

# Quest Assistant Statistician

## Position Description



Revised and Endorsed: March 2023

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### **MISSION**

To be a catalyst for girls empowering girls.

### **PURPOSE**

To be responsible for the compiling of statistics and provide team standings.

### **ACCOUNTABILITY**

Statistician and Responsible Guider.

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

#### **Pre-Camp:**

- To attend the pre-camp planning meeting(s)
- To review all guidelines as outlined in Safe Guide

#### **Camp:**

- To adhere to ALL the safety guidelines as outlined in Safe Guide.
- To be ready to report to duty no later than 5:00pm Friday.
- To assist set up Statistician reporting area prior to staff and Team arrivals.
- To keep Responsible Guider informed of any updates or changes in statistical tracking.
- To collect team/project data and manage paper score sheets in an efficient manner.
- Work with Statistician, Security and Project crew to ensure there are no missing project score sheets at the end of the night.
- To assist Statistician in finalizing team standings and reporting to Responsible Guider & Registrar at conclusion of Projects.

#### **Post Camp:**

- To ensure that the Statistician area is clean.
- To assist with closing of the campsite.
- Review the final Statistician Report and provide feedback.

### **QUALIFICATIONS**

- Member of Girl Guides of Canada-Guides du Canada.
- Enjoy working in a camp setting with girls and adults.
- Good communication skills.
- Knowledge of Excel spreadsheets.
- 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.

