



JOB DESCRIPTION:

Member at Large: Appointed to the Camp Management Committee by their GVA group, to participate in the development and approval of programs, budgets, and short- and long-range plans for the camp.

Primary Responsibilities:

Actively participate in the review and approval of procedures, budgets, programs, and short- and long-range plans for the camp.

Serve as an ambassador for the camp, both within their own group and in the community at large.

Serve as a “window on the community”, alerting the Committee to issues and trends that might affect the camp or open up new opportunities.

Advise the Chairperson or appropriate member of the Executive Committee aware of ways in which the use, operation and financial performance of the camp might be improved.

Additional Responsibilities:

Develop an understanding of camp procedures, programs, plans, and finances, sufficient to provide a basis for decision-making in these areas.

Keep their group advised of developments and needs at camp.

Share their own resources, experience, talents and influence.

Participate in fundraising projects and events.

Encourage others to support Camp Barnard by participating in fundraisers and work parties or with donations of materials, services or expertise.

Qualifications:

Commitment to Scouts Canada’s values, policies and procedures.

Understanding of the value Camp Barnard brings to Scouting and other youth organizations. Registered as a member of Scouts Canada or willing to become a member.



EXECUTIVE POSITION:

Chairperson: Chair of the Camp Management Committee and principle contact with the Area team, the Scouts Canada Operations Centre and the Camp Ranger.

Primary Responsibilities:

Chair meetings of the Camp Management Committee and the Executive Committee.

Appoint a Nominating Committee that has a full understanding of responsibilities carried by those who are elected to the Executive Committee.

Support the efforts of Executive Committee members in working towards goals that fall in their areas of responsibility.

Support the Camp Ranger in setting priorities, working within budgets, maintaining a safe work and “play” environment, and meeting the needs of camp volunteers and users.

Provide oversight, to ensure that the Camp Ranger, members of the Executive Committee and any committees or working groups they might set up, and volunteers who play key supporting roles in camp management are all working effectively.

Ensure that the camp complies with Scouts Canada policies, government regulations, and procedures adopted by the Camp Management Committee.

Liaise with the Scouts Canada Operations Centre on matters related to personnel, policy, and financial management.

Submit monthly and annual financial reports to BC/Yukon Scout Properties and keep them advised of issues related to camp development and operations.

Additional Responsibilities:

Prepare agendas for all meetings of the Camp Management Committee and the Executive Committee.

Prepare newly-elected members of the Executive Committee for the responsibilities they will be carrying.

Represent the camp in dealings with local government, other organizations, and the media.

Participate in fundraising projects and events.

Oversee a recognition program for volunteers and donors.

Qualifications:

Ability to provide leadership and foster a team effort.

Strong commitment to Scouts Canada’s values, policies and procedures.

Understanding of the value that Camp Barnard brings to Scouting and other youth organizations in the area.

Registered as a member of Scouts Canada or willing to become a member.



EXECUTIVE POSITION:

Vice Chairperson: Backup to the Chairperson in the event he/she is unable to perform their duties, with the added responsibility of leading an annual evaluation and 5-year-plan update.

Primary Responsibilities:

Work closely with the Chairperson as a consultant and advisor.

Chair meetings of the Camp Management and Executive Committees in the absence of the Chairperson.

Perform other duties in the absence of the Chairperson or at the request of the Chairperson.

Take the lead in an annual review and update of the 5-year plan.

Additional Responsibilities:

Support the efforts of Executive Committee members in working towards goals that fall in their areas of responsibility.

Conduct reviews related to camp usage, fee structure, risk management at the request of the Chair, for consideration by the Executive Committee and the Camp Management Committee.

Participate in fundraising projects and events.

Qualifications:

Ability to provide leadership and foster a team effort.

Strong commitment to Scouts Canada's values, policies and procedures.

Understanding of the value that Camp Barnard brings to Scouting and other youth organizations in the area.

Registered as a member of Scouts Canada or willing to become a member.



EXECUTIVE POSITION:

Secretary: Ensures that the Camp Management Committee and its members have access to accurate and sufficient documentation to determine when, how, and by whom decisions are made and action taken.

Primary Responsibilities:

Prepare accurate minutes of Camp Management and Executive Committee meetings and distribute them for approval.

Ensure that records of camp business (e.g. correspondence, minutes, site surveys, camp procedures, camp usage, contracts, financial reports, etc.) are maintained in a secure storage medium, accessible to members of the Camp Management Committee and others, as appropriate.

Manage all correspondence.

Prepare correspondence that hasn't been assigned to others. Ensure that members receive proper notification of meetings.

Additional Responsibilities:

Assist the Fundraising Co-ordinator with grant applications.

