girl scouts of eastern missouri

# 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 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:

- 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
- Verifies Health Supervisor's credentials
- Plans and presents training, for a minimum of 18 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 Medical History Form (F-93) 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 (may be delegated to Health Supervisor)
- Consults regularly with Camping Services Manager as to number of girls registered, staff children, transfers and refunds
- Coordinates first day registrations
- Submits to District Chair and to the Camping Services Manager any required paperwork within two weeks of close of camp.
- Initiates and follows the established Volunteer Separation Process (VP-28) and Volunteer Grievance Process (VP-29), in consultation with staff, when infractions occur

## Requirements of the position:

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

*VP-61 (page two), continued*

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# ROLE DESCRIPTION CONT.

Title: **Day Camp Director**

## 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 Part 1 & 2