

Day Camp Director Position Description

The **Day Camp Director's** role is to oversee development and implementation of a volunteer-run day camp program that is consistent with the Girl Scout Mission, Program Goals, Promise, Law, and all Girl Scouts of the USA and Girl Scouts of Western Washington and the American Camping Association's policies and health and safety standards.

Qualifications: The ability and willingness to promote the Girl Scout experience and conscientious effort toward meeting the responsibilities of the position are required. Experience with Girl Scout program, planning and implementing outdoor living and activity events is a plus. Good organization and communication skills and the ability to effectively manage a team of volunteers preferred.

Service Commitment: The GSWW Outdoor Program Manager will appoint the Day Camp Director for a one year (renewable) term in which she/he can expect to provide a minimum of 70 hours of service, depending on the needs of the service unit. The service hours will be spread out over a planning and preparation period leading up to the opening of day camp in addition to the expectation that the Director be present for the duration of the camp.

Supervision and Support: The Day Camp Director is supported by and accountable to the GSWW Outdoor Program Manager and Girl Scouts of Western Washington.

Duties and Expectations:

- Become/remain a registered GSUSA member.
- Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of GSWW and GSUSA.
- Attend or have a record of attending Troop Camp Training, Event Director Training, Day Camp Director Training and updates.
- Become/remain familiar with current Girl Scout resources, especially those relating to outdoor program safety, policies and organizational standards.
- Design and lead a quality day camp program for all campers.
- Recruit, supervise and support a team of camp volunteers, assuring that they receive all required training.
- Prepare the program site for campers and volunteers and follow all recommended guidelines if using a non-council owned site.
- Establish and insure implementation of procedures in all camp areas to promote safety for campers, volunteer staff, and the environment.
- Work with assigned personnel to administer the technical and business aspects of day camp operation.
- Use skills of collaborative administration and supervision through all phases of planning, organizing, and directing day camp operation, delegating whenever possible.
- Insure that all applicable paperwork is maintained and turned in to the proper personnel within given deadlines.
- Represent day camp and Girl Scouts in a positive light to campers, staff, guests, and the community.

The Girl Scout Mission:

Girl Scouting builds girls of Courage, Confidence and Character who make the world a better place.

The Girl Scout Promise:

On my honor, I will try
to serve God* and my country,
to help people at all times,
and to live by the Girl Scout Law

*May be replaced by a word that reflects your personal beliefs

The Girl Scout Law:

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout