

Volunteer Position Description

Encamporee Director

Position Summary:

The **encamporee director** oversees the development and implementation of a service unit (SU) group camping event. Typically, an encamporee is held in the fall and/or spring and utilizes Girl Scouts of Western Washington (GSWW) property, however location may vary.

Responsibilities:

- Recruit, supervise, and support a team of encamporee volunteers, assuring that they receive all required instruction.
- Participate in and oversee programming for all campers including meal planning, activities, pre-camp volunteer team and leader workshops, administration, and reports.
- Develop and manage encamporee budget with oversight from SU treasurer.
- Be familiar with the entire camp property, specifically the sites/units/areas that will be used and how site characteristics and procedures impact the program and safety of participants.
- Know current Girl Scout resources, especially those relating to outdoor program safety, policies, and organizational standards.
- Establish and implement procedures in all camp areas to promote safety for campers, volunteer team, and the environment.
- Create and utilize emergency plan for encamporee.
- Ensure applicable paperwork is maintained and turned in to the proper personnel in a timely manner.
- Manage and submit required paperwork for council fall and spring encamporee lotteries, if using GSWW property.
- Attend and communicate important updates and information at regular SU meetings.
- Agree to be guided by the Girl Scout Mission, Promise and Law, and the procedures and guidelines of GSWW and Girl Scouts of the USA.
- Create a welcoming atmosphere for youth and adults from all different social, cultural, ethnic, and economic backgrounds.
- Maintain GSWW confidentiality standards.

Qualifications:

- Must be detail-oriented and have strong organizational and communication skills.
- **Required Training:** gsLearn 'Event Manager' module, Outdoor Overnight and Planning Weekend Camp trainings.
- **Experience:** Experience in Girl Scout program, planning and implementing of activity events. Preferred: Attended at least one encamporee.
- **Leadership Skills:** Demonstrate leadership and decision-making skills, able to supervise youth and adults, and work collaboratively with a team. Incorporate effective and fair conflict resolution skills. Commitment to inclusion regardless of race, ethnicity, physical or mental differences, geographic location, socioeconomic status, educational background or any other difference. Respect diverse viewpoints and willingness to engage in discussion.
- **Computer Skills:** Ability to use email, word processing software, and internet to communicate with service unit team members, volunteers, and Girl Scouts of Western Washington council staff.
- **Other Requirements:**
 - Must be 21 or older.
 - Become a registered member of Girl Scouts.
 - Complete required volunteer application process by submitting volunteer application, criminal background check, undergoing interviews and evaluations by GSWW staff and council representatives.
 - Ability and willingness to meet the time commitments of planning, paperwork reviews, trainings, and meetings.

Time Commitment:

- Minimum of 75 hours of service (including planning, preparation, and attendance at encamporee)

Reports To:

- Volunteer service unit manager and/or service unit team
- Additional support provided by council camp staff

Marketable Skills:

- Social media, Microsoft Office
- Public speaking
- Public relations
- Event planning
- Communication
- Training
- Leadership and team building
- Volunteer management