensure night security schedule, as required
- To continuously evaluate the camp program and staff

Post Camp:

- To oversee the closing of the campsite
- To prepare any written evaluations requested by the Spark Ember Camp Team
- To assist the Spark Ember Camp Team with staff evaluations.

Qualifications:

- Member of the Girl Guides of Canada, Guides du Canada
- To hold the OAL
- Good organizational and communications skills
- Ability to delegate
- Good team building skills
- Positive and flexible attitude

Term of Commitment

The term of commitment will be approximately three months for the planning, execution and wrap up of camp(s).