girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Camp Supervisor Coordinator**

Purpose of the position: To recruit, facilitate, and assign Camp Supervisors to oversee weekend troop camping and District and Neighborhood events.

Accountability: Appointed by the Camp Committee Chair; accountable to the Camp Committee through the Chair.

Staff/Department: Director, Camping Services and Facilities/Camp Program

Terms of appointment: Serves in conjunction with the Camp Committee Chair's term of office.

Time Commitment: 20 hours a month

Responsibilities:

- Works with the Director, Camping Services and Facilities to recruit and facilitate Camp Supervisors
- Reviews, with the Director, Camping Services and Facilities manual, forms, and procedures and makes recommendations for updating, clarification and training
- Assists the Director, Camping Services and Facilities in the development and implementation of the Bi-annual Meetings for Camp Supervisors
- Fills all Camp Supervisor assignments at all camps
- Reports annually to the Camp Committee
- Recruits volunteers to assist with the placement/scheduling of troops at Girl Scouts of Eastern Missouri (GSEM) camps

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Adheres to the health and safety standards of the GSEM and Girl Scouts of the USA (GSUSA), as specified in *Safety Activity Checkpoints*
- Is a Camp Supervisor
- Presides over Bi-annual Meetings for Camp Supervisors

Knowledge and skills required:

- Able to communicate well with adults
- Capable of facilitating adults
- Well-organized in systems analysis and in coordinating people and places
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available GSUSA and GSEM resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Job Orientation for Camp Supervisors
- American Red Cross First Aid & Adult/Child CPR/AED (or equivalent) training
- Annual Camp Supervisor/Promoter Meeting attendance