

NL Interprovincial Camp 2019

Steering Committee

Detailed Position Descriptions

Area Liaison Co-ordinator

- Identify area liaisons for each area.
- Ensure an area emergency contact person is identified for each area.
- Coordinate participation with area liaisons for girls, patrols, core crew.
- Coordinate arrival and departure times for area participants between area liaisons, transportation coordinator and registrar.
- Welcome patrols upon arrival at camp.
- Assist with the distribution of patrol packages upon arrival.

Core Staff Liaison

- Liaison between the steering committee and core staff.
- Coordinate core staff arrival and departure with the Transportation Coordinator, Registrar and the Area Liaison Coordinator.
- Development of core staff sub-camp name and hat colour.
- Plans core crew space....camp areas, showers, wash area.
- Assist and orient core staff upon arrival and set up/take down.
- At camp, assist and address core staff questions/concerns.
- Prepare and post daily information for core staff including from steering committee.
- Oversee core staff hospitality area, liaising with Food Services Coordinator.

Event and Emergency Management Director

- Assess the site (entrances, exits, pedestrian and vehicle traffic, existing infrastructure and possible hazards). Existing infrastructure includes: buildings, phone/fax, wireless, and internet access.
- Evaluate the three key threats to the event – Human, Animal, Environmental (wind, water, and fire).
- Establish contact and liaise with local police, fire, emergency response, conservation, transportation personnel. Conduct meetings as required, arrange a site tour and respond to their requests.
- Work with the Transportation Coordinator to establish parking and safe traffic flow particularly during arrivals and departures.
- Work with the Site Services Coordinator on the overall layout of the site.



- Work with the Program Coordinator on the development of the daily camp schedule
- Work with the Health and Wellness Coordinator as to their location on the site in the event EHS are required.
- Establish and maintain staff on the main gate and service providers on site.
- Coordinate access to the site for service providers with Site Services and Food Services Coordinators.
- Liaise with the RG regarding all aspects of Safe Guide and establish an Emergency Contact number(s) for the event. Plan for an all camp “accountability drill” within the first 24 hours.
- Provide (purchase/rent), maintain and store all necessary safety and emergency management equipment for the event including VHF radios, safety gear, vehicles, shelter, etc.
- Liaise with Program Coordinator regarding the safety equipment required for out-trips.
- Help formulate the Emergency Response Plan along with other steering committee coordinators.
- Before camp, receive a list of emergency contacts of all camp participants by patrol in each area.
- At camp, watch carefully for signs that may involve risk factors for participants.
- Establish an Emergency Contact for the province as well as national contacts.
- Before camp, receive a list of all supplies and equipment that needs to be insured and arrange that insurance, including the value of items onsite for GGC insurance coverage.
- Request certification of insurance from national office.
- Prepare and submit safe guide forms.

Food Services Director

- Contact local public health officials to provide information with respect to food services (e.g. local regulations and policies for food storage and waste management).
- Arrange contracts for food suppliers and liaise with them regarding food quantities and delivery/pick up.
- Arrange contracts for equipment suppliers.
- Determine location of food distribution and staff cafeteria.
- Provide list of equipment and shelters needed.
- Develop a nutritious, low risk food menu in the booklet format and a staples list.
- Arrange for refrigerators, coolers, reefers and ice.
- Arrange for food bank donations and pick up (If necessary).



- Liaise with other steering committee coordinators regarding special needs for their speciality (e.g. night shift snack, water, etc.).
- Liaise with Program Coordinator for Ranger out-trip (including special food if required).
- Check food requirements for all participants and core staff.
- Coordinate with Site Services Coordinator other supplies such as garbage bags, gloves, etc.

Health and Wellness Director

- Locate and organize the health services centre on the site.
- Ensure that all core staff have the necessary credentials for their assigned jobs including first aiders and registered nurses.
- Coordinate completion of all medical documentation with the Program coordinator.
- Coordinate day trip first aid requirements with the Program coordinator.
- Visit and secure use of local medical professionals.
- Visit and liaise with local medical professionals before and during camp regarding camp needs.
- Obtain necessary medical equipment and supplies to operate the health centre as well as the sub-camp and program first aid stations.
- Have awareness of all medical concerns for participants.
- Coordinate with the Transportation Director all transportation for those needing transportation for medical reasons to onsite activities.
- Liaise with Program Coordinator for the Ranger out-trip needs.
- Restock depleted items in personal first aid kits used on day trips as required.
- Follow up on out-trip injuries as required.
- Ensure proper storage of all health-related documentation.