Assist the Marketing and Fundraising Co-ordinators in efforts to publicize special events. Participate in fundraising projects and events.

Qualifications:

Records management experience.

Ability to work effectively with professional support people to establish a records management system.

Strong commitment to Scouts Canada's values, policies and procedures.

Understanding of the value Camp Barnard brings to Scouting and other youth organizations.

Registered as a member of Scouts Canada or willing to become a member.



EXECUTIVE POSITION:

Treasurer: Manages financial operations and ensures that the Camp Management Committee receives accurate and timely information on Camp finances.

Primary Responsibilities:

Develop and oversee the financial management system, including banking, signing authorities, invoicing, payment for goods and services, and record keeping.

Work closely with the book keeper to ensure that all transactions, accounts, records, and reports conform to Generally Accepted Accounting Principles (GAAP).

Provide the Camp Management Committee with regular reports on the Camp's financial position and cash flow outlook and recommend appropriate action.

Provide advice on investment of funds that are surplus to immediate needs.

Develop an annual budget proposal in consultation with other members of the Executive Committee and the Camp Ranger, for consideration and approval by the Camp Management Committee at its Semi-Annual Meeting.

Monitor and report on actual revenues and expenses in relation to budget.

Ensure all necessary financial reports are filed with BC/Yukon Properties and government agencies.

Initiates an annual audit of the financial management system and ensures that the auditor receives information and support required for the audit process.

Additional Responsibilities:

Advise the Chair and Fundraising Co-ordinator on fundraising strategies.

Assist the Fundraising Co-ordinator with grant applications.

Participate in fundraising projects and events.

Qualifications:

Financial management knowledge and experience, preferably with recognized accounting certification.

Ability to work effectively with a volunteer bookkeeper.

Strong commitment to Scouts Canada's values, policies and procedures.

Understanding of the value Camp Barnard brings to Scouting and other youth organizations. Registered as a member of Scouts Canada or willing to become a member.



EXECUTIVE POSITION:

Conservation Co-ordinator: Manages an environmental conservation, awareness, and education program and advises the Camp Management Committee on the environmental implications of development proposals.

Primary Responsibilities:

Develop an information base for site conservation plans, including maps, surveys and photographs.

Develop a conservation plan which:

- Divides the property into conservation zones, according to their natural features and current condition.
- Defines the appropriate types and intensity of use for each area.
- Identifies areas requiring protection or restoration.

Establish an environment team that includes youth and adults in Scouting as well as outside groups and individuals who are willing to contribute their know-how and/or energy to site restoration and environmental awareness and education.

Advise the Camp Management Committee of ways in which proposed development projects will impact the site conservation plan and affect fish, wildlife, water, and forest resources.

Monitors developments (e.g. timber harvesting plans) in the area around camp as they may affect the natural environment on the camp property.

Work to make Camp Barnard a showcase of sound environmental stewardship.

Develop resource materials for group leaders (e.g. resource “bins,” games and activities, GPS challenges tied to environmental points of interest, well-signed nature trails, etc.)

Ensure that volunteers are recognized for their contribution.

Additional Responsibilities:

Work with the Program Co-ordinator and the GVR training team to design and deliver environmental awareness programs.

Work with the Marketing Co-ordinator to promote Camp Barnard as an outdoor education centre, both to Scout groups and 3rd party users.

Work with the Fundraising Co-ordinator to raise funds for conservation projects.

Participate in other fundraising projects and events.

Qualifications:

A strong interest in conservation and site restoration coupled with experience in the field and willingness to learn.

Ability to reach out to other organizations, develop work plans, and build volunteer teams.

Commitment to Scouts Canada’s values, policies and procedures; understanding of the value Camp Barnard brings to Scouting and other youth organizations; and registered as a member of Scouts Canada or willing to become a member.



EXECUTIVE POSITION:

Facilities Co-ordinator: Oversees the maintenance of all facilities (including sites, roads, trails, shelters, buildings, and utilities) and the development of new or upgraded facilities.

Primary Responsibilities:

With the Camp Ranger, develop a preventative maintenance program, including an inventory of existing facilities, an inspection schedule, and a schedule of routine maintenance and servicing.

Create a long-term facilities development plan, accounting for anticipated camp use, future program initiatives, the conservation plan, and the need to renew or upgrade existing facilities.

Develop a near-term facilities improvement program that addresses priority projects in the long-term facilities development program.

Develop reliable cost estimates and time-lines for capital and maintenance projects, for consideration by the Camp Management Committee.

Select project managers to oversee projects, and monitor progress, quality of work, and cost in relation to budget.

