

## ROLE DESCRIPTION

### Title: **Day Camp Director**

Purpose of the position: To operate a Day Camp in such a manner that the camp meets high standards of program and administration.

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

Staff/Department: Camping Program Coordinator

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:

- Plans and administers a Day Camp program to meet the Girl Scouts of Eastern Missouri (GSEM) Day Camp goals and objectives
- Plans Day Camp Budget with Business Manager
- Recruits Day Camp Unit staff with assistance of District Chair and Assistant Camp Director
- Plans and presents training, for a minimum of eight hours for all staff of Day Camp, with the help of Day Camp Administrative staff, Facilitators and Specialists
- Assigns campers to units and sends information letter and Health History (F-57) to campers
- Checks equipment and takes inventory before and after camp with the Business Manager and District Equipment Manager
- Supervises camp staff in presenting the best possible program in all units
- Supervises or designates someone to direct camp Service Project
- Delegates specific administrative tasks to the Assistant Camp Director
- Establishes contacts for emergency medical care (e.g. doctor, police, hospital, etc.) prior to camp's opening, giving dates and place of camp
- Coordinates first day registrations
- Submits to District Chair and to the Camping Resource Specialist any required paperwork within three weeks of close of camp.

### Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards, and procedures
- Attends Day Camp Directors' training

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- 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 *Volunteer Essentials*
- Has attained the minimum age of 21
- Has sufficient time and dedication to carry out this commitment

Knowledge and skills required:

- Ability to delegate and to take satisfaction from getting a job done through others
- Administrative and supervisory experience
- Background and/or experience in directing a camp operation
- Skill in human relations and communications • Knowledge and/or leadership experience in Girl Scout program
- 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