

# Provincial Camping Adviser

## Position Description

Established April 22, 2016

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### MISSION

To be a catalyst for girls empowering girls

### PURPOSE

To support, promote, plan, and coordinate camping and outdoor activities, including adventure events and related training, for girl and adult Members.

### ACCOUNTABILITY

Provincial Council through the Provincial Girl Engagement Coordinator. As a member of the Provincial Girl Engagement Committee, maintains a strong, collaborative relationship with the Provincial Program Adviser and the Provincial International Adviser.

### RESPONSIBILITIES

- Where applicable in a provincial jurisdiction, is Chair of the Provincial Camping Sub-Committee.
- As Chair of the Provincial Camping Sub-Committee:
  - Recruits, orients, and mentors members of the Camping Sub-Committee;
  - Ensures that sub-committee members have the camping and outdoor experiences necessary to provide qualified advice;
  - Fosters a cooperative, collaborative, and supportive environment with sub-committee members;
  - Ensures that the sub-committee meets on a regular basis and a record of all meetings is maintained, and
  - Identifies any personal learning needs that will enhance her performance as the Chair of the Camping Sub-Committee;
- As a member of the Girl Engagement Committee participates in developing strong collaborative relationships amongst the Camping, Program and International sub committees;
- Ensures that planned activities are aligned with GGC's Strategic Priorities and meet learning objectives articulated for the event;
- Maintains current knowledge of GGC, and Branch programming, with emphasis on camping and outdoor initiatives, activities, and program content and contributes to the advancement of GGC camping and outdoor programming within the Provincial Council jurisdiction;
- Establishes, promotes, and maintains high standards of camping and outdoor activities within the jurisdiction of the Provincial Council;
- Is familiar with and interprets, as required, camping guidelines and procedures as outlined in *Safe Guide* and *Guiding Essentials* and works in collaboration with the Provincial Safe Guide Adviser and Safe Guide Assessors;
- Works collaboratively with the Program and International Advisers to ensure camping and outdoor initiatives, events, and learnings are successful;
- Mentors and offers practical support to Guiders participating in camping events;



- Coordinates the planning for provincially sponsored camps or other adventure and outdoor activities and ensures that girls and Guiders attending nationally and provincially sponsored camps are fully prepared for the event;
- Collaborates with Training to ensure delivery of camping training for girls and Guiders, as needed and determined by the variables of location, type, tenting or inside”, Guider experience, age of girls, etc.;
- Promotes the use of the Outdoor Activity Leadership modules of the Training Enrichment for Adult Members (TEAM) and facilitates delivery on a regularly scheduled timetable;
- Reviews and evaluates all camping and outdoor activity ideas and suggestions originating from the membership for consideration of provincial implementation;
- Maintains an accurate listing of suitable and appropriate camping and outdoor activity locations within the Province;
- Promotes camping and outdoor related opportunities for girl and adult Members, using a variety of provincial media sources and contributes to the creation and publication of articles/newsletters, social media, and other messaging on camping opportunities;
- Liaises with, consults, and fosters resources exchange with other Provincial Camping Advisers across the country; and,
- Other duties as assigned by Provincial Council.

#### NS Specific:

- Monitor the camping budget and approve and sign expense claims as appropriate;
- Liaise with the Area Camping Advisers to support the implementation of camping for girls in their respective areas, champion and advise on camping issues and directives that provide key messages;
- Actively participate in Girl Engagement Forum meetings and attend provincial networking Advisory Conferences, submit reports accordingly and bring forward suggestions and proposals.
- Provide written updates for each Provincial Council meeting and an annual report to Girl Engagement Coordinator;
- Ensure an inventory of all equipment belonging to GGC is maintained on file at the Provincial office;
- Maintains and monitors, at least 3 times weekly, the Provincial camping email and responds in a timely manner;
- When creating and executing Provincial events, adhere to event timeline;
- Complies with all Provincial Processes.

#### 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; and,
- Knowledge and awareness of WAGGGS’ organization, resources, and initiatives.

#### TERM

Three (3) years

