

## Volunteer Position Description: Community/Twilight 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 Director is the volunteer in charge of such camps, following the guidelines and expectations set forth in their Position Description and Community Day Camp Director Manual.

**Position Supported By:** Outdoor Manager Girl Experience

### Responsibilities:

- Complete required training for the position prior to delivery of program services.
- Read, understand, and be guided by the Community Day Camp Director Manual.
- Prepare for and deliver Girl Scout program in assigned location as prescribed in course curriculum.
- Appoint volunteer Administrative Team.
- Plan and execute required 4-hour pre-camp training, and 2-hour on-site training for Administrative Team.
- Teach and monitor proper use of rented equipment.
- Support positive participation with girls, parents/guardians, and other volunteers.
- Communicate by phone and electronically with volunteers and staff.
- Maintain required documentation/reports for all programs and events.
- Final paperwork must be submitted to Girl Experience Coordinator by Sept. 1<sup>st</sup>.
- See CDC Director's Manual for list of required paperwork.
- Financial reports must be submitted online by Sept. 1<sup>st</sup>
- Directors failing to submit documentation on time for two consecutive years will not be reappointed.
- Represent the council at all times 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.

### Marketable Skills and Abilities:

- Planning and coordination skills
- Understanding of the basic developmental characteristics and needs of girls
- Ability to work with children and adults of diverse knowledge and experience
- Ability to use email and the Internet for communication
- Demonstrate dependability, honesty, credibility, and be resourceful
- Excellent communication skills
- Works independently as well as with a team

### 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:** Planning time TBD by Community Day Camp/Twilight Camp Director. The Director must be onsite for the duration of the Community Day Camp/Twilight Camp. 1 year (must be renewed each year).

**Required Training:** Volunteers are required to complete the following Basic Leadership Training: Girl Scouting 101, Welcome to Girl Scouts, and Program Volunteer Training. First-time Directors must complete New Director training.

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.