

## ROLE DESCRIPTION

Title: **Family Camp Director**

Purpose of the position: To direct a Family Camp Program at a designated Council-owned campsite.

Accountability: Accountable to the Camp Committee.

Staff/Department: Camping Services Manager/Camp Program

Terms of appointment: Appointed for a specific camp and time.

Time Commitment: 10 hours per month seasonally, plus 1 weekend at camp

Responsibilities:

- Plans and administers Family Camp Program
- Recruits and facilitates volunteer staff fulfilling goal and objectives of program
- Prepares written materials as necessary for program implementation
- Purchases program and food supplies as needed
- Maintains established budget
- Coordinates applications with Camping Services Department
- Supervises camp staff in presenting the best possible program
- Coordinates Trading Post operation
- Acts in time of emergencies in consultation with Health Supervisor, Camp Supervisor and/or Ranger
- Submits requested reports (e.g. Statistics, Expense Summary, Evaluation, etc.) to Camping Services Department within two weeks after the program

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 Girl Scouts of Eastern Missouri (GSEM) and Girl Scouts of the USA (GSUSA), as specified in *Safety Activity Checkpoints*
- 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 ability
- 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 GSUSA and GSEM resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Licensed Troop Camper (Troop Camp A, Troop Camp B, Troop Camp A-Z, Troop Camp Fast Track, etc.)