

# Camp 2026

## Facilities MGMT Coordinator

### Position Description



March 1, 2024

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#### **MISSION**

To be a catalyst for girls empowering girls

#### **PURPOSE**

To coordinate facilities for the 2026 Discover Provincial Camp.

#### **ACCOUNTABILITY**

Camp 2026 Management Committee, through the Infrastructure Lead

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

##### Pre-Camp

- Work closely with the Program Lead to plan and arrange required facilities for the success of the camp
- Ensure all facilities are arranged and provided prior to the start of camp
- To help set up and organize any facilities that are required to be brought from off site
- Attend and participate in all 2026 Infrastructure Committee meetings and provide monthly updates/reports
- Coordinate any required supplies and/or equipment
- Work within the budget and discuss expenses with the 2026 Infrastructure Lead in a timely manner
- Ensure 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

##### Camp

- To attend staff meetings
- Ensure all facilities are clean, maintained and operational for the duration of Camp.

#### **SPECIFIC QUALIFICATIONS**

- Must be 19 years of age or older at time of camp
- Good organizational and communication skills
- Good team building skills
- Positive and flexible attitude.

#### **TERM**

The term of commitment will be approximately eighteen months for the planning, execution and wrap up.

