

Camp 2026

Transportation Coordinator

Position Description



April 9 2024

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To be responsible for the overall transportation at the camp.

ACCOUNTABILITY

Camp 2026 Management committee through Infrastructure Lead

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Pre-camp:

- To attend pre-camp planning meetings
- To review all safety guidelines as outlined in Safe Guide
- To coordinate with bus companies and the Program Lead to ensure that we have adequate transportation available for all events.
- Work within the budget for transportation, pass along all invoices to the Finance Lead to be paid (in communication with the Infrastructure Lead)
- To develop a transportation schedule for the event.
 - To review Event Emergency Response Plan and assist in its revision when required.
- Working with the Infrastructure Lead, coordinate with the security team regarding the arrival and departure schedules for all participants.

Camp:

- To ensure the smooth transportation of all participants
- Deal with any transportation issues which may arise

Post Camp:

- To ensure all invoices have been submitted
- To prepare a final Transportation Report of the camp and forward it to the Infrastructure Lead

Qualifications

- Member of the Girl Guides of Canada, Guides du Canada
- Must be at least nineteen years of age
- Good organizational and communications skills
- Ability to delegate
- Positive and flexible attitude

TERM

The term of commitment will be approximately eighteen months for the planning, execution and wrap up

