

Volunteer Position Description: Assistant Community Day Camp Director

Summary: Community Day and Twilight Camps are volunteer-operated camps, running three to five days in length for three to seven hours per day under the approval and direction of the Girl Scouts of North East Ohio. The purpose of the Community Day/Twilight Camp experience is to provide a creative experience in group living in the outdoors for girls. All camp activities are based on the Promise & Law, program goals, and the outcomes of the Girl Scout Leadership Experience. The Assistant Director is the volunteer that assist the Director in all aspects of the program when needed.

Position Supported By: Community Day Camp Director

Responsibilities:

- Complete required training for the position prior to delivery of program services.
- Assist in preparing for and deliver of Girl Scout program in assigned location as prescribed in course curriculum.
- Support positive participation with girls, parents/guardians, and other volunteers.
- Assist in planning and executing required 4-hour pre-camp training with CDC Director.
- Assist in teaching and monitoring proper use of rented equipment.
- Communicate by phone and electronically with volunteers and staff when assigned by the CDC Director.
- Assist in maintaining required documentation/reports for all programs and events.
- Always represent the council in a positive and professional manner.
- Be familiar with and follow the required health and safety practices.
- Exhibit nondiscriminatory attitudes and behavior in all internal and external working relationships.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.

Marketable Skills and Abilities:

- Leading & Motivating Groups
- Supervising Volunteers
- Ability to work with children and adults
- Training & Development
- Team Building
- Conflict Resolution

Position Commitments:

- Membership & Administration
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts.
 - Agree to opt-in to receive emails and text messages from GSNEO.
 - Comply with GSUSA Policies, standards and guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies.
- **Tenure/Time:** 12 months, option to renew upon mutual agreement between yourself & CDC Director.
- **Required Training:** Any training the CDC Director requires.
- By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place

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.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
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.