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| Name of Position | Day Camp Director |
| Annually Appointed By | Volunteer Support Staff |
| Must have good working relationship with the following council staff teams and maintain regular two-way communication | Volunteer Support Outdoor Program Experiences Customer Care |
| Role Description | Recruits and leads the day camp staff to host a day camp for their service unit. This position requires the ability to manage volunteers, conduct meetings, complete safety and logistical information deadlines and motivate girls and adults. |
| Role Responsibilities | <ul style="list-style-type: none"> • Plan and conduct a camp for girls that achieves council and service unit goals, highlighting a focus on the 4 pillars of Girl Scouts (STEAM, Outdoors, Entrepreneurship and Civic Engagement). • Recruit, appoint, ensure training of, and supervise day camp administrative team. • Involve day camp administrative team in the planning, execution, and implementation of the President’s Award criteria. • Attend training required by the council and encourage all staff to attend annually. • Access Looker for reports, as needed. • Set the internal timeline by which your camp will operate and schedule regular administrative team meetings. Invite Volunteer Support Staff to day camp staff meetings, including the end-of-year debrief. <i>Volunteer Support staff to regularly attend as schedule permits.</i> • Secure a location for camp annually and submit required contracts or applications. • Complete and submit all necessary forms to the council within designated deadlines in collaboration with the Day Camp Business Manager. • Supervise the development of a budget within the council guidelines including overseeing the finances and bank account in collaboration with the Day Camp Business Manager. • Communicate logistics and needs to council staff, maintaining frequent communication with Volunteer Support Staff and Outdoor Program Experiences Team. |

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| | <ul style="list-style-type: none"> • Make certain of proper use and care of the facilities and equipment while on any camp property. • Annually conduct a survey of girls, volunteers, and volunteer staff to assist in planning for future camp. • Determine a succession plan and identify volunteers to shadow in new roles 1-2 years in advance for a smooth transition. • Able to check email and Facebook regularly through the camp season and answer questions within 24-48 hours. • Participation in the Day Camp Directors Facebook group for networking with other volunteers is encouraged but not required. |
| Requirements | <ul style="list-style-type: none"> • Must be a registered member of GSUSA. • Must pass a criminal background check. • Must complete all required safety and position training. • Able to demonstrate leadership, organizational, and presentation skills. |