

Camp 2026 Registration Coordinator

Position Description

March 1, 2024

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To co-ordinate all Registration activity required for Camp 2026, including the allocation of patrol tent space.

ACCOUNTABILITY

Camp 2026 Management Committee, through the Operations Lead

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Pre-Camp:

- To attend the pre-camp planning meeting.
- To review all guidelines as outlined in Safe Guide.
- Work closely with the National registration platform to set up and monitor the registration process.
- To maintain an accurate list of Camp staff and communicate this information with the Responsible Guider.
- To act as liaison with Provincial Office or Safe Guide Advisor regarding registrations.
- To contact, where necessary, Contact Guiders for clarification in missing paperwork.
- To update Responsible Guider weekly regarding Registration status.
- To ensure all Health Forms are securely delivered to First Aid Coordinator prior to the beginning of the event.
- To immediately advise Responsible Guider in the event Safe Guide requirements have not been met by any patrol.
- To alert Security Coordinator listing of late or alternate arrivals and departures.
- Liaise with the Camp 2026 Finance Coordinator to ensure payments for Camp have been received and processed, as appropriate;
- Recruit members for Registration Sub-Committee, as required;
- Assist with the orientation of Sub-Committee members;
- Attend and participate in all Operations Committee meetings and provide monthly written updates/reports;
- Submit expenses to Camp Finance Coordinator in a timely manner;
- Promote and support two-way communication throughout all levels of Guiding;
- Ensure that planned activities are aligned with GGC Strategic Priorities;
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC;
- Comply with the Fundamental Principles for all Committees; and,
- The work of the Sub-Committee will be coordinated primarily via email and conference calls.
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Camp:

- To adhere to ALL the safety guidelines as outlined in Safe Guide.
- To advise Responsible Guider any changes in registration.
- To provide full and updated participant listing to Responsible Guider, Security Coordinator, and First Aid Coordinator as needed.
- To staff the registration area at the start of camp.
- To report all health and safety hazards and situations not up to standards to the Responsible Guider.
- To attend staff meetings.

Post Camp:

- To assist with closing of the campsite.
- To prepare a final Registration Report of the camp and forward it to the Operations Lead .

Specific Qualifications:

- Must be 19 years of age or older at time of camp,
- Have current Standard First Aid or higher
- Good organizational and communications skills
- Good team building skills
- Positive and flexible attitude

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 3 to 5 hours per week, on average, will be required.