Inter-Provincial Director

- In cooperation with the Provincial Commissioner, invite interprovincial participants.
- Liaise with interprovincial participants before, during and after camp.
- Work with the Transportation and Area Liaison Coordinator to assist with interprovincial participant travel arrangements to and from camp.
- Assist with home stay if needed before and after camp; this may include preparation of Safe Guide documentation as required, provision of orientation sessions and hosting guidelines for areas providing home stay.
- Work with sub-camp staff before and during camp to ensure interprovincial participants' needs are met.



- During camp, maintain contact with interprovincial participants, meet them at registration and escort them to their sub-camp.
- Determine location and development an interprovincial activity area at camp.
- Assist with any interprovincial issues that arise before, during and after camp.
- Communicate with registrar on camp buddy requirements for interprovincial participants.
- Develop requirements for camp buddies to host an interprovincial patrol.
- Work with Area Liaison Coordinator to arrange equipment and homestay for interprovincial participants.
- Set up a contact in each province with whom participants can communicate.

Merchandising Director

- Work with steering committee on the selection of participant and core staff shirts.
- Assist sub-camp RGs with the selection of hat colours.
- Orders and distributes event t-shirts and hats to steering committee.
- Works with steering committee to determine and purchase core staff appreciation item(s) if applicable.
- Organize camp event items to be sold at the camp store.
- Organize and operate the camp store.
- Organize and operate the “garage sale” at the end of camp.

Program Director

- Determine and coordinate section activities for camp, including number of activities, location, equipment, staff etc.
- Establish Program Department heads who will lead program activity coordinators.
- Develop program selection details for inclusion in program books.
- Determine program activity coordinator requirements and communicate them to the rest of the steering committee.
- Complete Safe Guide documentation for all program activities.
- Prepare waiver forms required for each program activity for which one is required and provide to Registrar for inclusion in the Patrol mail-out.
- Arrange for all necessary equipment, supplies, etc., for program speciality, including transportation of equipment if necessary.
- Provide a certificate of insurance for all companies providing program and send to Emergency and Event Management Director.
- Communicate value of equipment/supplies which will be brought to camp.
- At camp, ensure all program staff actively help at camp in areas other than their own when appropriate and necessary in consultation with Core Staff Liaison.



Public Relations Director

- Coordinate with PC Liaison, RG and Special Events Coordinator and send invitations to distinguished guests.
- Draft PR materials, such as camp fact sheets, key messages, Q&A documents, backgrounder, and trivia.
- Liaise with Provincial PR for GGC fact sheets and key messages and for media databases, distribution of PR material.
- Establish and maintain the camp website.
- Coordinate camp submissions to the Signal and Provincial Newsflash editions.
- Distribute media releases and coordinate interviews with media.
- Prepare and produce daily camp newsletter for distribution to sub-camps.
- Organize and execute tours of camp on Tour Day.
- Organize and release coverage of event by camp photographer/videographer.
- Coordinate the distribution of letter to employer and letter to families if core staff wish to have one.
- Develop community awareness for event and Tour Day.
- Establish and ensure media monitoring.

Registrar

- Establish Steering Committee contact list in iMIS and in conjunction with the Secretary, and keep the list up to date.
- In coordination with the Treasurer, establish incoming registration payments with Provincial Office.
- Provide brief descriptions of core staff requirements/qualifications to Newsflash/Signal publications.
- Communicate with Interprovincial Director and Provincial Commissioner to establish process for interprovincial participants.
- Create on-line registration forms for Core Staff, Sub-Camp Team Members, Patrol Guiders, Interprovincial participants and youth.
- Check iMIS for all participants for First Aid, swim/boat tests and notes in provincial file.
- Assist Program Directors in the creation of program registration for girls and Guider activities.
- Receive patrol guider and core staff registration information and maintain registration database, including the receipt of documentation for positions requiring specialized certification such as RN, First Aid, Lifeguard, Class 4 drivers licence, etc.
- Coordinate the sharing of necessary information with other departments as required.



- Coordinate with Area Liaisons any information to be sent out to participants or patrols.
- Liaise with the Area Liaison Coordinator and Steering Committee to fill spaces in patrols and find replacement guiders.
- Oversee registration at camp upon arrival of patrols and core staff.
- During camp, send accurate full camp count to Events and Emergency Management Coordinator in time for the Accountability Drill.
- During camp, coordinate data entry.
- After camp, enter camp participation into iMIS (send participant information to provincial iMIS advisor for entry).

Secretary

- Coordinate all camp-related meetings before, during, and after the event.
- In coordination with the Registrar, maintain contact lists for steering committee and core staff.
- Handle all correspondence in conjunction with RG.
- In consultation with camp departments, create a camp booklet.
- Determine the location of the administrative centre at camp.
- Arrange for required office equipment, including phone fax and internet (in consultation with the Event and Emergency Management Director).
- Ensure coverage of camp phone and follow-up on calls with the appropriate departments.
- Plan and implement the camp 'Lost and Found'.
- During camp, organize and supervise use of on-site office technology (computers, photocopier, fax machine, office supplies etc.).
- Coordinate necessary off-site needs (trips to the nearest community) on a daily basis as required.

