

Quest Security Coordinator

Position Description



Revised and Endorsed: March 2023

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To be responsible for the overall security of the camp.

ACCOUNTABILITY

Responsible Guider

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Pre-Camp:

- To attend the pre-camp planning meeting
- To review all safety guidelines as outlined in Safe Guide
- To review arrival and departure schedules for all participants.
- To make Responsible Guider aware of any safety/security concerns related to the facility and site.
- To develop a security schedule for the event.
- To review Event Emergency Response Plan and assist in its revision when required.
- To plan for a security station and schedule for it to be staffed.
- To arrange for security vests to be available for all security staff.
- To recruit qualified security personnel to staff security station while projects are being run and any additional times as determined by planning team.
- Communicate with security team information from planning team.

Camp:

- To attend the pre-camp planning meeting.
- To review all safety guidelines as outlined in Safe Guide.
- To review arrival and departure schedules for all participants.
- To make Responsible Guider aware of any safety/security concerns related to the facility and site.
- To develop a security schedule for the event.
- To review Event Emergency Response Plan and assist in its revision when required.
- To plan for a security station and schedule for it to be staffed.
- To arrange for security vests to be available for all security staff.
- To recruit qualified security personnel to staff security station while projects are being run; and any additional times as determined by planning team.
- Communicate with security team information from planning team.

Post Camp:

- To ensure that the security area is clean.
- To assist with closing of the campsite.
- To prepare a final Security Report of the camp and forward it to the Responsible Guider.
- To return Security Binder to Responsible Guider.



QUALIFICATIONS

- Member of Girl Guides of Canada-Guides du Canada.
- Ability to be calm in emergency situations.
- Good organizational and communications skills.
- Ability to delegate.
- Enjoy working in a camp setting with young people and adults.
- Good communication skills.
- Well versed with current Safe Guide policies and procedures.
- Working knowledge of security measures for events.
- Positive and flexible attitude.
- Must be 19 years of age or older at time of camp.

TERM

- The term of the position is to be for the planning stages and duration of the camp.

