

# Camp 2026

## Special Events 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 and other staff members in the planning and implementation of Special Events at the Discover camp.

#### **ACCOUNTABILITY**

2026 Discover Camp Planning 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,
- Attend and participate in all 2026 Program Committee meetings and provide monthly written updates/reports,
- 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”
- Work with the Program Lead and Team to ensure the efficient planning and delivery of all evening program activities to participants, including Opening and Closing Ceremonies
- Recruit and liaise with theme appropriate facilitators and TPSP to present an engaging special events program
- Work with the Program Lead and Logistics Lead for coordination of facility/venue, camp location for special events

##### 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
- Be present for the duration of the camp including set up and break down.

#### **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**

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

