

Quest Site Coordinator

Position Description



Revised and Endorsed: March 2023

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To be responsible for the overall security of the camp.

ACCOUNTABILITY

Responsible Guider

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.
- To visit event site prior to camp, if possible.
- To prepare a site plan.
- To review Emergency Response Plan and assist in its revision when required.
- To make Responsible Guider aware of any site requirements.
- To ensure that the needs of staff and teams are met at event site.
- To obtain all team site markers.
- To assist in recruiting site team as required.
- Arrange for site signage as determined by planning team.

Camp:

- To adhere to ALL guidelines as outlined in Safe Guide.
- Coordinate the setup of camp directional signs as required.
- Assign and set up team sites prior to Team Registration.
- To check regularly on team sites to ensure they are safe.
- To check regularly on site facilities to ensure they are clean and clear of debris, mess, etc.
- To report all health and safety hazards and situations not up to standards to the Responsible Guider.
- To attend staff meetings.

Post Camp:

- To ensure that the team site area and facility is clean.
- To assist with closing of the campsite.
- To return all site markers to Responsible Guider.
- To prepare a final Site Report of the camp and forward it to the Responsible Guider.



QUALIFICATIONS

- Member of Girl Guides of Canada-Guides du Canada.
- Be able to delegate and follow instructions.
- Enjoy working in a camp setting with young people and adults.
- Good communication skills.
- Positive and flexible attitude.
- Must be 19 years of age or older at time of camp.

TERM

- The term of the position is to be for the planning stages and duration of the camp.

