Girl Guides
Nova Scotia Council

Camp Volunteer Position Descriptions

Camp Chair

Pre-Camp:

• Plan and Chair committee meetings for the 2025 Camp Management Committee.

• Ensure Position Descriptions accurately reflect the work required from Committee Members.

• Recruit Team Leads for all Sub-Committees of the 2025 Camp Management Committee.
• Provide orientation to members of the 2025 Camp Management Committee.

• Provide advice, consultation and support to 2025 Camp Management Committee members as required.

• Ensure a cohesive and well-coordinated planning team

• Provide monthly written updates to the Provincial Council.

• Submit expenses to 2025 Camp Finance Lead in a timely manner.

• Ensure that planned activities are aligned with GGC Strategic Priorities.

• Maintain and monitor provincial emails at least three times a week and respond in a timely manner.

• Contribute to the creation and publication of articules about the camp.

• Help to create the budget and adhere to the budget when executing camp. • Work with and support the RG for the camp while maintaining deadlines.

• Adhere to the Oath of Confidentially and Code of Conduit of GGC.

• Comply with the Fundamental Principals for all Committees.

• The work of the 2025 Camp Management Committee will be coordinated primarily via email and conference call.

Post Camp:

• To prepare a final Report of the 2025 camp and forward it to Provincial Council.

• To return all external resource equipment, supplies and resources.

Camp Treasurer

- Support the respective Camp Property Chair in all financial matters for the camp properties. Ensuring all GGC financial practices for reporting, p-card management, expense allocations, etc. are followed.

Camp Property Oversight Coordinator

- Familiar with or willing to learn about current trends and issues within the food protection industry.
- Working with the Camp team, ensures inspections of kitchens are performed to ensure facilities adhere to standards set out by the Dept of Environment, ensuring any deficiencies that impact food storage and preparation are addressed in a timely manner. This position requires the person to hold a current (within the past 5 years) Food Handlers Certification Course approved by the Nova Scotia Department of Environment – Food Protection.

Camp Oversight Lead

- Support the respective Camp Properties Oversight Coordinator in upholding various government regulations and Girl Guides of Canada policies.

Camp Public Relations & Project Lead(s)

- To promote and support Provincial Camp Properties. Support the Provincial Camp Projects Maintenance and Improvements Team Lead as required to ensure smooth execution of camp maintenance and improvements.

Camp Property Secretary

- Supports the Chair and Committee for administrative needs helping the Committee run smoothly. Great opportunity for someone who wants to share their administrative skills!

Camp Property Maintenance and Improvement Coordinator(s)

- Working with the Property Camp Oversight Coordinator coordinate required work with the Caretaker and camp volunteers to execute ongoing maintenance needs. In partnership with the Coordinator identify improvement projects for assessment by the Properties Camp Chair.

Camp Property Caretaker

- Perform full property inspection after each camp and along with regular inspections and make basic repairs when possible. Coordinate and manage third-party contractors to perform tasks that require specialized knowledge and/or experience if requested.
- Perform annual tasks associated with opening and closing of the property when applicable. Be available on call on weekends or when camp in use during the week for summer camps to respond to emergencies as reported by camp users (or notify respective Camp Property Oversight Coordinator and Chair one week in advance when not available).

Camp Property General Volunteer

- Under the direction of the Provincial Property Camp Maintenance Coordinator ensure that the property is maintained in good working order, minimizing risk for users and promoting a safe environment.