

# Camp 2025 Program Lead

## Position Description

Nov 2023

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### **MISSION**

To be a catalyst for girls empowering girls.

### **PURPOSE**

To coordinate the Program, Out-Trips, Waterfront and Special Events for the 2025 Camp.

### **ACCOUNTABILITY**

Provincial Council, Provincial Camping Adviser, Girl Engagement Coordinator.

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

#### **Pre- Camp:**

- Work closely with the Management Committee to plan and coordinate the Program and Special Events component for the 2025 Camp,
- Recruit members for sub-committees,
- Assist with the orientation of Sub-Committee Members,
- The work of the Sub-Committee 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,
- Work within the budget and discuss expenses with the 2025 Camp Finance Coordinator in a timely manner,
- Ensure there is a camp wide Service Project and all participants are actively engaged,
- 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 program is functioning well

#### **Post Camp:**

- To assist with closing of the campsite,
- To return all external resource equipment, supplies and resources to the Responsible Guider,
- Collect the evaluations from the all Program 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.

