

## ROLE DESCRIPTION

Title: **Day Camp Subcommittee Chair**

Purpose of the position: To chair the Day Camp Subcommittee.

Accountability: Appointed by and accountable to the Company Services Manager.

Staff/Department: Camping Services Manager/Camp Program

Terms of appointment: Two years or portion thereof, not to exceed two consecutive terms

Time Commitment: 3 hours as needed per month

Responsibilities:

- Reviews and revises Day Camp Program statement of purpose
- Monitors the total Day Camp Program based upon previously set direction, Council goals, objectives, policies and standards
- Reports biannually to the Camp Committee the work and recommendations of the Day Camp Subcommittee
- Reports to the Field Committee the plan of work of the Day Camp Subcommittee
- Coordinates trainings for Day Camp Administrative Staff and Day Camp Aides
- Reviews annually training materials and makes suggestions for revisions

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- 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 other people
- Administrative ability
- Background or willingness to learn and sincere interest in day camping
- Skill in human relations, communications and adult education
- Knowledge or leadership experience in Girl Scout program desirable
- 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:

- No training needed