

# Camp 2025 Administrative Assistant

## Position Description

Nov 2023

---

### **MISSION**

To be a catalyst for girls empowering girls.

### **PURPOSE**

To be responsible for timely and accurate communication within the Provincial Camp 2025 committee.

### **ACCOUNTABILITY**

Provincial Council, Provincial Camping Adviser, Girl Engagement Coordinator.

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

- To organize and schedule meetings and appointments
- To attend the pre-camp planning meeting(s) and take detailed minutes.
- To provide accurate minutes in a timely manner after Planning Committee meetings.
- To assist in writing promotional material.
- Assist in the preparation of regularly scheduled reports.
- To review all guidelines as outlined in Safe Guide Camp.
- To adhere to ALL the safety guidelines as outlined in Safe Guide.
- To keep Responsible Guider informed of any updates or changes

### **QUALIFICATIONS**

- Member of Girl Guides of Canada-Guides du Canada.
- Enjoy working in a camp setting with girls and adults.
- Excellent written and verbal communication skills.
- Knowledge of MS Office, particularly Word
  - Positive and flexible attitude.
- Must be 19 years of age or older at time of camp.

### **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.