

## Responsible Guider/Camp Director Position Description

The Responsible Guider/Camp Director is responsible for the overall success of all operations and camp programs during the interprovincial event:

- Ensuring the safety and well-being of all campers, staff and volunteers during the camp.
- Ensuring that all programs and services are delivered according to the contracts signed between Alberta Council and all user groups, in accordance with GGC policies and procedures.

This includes all aspects of staffing, supervision, administration, management of facilities, program delivery where stipulated and supervision of the delivery of food services.

**Reports to**, is accountable to, and evaluated by:

- Alberta Council

### Responsibilities

#### General Camp Leadership Responsibilities

- Member of the Steering Committee to determine camp requirements.
- Oversee the planning of daily camp activities and creation of activity schedules with appropriate leisure and recreational activities.
- Present camp information/reports as required.
- Overseeing camp crew, participants, accommodations, and meals, as well as ensuring the wellbeing of campers.
- Prepare and manage the budget.
- Oversee the orders for camp equipment and supplies.
- Discuss with Team Leads activities to ensure accessibility for all.
- Ensuring safe practices and a healthy camp environment.
- Maintain event binder for Alberta Council. Keep records and document processes in the event binder.
- Be present on camp site for the duration of the event.
- Be a positive role model and provide support to core crew and participants.
- Ensures that the Alberta Council Provincial Commissioners are informed immediately of any serious incidents, issues, complaints or important changes to the program.
- Ensure that all core crew and patrol Guiders on site adhere to GGC policies and procedures.
- Ensure GGC policies and practices outlined in Safe Guide are followed.
- Ensure all provincial/municipal protocols are followed.
- Adhere to the rules established by the owners of the camp location.
- Maintain positive working relationships with participants, parents/guardians, core crew, patrol Guiders, staff, and community agencies.
- Maintain participant confidentiality at all times.

### Personnel

- Recruit, appoint, supervise, and support a full complement of Team Leads in accordance with Alberta Council procedures and standards.
- Develop pre-camp orientation materials for core crew and patrol Guiders.
- Ensure the evaluation of all Team Leads and core crew.
- Participate, plan, and lead effective camp leadership meetings regularly.
- Give guidance and direction to core crew and patrol Guiders.

### **Management & Administration**

- Develop a risk management plan.
- In collaboration with leadership team, set schedule and develop communication material.
- Oversea collection of photos/video to update website and social media.
- Look for opportunities to effectively promote camp locally and inter-provincially.
- Communicate and engage effectively with participants, patrol Guiders, parents/guardians, core crew, and staff.
- Work with the event Treasurer in monitoring all expenses and revenues within the framework of the budget.
- Assist with promotional events for the two years leading up to the event.
- Prepare regular reports to Alberta Council leading up to and following the event.
- Create and implement participant and parent/guardian pre-camp and post-camp satisfaction surveys due within one month of the closure of camp.

### **Health, Safety and Wellness Responsibilities**

- Ensure the delivery of meals to all participants and that special diets are accommodated for, within reason. Ensure catering expenses fall within budget.
- Ensure the creation and implementation of an arrival protocol for participants.
- Ensure the creation of pre-camp information for participants (regarding medication, lice, etc.).
- Ensure the Health and Wellness Lead maintains all files as required by Safe Guide.
- Coordinate regular general site inspections to prevent accidents, injuries and damage with the Health and Wellness and/or Security Team Leads.
- Must be completely informed and up to date on all safety-related protocols and procedures as per the SG.4.

### **Program**

- Oversee the camp programs.
- Oversee the coordination of the bus arrivals and departures to run smoothly.
- Approve reservations and bookings for out trips in accordance with GGC policies as submitted by Team Leads.
- Set goals and objectives for program areas. For example, activities, crafts, out trips, and waterfront.

### **Skills Required:**

- Strong interpersonal, motivational, communication and facilitation skills.
- Working knowledge of Microsoft Office suite.
- Dependable and meets deadlines.

- Must be independent, self-motivated, flexible and proactive.
- Resourceful, creative; a problem-solver.
- Enthusiastic, fun-generating and energetic.
- Have the ability to set objectives, delegate and prioritize workflow such that goals are efficiently met.
- Knowledge, understanding, and appreciation of diversity and social inclusion.
- Strong organizational skills and ability to adapt to change.
- Ability to work collaboratively with GGC staff, core crew and patrol Guiders.
- Strong conflict resolution skills and experience in youth behavior management in a camp setting.

**Experience, and Other Requirements:**

- Member of GGC for at least five years.
- A thorough knowledge of Safe Guide.
- Must have camp experience as RG for a minimum of two 2-night overnight tenting within the last five years.
- Experience leading a team of volunteers.
- Experience planning and leading Pathfinder programs/activities.
- Experience motivating and inspiring youth and adults.
- Experience with budgeting and financial management of events.