



**Headquarters
Billings Service Center**
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Billings, MT 59102

Casper Service Center
501 North Sun Drive
Casper, WY 82609

Great Falls Service Center
4930 Ninth Avenue South
Great Falls, MT 59405

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Service Unit Team Position: Day Camp Director

The role of the Day Camp Director 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 Montana and Wyoming and Girl Scouts of the USA policies and health and safety standards.

Required Skills Day Camp Director:

- Willing to contribute to a high quality program experience for girls.
- Conscientious effort toward meeting the responsibilities of the position.
- Experience or interest in working with girls.
- Experience with volunteer management/supervision, delegation.
- Experience in program planning, being creative, flexible, and adhering to a budget.
- Skilled in leading/planning outdoor activities with girls and adults.
- Completed Outdoor training and be up to date with First Aid/CPR.
- People skills: collaboration with others, networking, coaching, motivating, conflict resolution.
- Effective communication skills- speaking, listening, experience with public speaking is desirable.
- Effective time management including the ability to organize, prioritize, meet deadlines, scheduling.
- Administrative ability-detail orientated, record-keeping, financial aptitude, accuracy.
- Experience as a Girl Scout volunteer/leader preferred.

Service Commitment: The Service Unit 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 Day Camp Director be present for the duration of the camp. After the camp is over, some time will be spent on compiling paperwork and reports that will be sent into council headquarters.

Supervision and Support: The Day Camp Director is primarily accountable to the Service Unit Manager; with support from Girl Scouts of Montana and Wyoming staff as well as the parents of the camp residents.

Qualifications and Accountabilities:

- Volunteer is a registered member of Girl Scouts of the USA and at least 21 years of age.
- Complete the volunteer process as set by Girl Scouts of Montana and Wyoming; including authorizing a background check.
- Participate in required training related to the position.
- Exhibit behavior consistent with the framework of the Girl Scout mission, Promise and Law, policies, procedures, and standards of the council and Girl Scouts of the USA (Refer to Blue Book of Basic Documents, Safety-Wise, and the Volunteer Resource Manual.)
- Encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin, or socioeconomic status.
- Utilize Girl Scout resources, especially those relating to outdoor program safety, policies, and organizational standards. (Refer to the Day Camp Director Manual for policies and procedures.)
- Establish goals and procedures for the camp, developing plans for implementation, in accordance with the mission of the Girl Scouts of the USA and goals of Girl Scouts of Montana and Wyoming and promoting safety to campers, volunteer staff, and the environment.
- Design and lead a quality program experience for all participants that maintains high standards of Girl Scouting.
- Prepare program site for campers and volunteers and follow all recommended guidelines if using a non-council owned site.
- Provide effective and appropriate programming that is consistent with the Girl Scout Leadership Experience.
- Coordinates camp activities, organization, and government.
- Recruit, place, and support all staff for camp positions, assuring they receive all required training.
- Complete the Volunteer Application and Girl Scout membership registration process with all Day Camp staff, if not already completed.
- Conduct staff meetings and communicates expectations, standards and concerns regularly with volunteers.
- Maintain current, accurate financial records and camp reports and submit final documentation to council headquarters.
- Develop camp budget and administer expenses within the budget.
- Foster a spirit of open, regular communication, cooperation, respect and teamwork with other adults to collaboratively support girl goals.
- Notifies parents of illness or injury of camper and staff.
- Represent day camp and Girl Scouts in a positive light to campers, staff, guests, and the community.
- Report safety and health concerns to Girl Scouts of Montana and Wyoming.
- Exercise good judgment and flexibility; have fun and maintain a positive attitude.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature of Day Camp Director _____ date _____