

**Scouting Service Centre (Ottawa)**

*(Serving and Supporting Northern Ontario, Voyageur & Quebec Councils)*

**Organizational Chart of Staff Roles and General Responsibilities**

**COUNCIL PROPERTIES  
& Part-time Programs**

**Casey Rose – Camps Director (Quebec)**

(Facility Bookings for Tamaracouta & Jackson Dodds, Manage daily functions of the property, arrivals/departures, general maintenance, Supervision of Warden/Rangers, Work plan development and implementation)

**Theresa Strickland – Camp Director (Voyageur)**

(Facility Bookings for Opemikon, Manage daily functions of the property, arrivals/departures, general maintenance, Supervision of Warden/Rangers, Work plan development and implementation)

**Louise Beausejour – Council Translator**

(Translation Services – Quebec Council)

**Effective  
April 8, 2015**

**Jon Wiersma, Council Executive Director**

(Support to Council Management Teams, Volunteer Relations, Field Services, Member Suspension/Termination Processes, Staff Supervision, Performance Reviews, Council Camps Support)

**FIELD SERVICES (Area Support Managers)**

**Heather Lee, ASM (Voyageur)**

(Area Assignments: Rideau, Valley Highlands, Carleton, and Loyalist)

**Alex Aronec, ASM (Voyageur)**

(Area Assignments: Algonquin Hills, Heritage, Nepean and Odawa)

**Dawn Brown, ASM (Northern Ontario)**

(Area Assignments: Nippissing, Ken Kee, Sault Ste. Marie, Northern Shield Area, Thunder Bay)

**Mary-Pauline Vatsis, ASM (Quebec)**

(Area Assignments: Abenaki, Chavalla, Kebec du nord, Laval/Laurentides, Ohiyo, St. Lawrence/Appalachia, Stoney Point, West Island.)

**COUNCIL OPERATIONS**

**Dave Osborne, Operations Manager**

(Office Procedures, Web Sites, Staff Supervision, Financial Services, Registration, Fundraising, Contracts, Area Property Compliance, Membership Reporting, Overall Administrative Support to Councils)

**Pamela Bazinet, Administrative Assistant**

(Certificates of Insurance, Contracts, Tour Permits, Incident Reports, Popcorn Support, Scoutrees, Subsidies, Web Sites, Special Event Support, Mail-log)

**Ladka Stodola, Registrar (All Councils)**

(Member Registrations, Membership System Support, Refunds, Transfers, Membership Reports)

**Corinna Milan, Bookkeeper**

(General bookkeeping, Data Entry, Charitable Tax Receipts, Accounts Receivable/Payable, Invoicing, website support, deposits)

**Lynn Levitan, Deputy Support**

(Recognition support (certificates, medals, etc.), Support to Training & Program events, Updates to member milestones)

**Carmen Gauvin (Member Services & Sales Assistant)**

(French assistance to any of the services listed above, including potential for on-site “field” services as determined by the Council Executive Director)