

# Branch Commissioner Campsites

## Volunteer Position Description



<b>Reports to</b>	Deputy Chief Commissioner	<b>Short Form Title</b>	BC Campsites
<b>Liaison</b>	Head Office Property Team Head Office Finance Team Manager, Camps and Adventure Parks	<b>Direct Reports</b>	BL Camp Tucker BL Napperby Warden Nyroka BL Roonka BL Woodhouse
<b>Meetings</b>	Bi-monthly with Direct Reports Occasional with DCC team	<b>Tenure</b>	3 years with a possible 3 year extension

Our program seeks to help develop young people in the areas of personal growth, to help them develop as active citizens involved in their local, national and global communities.

### What is the purpose of my role?

Your role is to have regular communication with and support the Branch Leaders/Wardens of our campsites.

### How do I fit in?

You are part of the Deputy Chief Commissioner's team providing the connection between the campsites, the Branch Leadership Team (BLT) and relevant Head Office teams.

### How much time is required?

This role requires regularly attending to support requests, ensuring timely follow up and actioning. You will be able to fulfill this role via some face to face and online meetings as well as responding to telephone and electronic communications (eg emails, messages and Microsoft Teams communications.) There may be a need to visit the campsites, if required.



## What does my role include?

My Key Responsibilities	Key Activities I will Perform
Support the operations and development of campsites in conjunction with the relevant BL/Warden	<ul style="list-style-type: none"><li>• Understand where support may be required and be an advocate</li><li>• Provide relevant reports on the campsites as requested by your upline</li><li>• Support promotion initiatives</li><li>• Liaise with the Branch finance team with oversight of required annual budgets</li><li>• Liaise with the Branch property team</li></ul>
Communicate regularly with your team and others	<ul style="list-style-type: none"><li>• Hold bi-monthly team meetings</li><li>• Respond promptly to requests for information</li><li>• Be there to support when needed, to listen and guide</li></ul>

## What Skills do I require?

### Desirable

- Empathy for Scouting volunteers, willingness to seek and offer help
- Enthusiasm for the promotion, smooth operation and development of our campsites
- Team leadership skills
- Competent in the use of email and online communications/collaboration tools used by the Branch
- Risk management

### Personal Attributes

- Problem solving
- Reliable
- Good communicator

### Training Requirements

- Hold or be prepared to gain a Wood Badge for Program Support Leader
- Up to date with SP Child Safe and SP WHS online training

