



Trek to the Outback

Guides Qld State Camp

Leader Role: Group Leader-in-Charge (LIC)

Reports to: Camp Leader-in-Charge

Responsibilities:

- Liaise with Leaders in Charge in the development of overall management of all aspects of a Group
- Supervise Group Camp of around 25 girls and 8 leaders
- Read and understand the Camp Risk Assessment and apply as required
- Support Group leaders
- Maintain regular communication with the Central Staff

Qualifications and Experience required:

- Hold a current GGA qualification to work with Youth and/or Adults
- Hold a current Camping Outdoors qualification
- Have experience working with girls aged 9-17 at an outdoor camping event
- Have excellent communication skills and ability to use phone, internet and other means of communication for meetings and correspondence as required

Tasks: (include but are not limited to the following)

Prior to Camp

- Review Position Descriptions for leaders and ensure all leaders understand their roles
- Familiarize yourself with Camp Program, Kit Lists and Risk Assessments
- Liaise with Camp LICs
- Facilitate and chair Group team meetings
- Ensure all participants in camp have been contacted and have information about camp, including travel arrangements
- Ensure Group team members understand the need for flexible teams ie assist/support each other with tasks around the Group as required. Also, understand when offers of assistance are not accepted.

During Camp

- Familiarise yourself with the campsite, in particular the Administration and Communication Centre, Emergency Assembly Point, First Aid Centre and the process for communications during the camp.
- Familiarise yourself with the T2O Emergency Plan which outlines procedures to undertake under specific circumstances.
- Be aware of Emergency Evacuation procedures.
- Participate in LIC meetings called by the Camp LICs
- Convey information from or carry out instructions received at your regular meetings.
- Ensure you have up to date lists of participants
- Encourage all Group members to maintain a friendly and inclusive atmosphere which supports positive morale.
- Arrange meetings of the Group team, encourage and support team members to carry out their role effectively.
- Arrange Group morning gathering prior to attending whole camp program
- Ensure your Group is on time for any whole Group events timetabled.
- Follow other instructions as provided by the Leaders in Charge

After Camp

- Supervise packing up and return of any supplies as per instructions given towards the end of camp.
- Do evaluations and reports as needed.
- Ensure all instructions for cleaning and packing up are followed by all participants in your group
- Complete evaluations and reports as requested.
- Further duties as required by Group Leader-in-Charge