



GM2010
Arrival & Departure Greeter, Camp Travel
Camp Support Team
Position Description

Guiding Mosaic 2010 (GM2010) is Girl Guides of Canada's next national camp, and will be held July 8 – 17, 2010 at Guelph Lake Conservation Area in Southern Ontario.

The overall camp goals are as follows:

- To provide a camp that incorporates girl voice in planning and implementation
- To provide a camp that provides Rangers with leadership opportunities
- To provide a camp experience that retains Members and recruits new Members
- To provide a camp that provides equitable access for all applicants
- To provide a camp that creates media awareness of Girl Guides of Canada
- To provide a camp that is program based, not camping skills base

Work of the Position: Arrival & Departure Greeter
(8-10 positions available)

As the Arrival & Departure Greeter, you will work closely with the Camp Travel Sub Team Leader, Camp Support sub team leaders, National Staff and designated travel providers to ensure that arrival and departure of all camp participants is executed appropriately including greeting and baggage handling and transportation requirements. You will work through and with the Camp Support Team Leaders to ensure that all deliverables are on time and within budget, following these three overarching guidelines:

- GM2010 will provide girls with the opportunity to participate in the planning and implementation of all aspects of this camp
- GM2010 will have an environmental consciousness and “go green” focus to all activities and services provided to participants.
- GM2010 will have an historical touch in activities for participants

All team members must abide by the “Fundamental Principles for All Committees”.

Duties of the Position:

As Arrival/Departure Greeter for the Camp Travel sub team , your key responsibilities will be:



GM2010
Arrival & Departure Greeter, Camp Travel
Camp Support Team
Position Description

- Ensure that manifests for groups arriving are complete and up to date including flight number, airline, expected arrival time.
- Communicate any major delays to the Camp Travel Lead
- Coordinate ground transportation movement to pick up zone
- Greet all groups arriving and coordinate their luggage claim and transfer to waiting ground transportation. Assist Patrol Guiders with any lost/delayed/damaged baggage issues.
- Ensure that a designated waiting area with signage is available for any participants that need to wait for ground transportation
- Ensure that ground transport is loaded and on its way to camp and contact Camp Travel Sub Team Lead that it is on the way.

Term of Position:

This role will begin in January 2010 and terminate on August 31, 2010. Attendance at camp is not necessary but access to Toronto, Hamilton and Kitchener Waterloo airports is required. The busy days will be arrival day – July 8 and departure day July 17th, 2010.

Report to:

This position reports to the Camp Travel Sub Team Leader, Camp Support Team

Requirements for the position:

- Experience in travel coordination
- Experience in managing and leading a diverse team of volunteers
- Completion of the Safe Guide (November 2004 edition) training module and complete familiarity of the 2008 edition
- Ability to lead a team in which girl Members will have an equal voice
- Project management experience would be an asset
- Very strong organizational and problem solving skills
- Computer skills – email, sending and receiving attachments, Windows and common Microsoft applications (Excel, Powerpoint and Word specifically)
- Self motivated, disciplined and highly organized
- Ability to multi-task
- Commitment to work closely with team leaders, team members and others, and to respond to communications in a timely and responsible manner