

Kwah-ee Lead

Position Description

Revised and Endorsed: March 2019

# MISSION

To be a catalyst for girls empowering girls

# PURPOSE

Promote and administer the winter and summer Kwah-ee camping experience for Guide and Pathfinder age members, delivering a high standard of camping experience for all.

# ACCOUNTABILITY

Provincial Council, Provincial Camping Adviser, Girl Engagement Coordinator

**RESPONSIBILITIES**

* plans and organizes winter and summer Kwah-ee camp from recruiting core crew, registration, etc.-working with the items noted in and keeping within the event timeline
* plans outside activities for camp and ensure they meet the standards as set out in safe guide
* communicate proposal for location, theme (once chosen by Kwah-ee group) and activities.
* assist the camp staff in the delivery of the camp, including usage of provincial camping equipment
* as a member of the Girl Engagement 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 Kwah-ee 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.
* 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.
* maintain a Kwah-ee resource manual that contains all pertinent information including recommendations for next year, staff position descriptions, campsite booking information and contact people . Copy should be held at the Provincial Office also.
* 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;
* Experience in planning and/or participation in GGC international and/or interprovincial travel is an asset.

# TERM

Three (3) years

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