girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Assistant Day Camp Director**

Purpose of the position: To assist the Camp Director in the administration of the day.

Accountability: Appointed by the District Chair and accountable to the Camp Director.

Staff/Department: Camping Services Manager/Camp Program

Terms of appointment: October through September, not to exceed four consecutive terms.

Time Commitment: 10-15 hours a month plus 1 week at camp

Responsibilities:

- Assists in recruitment of staff
- Assists in planning and in presenting facilitation to Day Camp Staff
- Acts in the capacity of the Director when so delegated or in her absence
- Assists in the supervision of the Day Camp Staff
- Carries out other administrative functions as delegated by the Director

Requirements of the position:

- Meets membership requirements
- Attends Day Camp Directors' training
- Abides by national and local Girl Scout policies, standards and procedures
- Adheres to the health and safety standards of the Girl Scouts of Eastern Missouri and Girl Scouts of the USA, as specified in *Safety Activity Checkpoints* and *Camping Guidelines*
- Has attained the minimum age of 21
- Has sufficient time and dedication to carry out this commitment

Knowledge and skills required:

- Administrative ability
- Background or willingness to learn and sincere interest in day camping knowledge and/or leadership experience in Girl Scout program desirable
- Skill in human relations and communications
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Job Orientation for Day Camp Directors Part 1 & 2