

Camp 2025 Operations Lead

Position Description

Nov 2023

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To coordinate the Operations component of Registration, Health Services, Communications, Interprovincial and Security for the 2025 Camp.

ACCOUNTABILITY

Provincial Council, Provincial Camping Adviser, Girl Engagement Coordinator.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Prior to Camp

- Work closely with the Management Committee to plan and coordinate the Logistics component for the 2025 Camp,
- Recruit members for Sub-Committee Team Leads,
- Assist with the orientation of Sub-Committee Team Leads,
- The work of the Sub-Committees will be coordinated primarily via email and conference calls,
- Attend and participate in all 2025 Camp Management Committee meetings and provide monthly written updates/reports,
- Complete expense forms and submit to 2025 Camp Finance Coordinator in a timely manner,
- Ensure that planned activities are aligned with the GGC Strategic Priorities,
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC,
- Comply with the “Fundamental Principles for All Committees.”

Camp:

- To attend staff meetings,
- To coordinate that each group has the appropriate equipment at the appropriate location for,
- To ensure that each aspect of Operations is functioning well.

Post Camp:

- To assist with closing of the campsite,
- To ensure the return all external resource equipment, supplies and resources to the Responsible Guider,
- Collect the evaluations from all of the Operations leaders and submit an evaluation of the camp to the Responsible Guider.



Specific Qualifications:

- Must be 19 years of age or older at time of camp,
- Should have experience in organizing programs for large events

Term of Office

The term of office will be as outlined by the By-laws of Girl Guides of Canada. Be present for the duration of the camp including set up and break down. The time required for the work of the position varies considerably; approximately 5 - 10 hours per week, on average, will be required.

