



THE KENYA SCOUTS ASSOCIATION

JOB VACANCY (1 POSITION)

Position: Camp Warden
Work Station: Rowallan Scouts Camp, Nairobi
Reports to: Rowallan Camp Manager

Primary Function:

- ✓ To coordinate all camping activities at Rowallan Scout Camp.
- ✓ To act as the liaison between all campers and camp staff to assure that a quality Scout programme is achieved.

Major Duties and responsibilities:

1. Be the first-line contact point for all campers
2. Assist all campers and their leaders throughout their stay in the camp assuring their camp experience is safe, enjoyable and educational
3. Field questions, concerns and suggestions from campers and passes on information to appropriate staff members
4. Counsel leaders, when appropriate, in the ideals, goals and methods of Scouting.
5. Helps units while in camp to improve patrol and unit operations, especially the patrol system
6. Attend camp administration meetings to help coordinate total camp operations
7. Guidance and supervision of campers in accordance with the rules of the camp
8. Supervision of cleaning and maintenance camp and ablution block to keep the camp clean, tidy and safe
9. Supervision of collection of camping fees, including issuing receipts and recording all transactions.
10. Propose camp development strategies to the Camp Manager.

Specific duties

The camp warden`s duties include but not limited to the following:-

1. Visits assigned units on a daily basis to assist in any camp needs
2. See that units have a positive experience in camp
3. Provide help in solving units` problems
4. Interpret camp policies as needed
5. See that units have a well-rounded programme
6. Build Scout spirit and enthusiasm in the units.

CAMP WARDEN PROFILE

Selection Criteria	Essential	Desirable
Qualification and training	<ol style="list-style-type: none"> 1. Good Tertiary level education from a recognized institution. 2. At least wood badge level of training (2 beads) 3. Customer service training 4. Good understanding of health and safety at work 	<ol style="list-style-type: none"> 1. A Diploma in events management or related field. 2. First Aid training
Experience	<ol style="list-style-type: none"> 1. Extensive experience in managing maintenance related issues 2. Direct experience of managing workplace Health and Safety issues/problems 3. Good experience of working with or managing a diverse team 4. Experience of managing staff in a busy customer service environment 5. Ability to work under pressure and prioritize busy workload 	<ol style="list-style-type: none"> 1. Experience in working with young people and volunteer Adults 2. Managing basic budgets
Skills/Knowledge	<ol style="list-style-type: none"> 1. Ability to operate flexibly to adopt to changing circumstance 2. Strong organizational skills 3. Good range of IT 	<ol style="list-style-type: none"> 1. Practical knowledge of Scouting

Interpersonal Skills	<ol style="list-style-type: none"> 1. Trustworthy and dependable 2. An outgoing, resilient, confident and natural 3. Ability to work as part of a team 4. Ability to motivate very diverse team 5. Able to communicate courteously with wide range of people 	<ol style="list-style-type: none"> 1. Ability to speak fluently in English and Kiswahili (knowledge of French would be an advantage)
Other Requirements	<ol style="list-style-type: none"> 1. Good timekeeper 2. Willingness to be hands on 3. Ability to work with young people and volunteer adults. 4. Certificate of Good Conduct 	

All applications to be addressed to:

**KENYA SCOUTS ASSOCIATION
KIBERA DRIVE, OPPOSITE ASK JAMUHURI SHOW GROUNDS
P. O. BOX 41422-00100
NAIROBI**

OR

Emailed to: nec@kenyascouts.org to reach not later than 31st Dec 2016.