

# Camp 2026

## On-Site Coordinator

### Position Description



March 1, 2024

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#### **MISSION**

To be a catalyst for girls empowering girls.

#### **Purpose**

To assist the Program Lead in the planning and implementation of the On-site programs at camp.

#### **ACCOUNTABILITY**

2026 Discover Camp Committee via the Program Lead

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

##### Pre- Camp:

- Work closely with the Program Lead to plan and coordinate the Program and Special Events component for the 2026 Camp.
- Work with the Program Lead and Team to ensure the efficient planning and delivery of all program activities to participants.
- Recruit and liaise with theme appropriate facilitators and TPSP to present an engaging program.
- Work with the Program Lead and Registration Lead for scheduling of and assigning of patrols to sessions.
- Attend and participate in all 2026 Program Committee meetings and provide monthly written updates/reports.
- Be present for the duration of the camp including set up and break down.
- Work with the Program Lead and Logistics Lead for coordination of facility/venue, camp location for sessions.
- Work with the Program Lead and Finance Lead for pre-approval and submission of session expenses.
- Work within the budget and discuss expenses with the 2026 Camp Program Lead in a timely manner.
- Ensure that planned activities are aligned with the GGC Strategic Priorities and camp theme.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC.
- Comply with the "Fundamental Principles for All Committees."

##### Camp:

- Attend staff meetings
- Support program facilitators with setting up
- Coordinate equipment ensuring each group has the appropriate equipment at the appropriate location
- Ensure that each program is functioning well

##### Post Camp:

- Assist with closing of the campsite,
- Return all external resource equipment, supplies and resources to the Program Lead



**Qualifications**

- Member of the Girl Guides of Canada, Guides du Canada
- Be at least the provincial/territorial age of majority
- Good organizational and communications skills
- Ability to delegate
- Good team building skills
- Positive and flexible attitude

**TERM:**

- Present-August 2026 - The time required for the work of the position varies considerably; approximately 5 hours per week, on average, will be required.