



SHIREJAM – ROLE DESCRIPTORS

Camp Administration Chief

Role:

To lead on the administration of the Camp for ShireJam 2019.

As Camp Administration Chief, you will be a member of the Senior Management Team (SMT). You will report directly to the Camp Chief and will be required to provide regular updates at the SMT meetings, ensuring consultation carried out, and ratification obtained, on all fundamental decisions associated with the main camp.

The areas that will be covered by the role will be:

- Booking and Registration of Groups
- Producing agenda and minutes for SMT meetings
- Organising SMT meetings
- Disclosures and Activity Permits
- Producing handbook for the camp (FAQ, good camping guide, etc.)
- Information Desk and Lost Property on Main Site

As a minimum (but not limited to) the Camp Administration Chief should appoint a team to support them in their role.

These positions should be advertised, interviewed for and appointed.



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Responsibilities

As Camp Administration Chief you will collate all team budgets and, with the County Treasurer, Camp Chief and County Commissioners, prepare a budget for the camp for submission and approval by the county executives

Booking and Registration of Groups

- Liaise with Finance Chief and District and Group Contacts for booking and registration.
- Working with

SMT Meetings

- Producing agenda for SMT meetings.
- Producing minutes for SMT meetings.
- Organising venues for SMT meetings.

Staffing Checks

- Checking that adults have the appropriate DBS.
- Checking that instructors have the relevant permits for the activities they are running.

Information Desk

- Running an information desk, which includes lost property.
- Producing handbook for the camp (FAQ, good camping guide, etc.)