**BC CAMPING COMMITTEE**

**VOLUNTEER JOB DESCRIPTION AND POSITION APPLICATION FORM**

The Provincial Camping Committee is made up of enthusiastic Guiders who understand the importance of promoting and mentoring camping in guiding. There are a variety of positions held at any given time and applications are always accepted. For a current list of vacant positions please contact the Provincial Camping Adviser at camp@bc-girlguides.org.

In addition to the adviser, the camping committee consists of

 Adventure Camping coordination

 Committee Resource coordination

 Communications coordination

 Interprovincial and Travel Touring coordination

 Residential coordination

 Tenting coordination

 Training coordination

Trex coordination

While the members of the committee hold specific roles, the BC Camping Committee works together on larger committee projects and supports events organized by another member of the committee. Members of the committee must be able to communicate effectively via email, be able to use electronic filesharing, and adhere to deadlines. It is expected that members will attend the committee weekends held 4-6 times a year at the Provincial office, plus whenever possible, attend events sponsored and hosted by the committee.

Prerequisites

* minimum of three (3) years Guiding camping experience as a Guider or Youth Member
* Camping Experience at a minimum of two different levels or types of camping (i.e. Brownie, Guide, residential, tenting, district or area camping event, etc.,)

Date: *Click here to enter a date*. Position applying for *Choose an item.*:

**Applicant Information**

Name: *enter name* iMIS: *enter #*

Address: *enter address*

Phone Number: *enter phone* Cell Number: *enter cell*

Email: *enter email*

District: *district* Area: *area*

**General Questions**

1. How long have you been involved in Guiding?
	1. Girl years and level(s) *Click here to enter text*
	2. Guider years and level(s) *Click here to enter text*

Capacity *Click here to enter text*

1. Have you held a position(s) on a district or area council? *Yes or No*
	1. If yes, which one(s) *Click here to enter text.*
2. What is your camping training and experience within Guiding? *Click here to enter text.*
3. What is your camping experience and related technical experience outside of Guiding? *Click here to enter text*.
4. Have you ever been part of a planning committee for a camp larger than a unit? *Yes or No*
	1. If yes, what was your position and how did you fulfill it? *Click here to enter text*
5. Share your most memorable or best team experience – explain your role and why it was so great. *Click here to enter text*.
6. Share your most challenging camp moment from when you were in the leadership role. How did you resolve the challenge? *Click here to enter text.*
7. What do you enjoy most about Guiding? *Click here to enter text*
8. When girls look back on the Guiding years, one of the most memorable things is the camping they did. Why do you think this is? And how, in this changing world, can we keep it that way? *Click here to enter text*
9. What do you believe you would bring to the position you are applying for? *Click here to enter text*

**References**

Please provide two references (one camping)

Reference #1 Name: *enter name* Relationship: *enter relationship*

Phone #: *enter phone #* Email: *enter email*

Reference #2 Name: *enter name* Relationship: *enter relationship*

Phone #: *enter phone #* Email: *enter email*

**Please complete only the section(s) for the position(s) for which you are applying. Return completed application to:** **camp@bc-girlguides.org**

**Adventure Camping Coordination**

* Plan and organize girl and adult adventure type camps
* Support OAL Adventure Training
* Coordinate with Adventure Facilitators and Expedition Leaders
1. What is your experience with adventure camping? Please explain. *Click here to enter text*
2. Have you organized any adventure trips? Girls or adults? Please explain. *Click here to enter text*
3. Have you participated in portions of the OAL Adventure program? Is so, please explain. *Click here to enter text*
4. How would you promote the OAL Adventure in BC? *Click here to enter text*

**Committee Resource Coordination**

* Take comprehensive minutes and send them to adviser for editing and approval within 2 weeks of meeting.  Upon approval forward to Provincial office for distribution
* Help with correspondence as needed
* Oversee Camps To Go, challenges & instant meetings. This includes development of new documentation & crests, as well as periodic revisions of existing resources
* Oversee crest maintenance and Under the Boughs clothing item
1. Have you ever held a secretarial position in or out of guiding? Please explain. *Click here to enter text*
2. Are your minutes concise, comprehensive, and detailed? If possible, please attach a sample of minutes you have taken or describe your style for preparing minutes. *Click here to enter text*
3. Have you ever created a Guiding challenge before? If so tell us about it. *Click here to enter text*
4. Do you have experience designing and obtaining approval for Guiding merchandise? *Click here to enter text*
5. Do you have experience with creating fillable forms in Microsoft Word or Adobe Acrobat? *Click here to enter text*

