



**VOLUNTEER POSITION DESCRIPTION  
DAY CAMP DIRECTOR/CO-DIRECTOR**

<b>SUMMARY:</b>	To plan, organize, and manage a local day camp, working within the framework of the Girl Scout program and the policies and standards of the council.
<b>TERM OF APPOINTMENT:</b>	Appointed for one Day Camp Season (typically October – September) and is renewable upon completion of evaluation process.
<b>ACCOUNTABILITY:</b>	Appointed by and accountable to the council Program Liaison.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Complete position training prior to day camp.</li> <li>• Provide supervision and guidance to volunteers/committee providing camp-related activities and support.</li> <li>• Manage Day Camp budget, ensuring that the handling of funds meets GSUSA and council policies and procedures.</li> <li>• Determine camper capacity and number of volunteers needed.</li> <li>• Determine program goals involving other volunteers in the process.</li> <li>• Recruit, place, and train other day camp volunteers.</li> <li>• Coordinate camp activities.</li> <li>• Work in partnership with parents and/or guardians.</li> <li>• Manage camp facilities and equipment.</li> <li>• Prepare necessary reports with recommendations for the following year to be given to the council within four weeks of the close of Day Camp.</li> <li>• Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.</li> </ul>
<b>QUALIFICATIONS AND CORE COMPETENCIES:</b>	<p><b>Girl-led Focus:</b> Empower, encourage, and guide girls and volunteers to understand Girl Scouts’ girl-led, learn-by-doing and cooperative approach to developing a girl’s leadership skills.</p> <p><b>Personal Integrity:</b> Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.</p> <p><b>Adaptability:</b> Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p><b>Oral Communication:</b> Practice positive communication skills and express ideas clearly and accurately.</p> <p><b>Foster Diversity:</b> Understand, respect and embrace individual differences.</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Registered member of GSUSA and a valid background check.</li> <li>• Completion of any required training assigned and provided by GS-NCCP and GSUSA.</li> <li>• Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.</li> </ul>

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the Council in its sole discretion. I agree and understand that during my appointment as a volunteer of GS-NCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GS-NCCP or on GS-NCCP’s behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GS-NCCP.

Appointment Term: \_\_\_\_\_ to \_\_\_\_\_

Day Camp Director/Co-Director Signature and Printed Name: \_\_\_\_\_  
Date

Program Director/Council Staff Representative Signature and Printed Name: \_\_\_\_\_

Complete and provide copies to: Day Camp Director/Co-Director, Council Staff Representative