Ensure that volunteers are recognized for the effort they put into camp maintenance and improvements.

Additional Responsibilities:

Support volunteer work parties and encourage Scouting groups to include “camp good turns” in their programs.

Work with the Conservation Co-ordinator to minimize the impact of development work.

With others, work to acquire goods and services free of charge or at a discounted price in order to do as much as possible with limited funds.

Work closely with the Fundraising Co-ordinator on grant applications and fundraising for particular projects.

Participate in other fundraising projects and events.

Qualifications:

Experience in program planning and project management.

Ability to develop work plans, and build volunteer teams.

Commitment to Scouts Canada’s values, policies and procedures.

Understanding of the value Camp Barnard brings to Scouting and other youth organizations. Registered as a member of Scouts Canada or willing to become a member.



EXECUTIVE POSITION:

Fundraising Coordinator: Develops a fundraising strategy, and builds teams to organize and run fundraising events.

Primary Responsibilities:

Develop a fundraising strategy that addresses: the Camp's long-term need for operating funds and capital funds; the capacity of volunteers to organize and run fundraising events; and changes that may open up new opportunities (e.g. communications technology and community values).

Develop fundraising teams, each taking responsibility for planning, publicizing and running a particular fundraiser.

Identify grant opportunities, whether from government agencies, service clubs, foundations, businesses, or other sources.

Spearhead the development of grant applications.

Take outreach initiatives to make potential donors aware of our needs.

Provide training and support for fundraising teams.

Recognize the achievements of fundraising teams and the youth, adults, and donors who contribute to fundraising events.

Additional Responsibilities:

With others, work to acquire goods and services free of charge or at a discounted price in order to do as much as possible with limited funds.

Participate in fundraising projects and events.

Qualifications:

Strong communication and team-building skills.

Experience in planning and running fundraising events.

Commitment to Scouts Canada's values, policies and procedures.

Understanding of the value Camp Barnard brings to Scouting and other youth organizations. Registered as a member of Scouts Canada or willing to become a member.



EXECUTIVE POSITION:

Marketing Co-ordinator: Develops a marketing strategy and leads the effort to increase the use of camp by Scouting and 3rd-party users.

Primary Responsibilities:

Develop a marketing strategy that: positions Camp Barnard as an outdoor activity and environmental education centre; encourages Scouting groups to make greater use of Camp; and attracts more 3rd-party users.

Develop a communications plan as a key component of the marketing strategy.

Assess the competitive position of Camp Barnard in relation to other camps (e.g. Scout camps, church camps, Provincial parks, etc.) and recommend changes in fees, facilities, marketing efforts, or programs in order to increase camp usage and income.

Establish a “customer satisfaction” program that identifies areas where improvements are needed or where initiatives might be taken to encourage groups to come back more often or extend their stay.

Investigate new market opportunities (e.g. film making), including what is needed to accommodate them, what is an appropriate fee structure, and how to attract their business.

Develop and manage a near-term marketing program that addresses immediate opportunities in the context of the marketing and communication strategies.

Additional Responsibilities:

Participate in fundraising projects and events.

Qualifications:

Strong communication skills.

Marketing know-how and experience.

Commitment to Scouts Canada’s values, policies and procedures.

Understanding of the value Camp Barnard brings to Scouting and other youth organizations. Registered as a member of Scouts Canada or willing to become a member.



EXECUTIVE POSITION:

Program Co-ordinator: Develops an outdoor education program that adds value to the time Scouting groups spend at camp while attracting new 3rd-party users.

Primary Responsibilities:

Prepare a plan for staged development of an outdoor education program that helps leaders develop skills and knowledge they can pass on to youth and moves Camp Barnard towards the Adventure Centre model adopted by Scouts Canada.

Build a team of volunteers who can contribute to the program planning process and can develop and run particular programs (e.g. canoeing, archery, climbing, camp cookery, LNT).

Identify the expertise, equipment and other resources needed to support the outdoor education program, and work with the Fundraising Co-ordinator and Facilities Co-ordinator to put those resources in place.

With the Marketing Co-ordinator, identify organizations that might use Camp Barnard as a base for their own outdoor education programs.

Work with the Area team to design and deliver outdoor skills workshops as one component of the Area training program.

Ensure that volunteers are recognized for the time and effort they devote to developing and delivering programs and activities.

Additional Responsibilities:

Participate in fundraising projects and events.

Qualifications:

Ability to plan, staff and deliver educational programs. Team-building skills.

Commitment to Scouts Canada's values, policies and procedures.

Understanding of the value Camp Barnard brings to Scouting and other youth organizations. Registered as a member of Scouts Canada or willing to become a member.