Site Services Director

- Work with RG and Event & Emergency Management coordinator to develop a contract with the camp site owners/operators.
- Liaise with other department heads to design the site layout.
- Produce a site map suitable for large and small publication.
- Arrange for required shelters, using permanent and temporary/rented tent/marquee structures.
- Develop a camp waste management plan including provision for garbage, compost, recycling, refundable and grey water.
- Arrange for toilet, port-a-potty and shower facilities and maintain these facilities.



- Provide signage as required to direct participants, suppliers and service providers to the event.
- In cooperation with other departments, arrange for signage for camp activities and venues.
- Provide tables and chairs for all venues and sub-camps.
- Provide fuel and required (e.g. propane).
- Arrange for power as required including the rental of generators.
- Arrange for fencing as required including for hazardous areas.
- Arrange for construction of necessary infrastructure (e.g. ramps, floors, and stairs).

Special Events Director

- Liaise with steering committee, public relations, interprovincial, sub-camps, security, carnival coordinator and other departments as necessary.
- Provide information to the camp website prior to camp (e.g. camp song list, karaoke list and instructions, recorded music, etc.).
- Provide song lyrics for participant booklets.
- In consultation with the Site Services Director, arrange for stage, sound and lighting at least one year prior to the event.
- Plan all special events at camp – e.g. parade, carnival, opening, closing, campfire, ceremonies, karaoke, etc.
- Create stage décor, purchase and package crowd props/giveaways.
- Book performers.
- Oversee the set-up and take down of special event infrastructure and provide stage management as necessary.
- Book activities/vendors/BBQ/catering of camp-wide final event.

Sub-camp Director

- Liaise between steering committee and sub-camp RGs.
- Work with sub-camp RGs to develop sub-camp names and hat colours.
- Plan sub-camp space with RG and site services Director.
- Obtain sub-camp tool kits from Site Services and distribute to each sub-camp and collect these at the end of camp.
- Assist sub-camp RGs upon arrival and set-up/take-down.
- During camp, help resolve conflicts between Patrol Guiders and sub-camp staff and holds daily meetings with sub-camp team.
- In consultation with Site Services, ensure sufficient quantity of flagging tape to layout patrol sites within each sub-camp (dozens of rolls required).



- Liaise with Health and Wellness Services for sub-camp First Aid tent basics equipment (e.g. cot, basins, etc.)
- Arrange for suitable shower enclosures with input from camp sub-teams, one set per sub-camp.
- Liaise with Site Services for major items such as marquees, tables, chairs, porta-potty, grey water, drinking water.
- Ensure each sub-camp has waste-management provisions (garbage, recycling, compost, etc.).
- Ensure each sub-camp has a food sharing tent and two tables.
- Provide for adequate and appropriate signage for sites.
- Be available and visible to sub-camp teams and patrol guiders for questions/comments and concerns during the day and evening.
- Assist where and when needed with whatever is happening (e.g. tarping, equipment replacement, etc.).

Transportation Director

- Determine the location of the bussing and transportation centre on site.
- Work with the Event and Emergency Management Director; organize traffic control, flow, and supervision.
- Working with the Area Liaison, organize patrol arrival and departure logistics.
- In conjunction with the Program Coordinator, organize daily bussing requirements for program schedule.
- Oversee loading and unloading of busses.
- In consultation with core staff liaison, arrange bussing and shuttle services (where necessary) for core staff arrival and departure.
- Coordinate with Secretary and RG to organize on and off-site shuttle service as required.
- In consultation with Event and Emergency Management Director, organize parking for core staff, participant vehicles and trucks as well as parking for Visitors' Day.
- Coordinate with other department heads to organize on and off-site vehicle rental, including truck, vans, golf carts, etc.
- Maintain rental vehicle fueling, key distribution general management, etc.
- Arrange for golf carts, ensure they are charged/fueled as necessary.
- Coordinate required on and off-site signage with Site Services.

Treasurer

- Liaise with provincial treasurer and provincial office manager.
- In consultation with the steering committee, develop the camp budget.



- Develop financial procedures for all camp expenditures.
- Monitor camp expenditures and ensure adherence to budget, including recommendations to change budget if appropriate.
- Arrange for banking needs (deposits, emergency cash, etc.) during camp.
- Manage all monies required for floats and revenues collected during camp.
- Be responsible for security of valuables for participants.
- Liaise with steering committee and provincial office for management of contracts.
- In consultation with the Merchandising Director, set up the camp store including debit/credit machine, cash register.
- Assist secretary with all on-site technology needs.
- Manage post-camp reconciliation of outstanding financial transactions (e.g. advances, repayments).

