

Quest Camp Lead

Position Description

Revised and Endorsed: March 2019

# MISSION

To be a catalyst for girls empowering girls

# PURPOSE

Promote and administer a camping experience for Pathfinder and Ranger age members, delivering a high standard of camping experience for all

# ACCOUNTABILITY

Provincial Council, Provincial Camping Adviser, Girl Engagement Coordinator

**RESPONSIBILITIES**

* Plans and organizes Quest camp from recruiting core crew, registration, etc-working with the event timeline and using the event checklist.
* Promote outdoor activities, camping and acceptable environmental practices in a safe, fun, girl focused setting
* Ensure the Quest camp meets the standards as set out in Safe Guide.
* Communicate proposal for location, theme and activities
* Recruit members for the Provincial Quest volunteer staff
* Assist the camp staff in the delivery of the event, including usage of provincial camping equipment
* Seek input from all camp committee members on issues involving their area of experience and expertise.
* Maintain current knowledge of all camping and outdoor requirements in the girls programs in order to act as a resource person for the camps.
* Promote participation in Quest camps via website articles.
* Maintain a Quest Resource Manual that contains all pertinent information, with an up to date copy at the Provincial Office including recommendations for the next year.
* Other duties as assigned by provincial council
* Submit reports for Provincial Council as well as an annual report
* Attend provincial networking advisory conferences, submit reports accordingly and bring forward suggestions and proposals.
* Attend trainings and workshops to keep skills up to date.
* Attend provincial camping advisory committee meetings and submit reports accordingly
* Maintain and monitor provincial email at least three times weekly and respond in a timely manner
* Complies with all provincial processes
* Contributes to the creation and publication of articles/newsletters and messaging on matters of camping
* Prepare and submit an annual timeline and budget request forms and working papers in preparation for annual budget. Revise to: help to create the budget and adhere to the budget when executing camp
* As a member of the Girl Engagement committee, participates in developing strong, collaborative relationships amongst the program/camp/international sub committees and with the elected member of youth.
* Ensures that planned activities are aligned with GGC’s strategic priorities
* Work with and support RG for camp while maintaining and monitoring camp spreadsheets.

# QUALIFICATIONS

* Considerable experience in planning and participation in camping and outdoor activities;
* Knowledge of camping and outdoor activity programming for all Branches;
* Completion of the Outdoor Activity Leadership (OAL) Training (any level);
* Interest in and knowledge of a variety of camping and outdoor activity situations;
* Knowledge of camping guidelines and procedures as contained in Guiding Essentials and Safe Guide;
* Ability to work with a team and to chair meetings;
* Ability to exercise critical and analytical thinking and to exercise decision focused skills;
* Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources;
* Ability to source and develop resource materials for, and plan, camping and outdoor activity events;
* Experience in planning and/or participation in GGC international and/or interprovincial travel is an asset; and,

# TERM

Three (3) years

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