

# Provincial Camp: Kwah-ee

## Responsible Guider Position Description

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#### **MISSION**

To be a catalyst for girls empowering girls

#### **Purpose**

To be responsible for the overall camp, including documentation, planning and reporting

#### **Accountability**

Kwah-ee Management Team and Kwah-ee Responsible Guider

#### **Responsibilities:**

##### Pre-Camp

- To assist with pre-camp planning meetings
- To assist with development of camp programs

##### Camp

- To supervise set up of the camp
- To be aware of and ensure all health and safety measures are met for all campers and staff
- To develop and implement plans for emergency procedures
- To be responsible for the care and maintenance of camp equipment and the camp facility
- To report damage to or failure of equipment to the Kwah-ee Management Team immediately
- To supervise and assist with the implementation of the camp program
- To ensure completion and distribution of Camper Activity Report
- To facilitate staff meetings as required
- To distribute and ensure night security schedule
- To continuously evaluate the camp program and staff

##### Post Camp

- To oversee the closing of the campsite
- To prepare any written evaluations requested by the Kwah-ee Management Team
- To assist the Kwah-ee Management Team with staff evaluations.



**Qualifications**

- Member of the Girl Guides of Canada, Guides du Canada
- To hold the OAL
- Good organizational and communications skills
- Ability to delegate
- Good team building skills
- Positive and flexible attitude

**TERM**

The term of commitment will be approximately three months for the planning, execution and wrap up of camp(s).

