**Purpose:**

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

**Accountability**

Provincial Council

**Responsibilities:**

**Pre-Camp:**

* To conduct the search for a camp management team (steering committee)
* To a search for camp location and provide recommendation to Council
* To lead members of camp management team, including performance management activities as necessary
* To facilitate and chair pre-camp planning meetings
* To create a camp project plan with timelines for approval by Council, including a proposed budget
* To advise Council immediately of variations to project plan and advise immediately if risk/challenges require additional support
* To provide project status report for each Provincial Council meeting and appear at Council on request

**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 facilitate staff meetings 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 Provincial Council

**Qualifications:**

* Member of Girl Guides of Canada, Guides du Canada
* Experience in leading or organizing camping or other large events
* Excellent organizational and communications skills
* Ability or the willingness to learn to use electronic communication tools proficiently; e-mail and social media
* Ability to delegate
* Good team building skills
* Positive and flexible attitude

**Term of Commitment**

The term of commitment will be approximately 2 years for the planning, execution and wrap up of camp(s).

**APPLICATION** (add additional pages if necessary)

**Name:**

**iMiS#**

**Phone:**

**e-mail:**

1. **This camp will draw over 800 participants. Please describe your experience in large event planning / project management.**
2. **Please describe your experience related to adult leadership**
3. **Why do you believe that a camp like this is important to the girl experience in Girl Guides?**
4. **How will you ensure regular reporting and updates for Provincial Council, particularly around progress, safety, finance, and risk.**

**Thank you for your application. You will be contacted after the deadline of February 28 for an interview.**