

Spark/Ember Camp Lead

Position Description

Revised and Endorsed: March 2019, Rev '23

MISSION

To be a catalyst for girls empowering girls

PURPOSE

Promote and administer a camping experience for Spark and Ember age members, delivering a high standard of camping experience for all

ACCOUNTABILITY

Provincial Council, Provincial Camping Adviser, Girl Engagement Coordinator

RESPONSIBILITIES

- plans and organizes Spark/Ember camp from recruiting core crew, registration, etc-working within the event timeline and event checklist-
- plans outside activities for camp and ensure they meet the standards as set out in safe guide
- communicate proposal for location, theme and activities.
- assist the camp staff in the delivery of the camp, including usage of provincial camping equipment
- as a member of the GE committee, participates in developing strong, collaborative relationships amongst the program/camp/international sub committees and with the elected member of youth.
- ensures that planned activities are aligned with GGC's strategic priorities
- contributes to the creation and publication of articles/newsletters and messaging on matters of Spark and Ember camping.
- other duties as assigned by provincial council
- complies to all provincial processes
- maintain and monitor provincial email at least three times weekly and respond in a timely manner
- attend provincial camping advisory committee meetings and submit reports accordingly
- help to create the budget and adhere to the budget when executing camp
- attend trainings and workshops to keep skills up to date.
- Maintain a Spark/Ember resource manual that contains all pertinent information including recommendations for future camps, a copy should be held at the office.
- attend provincial camping advisory committee meetings and submit reports accordingly
- attend provincial networking advisory conferences, submit reports accordingly and bring forward suggestions and proposals.



- submit reports for provincial council as well as an annual report.
- work with and support RG for camps while maintaining and monitoring camp spreadsheets.

QUALIFICATIONS

- Considerable experience in planning and participation in camping and outdoor activities;
- Knowledge of camping and outdoor activity programming for all Branches;
- Completion of the Outdoor Activity Leadership (OAL) Training (any level);
- Interest in and knowledge of a variety of camping and outdoor activity situations;
- Knowledge of camping guidelines and procedures as contained in Guiding Essentials and Safe Guide;
- Ability to work with a team and to chair meetings;
- Ability to exercise critical and analytical thinking and to exercise decision focused skills;
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources;
- Ability to source and develop resource materials for, and plan, camping and outdoor activity events.

TERM

Three (3) years