**Communications Coordination**

* With committee input and editing, create the camping newsletter (*The Headlamp*) and forward to the provincial office for distribution to all Guiders, Rangers, Transitioning Members and Lones
* Coordinate the committee's submission of Pipeline articles
* Oversee the BC Camping Committee Facebook group
* Monitor submissions and request changes and updates to the provincial website
* Facilitate combined meetings between the Area Camping Advisers and the BC Camping Committee
1. What is your writing experience? Please attach an example. *Click here to enter text*
2. Have you ever been published in your local newspaper, Guiding newsletter, Pipeline, elsewhere? If so, please elaborate and provide an example. *Click here to enter text*
3. How familiar are you with computers, word processing programs, websites, publishing programs, online document sharing, etc.? Please explain. *Click here to enter text*
4. Are you familiar and comfortable navigating the BC provincial website? *Click here to enter text*
5. Are you willing to familiarize yourself with the camping sections on the national and other provincial camping websites if not already so? *Click here to enter text*

**Interprovincial & Travel Touring Coordination**

* Organize Provincially sponsored interprovincial & travel touring opportunities
* Support Guiders who are leading independent Interprovincial & Travel Touring opportunities
* Oversee communication and arrangements for interprovincial camps

Prerequisite: Travel Touring and/or Interprovincial travel experience.

1. Please list your experience with Interprovincial and/or travel touring within Guiding. *Click here to enter text*
2. Please describe your camping or travel experiences as a Responsible Guider. *Click here to enter text*
3. Tell us your experience organizing camps or travel experiences within Guiding (branch, size, theme, style, number of camp staff). What was your role in the organization of the camp or trip? What was your favourite part? *Click here to enter text*.
4. Have you ever organized a camp or trip when everything went wrong? How did you handle it? What would you do differently next time? *Click here to enter text*.

**Residential Coordination**

* Organize Provincially sponsored residential camps
* Coordinate & develop residential related resources
* Encourage and support Areas to host residential camps
* Support new to guiding members with getting their girls to a Residential camp

Prerequisite: Completed the OAL Residential training.

1. Please list the most recent camps that you have been the Responsible Guider for. *Click here to enter text*
2. Please describe the largest camp you have been the Responsible Guider for (Residential). *Click here to enter text*
3. Tell us your experience organizing camps within Guiding (branch, size, theme, style, number of camp staff). What was your role in the organization of the camp? What was your favourite part? *Click here to enter text*.
4. Have you ever organized a camp when everything went wrong? How did you handle it? What would you do differently next time? *Click here to enter text*.

**Tenting Coordination**

* Chair the organizing team for Provincially sponsored tenting camps, including Mix It Up and Guide Jubilee.
* Attends the biannual US Mix It Up Encampment (if possible)
* Assist in developing tenting camping related resources.
* Encourage and support Areas to host tenting camps.
* Support Guiders to offer girls tent camping opportunities

.

Prerequisite: Completed the OAL Residential and Tenting training.

1. Please list the most recent camps that you have been the Responsible Guider for. *Click here to enter text*
2. Please describe the largest camp you have been the Responsible Guider for (Tenting). *Click here to enter text*
3. Tell us your experience organizing camps within Guiding (branch, size, theme, style, number of camp staff). What was your role in the organization of the camp? What was your favourite part? *Click here to enter text*.
4. Have you ever organized a camp when everything went wrong? How did you handle it? What would you do differently next time? *Click here to enter text*.

**Training Coordination**

* Oversee the organization of workshops and conferences
* Support the committee members overseeing the Adventure Camping Coordination, Residential Coordination, and Tenting Coordination to provide training and resources
* Organize Webinars for BC Guiders
* Liaise with the BC Training Committee
1. Are you a current trainer? (Desired but not required) *Choose an item.*
2. What type of trainings have you trained? Which is your favourite training to train and why? *Click here to enter text.*
3. Are you familiar with and comfortable with doing reservations and bookings for hotels for conferences and camps for workshops and/or trainings? Please describe. *Click here to enter text*
4. Describe your familiarity with online software to host meetings/webinars etc. (if any) and your interest or comfort in delivering guiding trainings online. *Click here to enter text*

**Trex Coordination**

* Plan and organize Trex events including Trex Rendezvous
* Liaise with all Trex Units including providing orientation to new Trex Guiders
* Support OAL Adventure Training for Guiders of Trex units

1. What is your experience with Trex and/or adventure camping? Please explain. *Click here to enter text*
2. Have you organized any adventure trips? Girls or adults? Please explain. *Click here to enter text*
3. Have you participated in portions of the OAL Adventure program? Is so, please explain. *Click here to enter text*
4. As Trex liaison you will be required to interview new Trex unit guiders. How familiar are you with the Trex program? *Click here to enter text*
5. What interviewing experience have you had? *Click here to enter text*