Provincial Camp

Responsible Guider

Position Description

**MISSION**

To be a catalyst for girls empowering girls

**Purpose**

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

**Accountability**

Camp Director or Provincial Camping Adviser

**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 camp Director / Camping Adviser 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 Committee/Team
* To assist the Committee with staff evaluations, if planned.

**Qualifications**

* Member of the Girl Guides of Canada - Guides du Canada
* To hold the OAL certification
* 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).

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