



Girlguiding Northamptonshire Role Descriptions 2017

Outdoor Activities Coordinator

AIM: to ensure that adult volunteers are encouraged and trained to give the girls a fantastic outdoor experience in a safe environment.

- ✚ Be a member of Girlguiding and keep up to date with information sent to you.
- ✚ Adhere to Girlguiding policies, re: RENs, risk assessments, Finance.
- ✚ To find mentors for leaders working on the Going Away modules.
- ✚ Promote activities, your role, and advice available using the County website, Newsheet and stands at County events, e.g. Training day and County review.
- ✚ Inform DC's of the mentor, inform the relevant Adviser that this leader is working on her Going Away with Guiding modules and let County know who the mentor is and when the leader commenced the Going Away scheme.
- ✚ Act as a verifier when the leader has completed the modules and the file checked. The appropriate Adviser is informed that the leader has completed and arrangement is made for the certificate and badge to be presented.
- ✚ County office and the District Commissioner is also informed of the leader's completion date of the module, Information is communicated to the Newsheet Editor to put congratulations in Newsheet.
- ✚ If a Mentor is not found the Outdoor Adviser will meet with the Leader twice before the event and once afterwards to complete the record book for the scheme. It will then be verified by the section adviser.
- ✚ Make visits to camps and holiday when an assessment is required.
- ✚ Attendance at Region meetings, feedback to Programme and Events.
- ✚ Attendance at P&E meetings to feedback relevant information, to Advisers and for Chairperson of P&E to take it forward to County Exec.
- ✚ Answer queries or find out the answer on all aspects of Outdoor Activities, through Region or CHQ.
- ✚ Meet with Guide/SS Outdoor Adviser, Rainbow/Brownie Outdoor Adviser before P&E meetings, to discuss situations that have escalated in the County, to support each other and share good and not so good situations, to share who within the County may require help. Etc.
- ✚ Liaise with Outdoor Activities adviser and Keep an up-to-date list of campsites and accommodation within Northamptonshire, and also to keep it updated on the website.
Expenses incurred as part of your role, e.g. mileage, stationery etc can be claimed from County using the GGN procedure and the County Expense form