

Summary: Plans and carries out Girl Scout day camping for all girls. The director helps ensure and facilitate consistent Discover-Connect-Take Action outcomes of the New Girl Scout Leadership Experience for girls.

Term of Appointment: The day camp director is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to outdoor program specialist

Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Be guided in all actions by the Girl Scout mission, Promise and Law.
- Have a working knowledge of, and comply with, the most current *Council Volunteer Policies and Procedures* and guidelines of Girl Scouts of Oregon and Southwest Washington and GSUSA.

Responsibilities:

- Recruits, appoints, releases and/or reappoints core staff and unit leaders.
- Establishes relationships with nearby service unit teams to identify and recruit potential volunteers and campers.
- Provides oversight of all activities relating to the day camp. Ensures activities adhere to *Volunteer Essentials* and *Safety Activity Checkpoints* as well as the day camp manual.
- Attends trainings and appropriate meetings.
- Ensures core staff, unit leaders, and program aides receive training.
- Works cooperatively with and supervises core staff and unit leaders to ensure that Girl Scout Program is delivered effectively.
- Effectively communicates with outdoor program specialist.
- Provides oversight of day camp budget and finances. Ensures use of approved vendors and that contracts are signed by council staff.
- Meets established deadlines and submits all final reports to outdoor program specialist within the established timelines.
- Ensures that appropriate worksheets and paperwork are turned in and filed with the Girl Scout staff.

Position Competencies:

- Interest in and ability to work with people of varied backgrounds.
- Ability to plan, organize, delegate, supervise and evaluate.
- Ability to recruit, select, train, and supervise volunteers.
- Effective written and oral communication skills.
- Ability to be an effective role model.

Core Competencies:

1. Girl Focus: Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect, and Take Action.
2. Adaptability: Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. Fostering Diversity: Understands differences and embraces differences
4. Oral Communication: Expresses ideas clearly and concisely
5. Personal Integrity: Demonstrates honesty, credibility, and dependability

Summary: Responsible for sound day camp financial spending and accurate records. The volunteer will help ensure that all processes followed are consistent with the Girl Scout Leadership Experience.

Term of Appointment: The day camp business manager is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to day camp director

Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Be guided in all actions by the Girl Scout mission, Promise and Law.
- Have a working knowledge of, and comply with, the most current *Council Volunteer Policies and Procedures* and guidelines of Girl Scouts of Oregon and Southwest Washington and GSUSA.

Responsibilities:

- Keeps accurate timely records and is responsible for sound day camp financial spending.
- Works with day camp director to prepare camp budget. Completes any financial information that needs to be submitted to council.
- Maintains security of day camp funds, ie: properly depositing cash receipts, stores petty cash securely.
- Arranges for transportation, t-shirts, patches, port-a-potties, etc. as needed.
- Manages all contracts, building use permits, site agreements, etc. Works with outdoor program specialist to obtain appropriate signatures on all contracts.
- Participates in planning for camp and day camp volunteer meetings.
- Attends council sponsored training.
- Work with day camp registrar to maintain enrollment data.
- Provides day camp financial paperwork to the day camp director, to be forwarded to the Girl Scout council office.
- Submits cookie/nut credit reimbursement form to council office.

Position Competencies:

- Ability to be an effective role model.
- Ability to keep legible, accurate and detailed records.
- Effective communication skills.

Core Competencies:

1. Girl Focus: Fosters girl-adult partnerships, providing opportunities for girl-leadership development.
2. Adaptability: Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. Fostering Diversity: Understands differences and embraces differences.
4. Oral Communication: Expresses ideas clearly and concisely.
5. Personal Integrity: Demonstrates honesty, credibility, and dependability.

Summary: Responsible for assigning campers to units and assisting in recruitment of qualified adults. The volunteer will help ensure that all processes followed are consistent with the Girl Scout Leadership Experience.

Term of Appointment: The day camp registrar is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to day camp director

Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Be guided in all actions by the Girl Scout mission, Promise and Law.
- Have a working knowledge of, and comply with, the most current *Council Volunteer Policies and Procedures* and guidelines of Girl Scouts of Oregon and Southwest Washington and GSUSA.

Responsibilities:

- Places campers in units and may assist in recruiting volunteers as requested by day camp director.
- Works with the volunteer coordinator (if applicable) to ensure all adults working directly with girls are registered members of Girl Scouts of the USA, have a current background check and appropriate trainings.
- Manages day camp registration process and ensures all campers are registered.
- Manages day camp campership process, if applicable.
- Obtains non-member insurance from council staff at least four weeks prior to start of camp.
- Attends day camp and council sponsored trainings as appropriate and participates in day camp meetings and planning.
- Maintains wait list and fills openings as available.
- Notifies outdoor program specialist of volunteer/camper changes.
- Assists parents who have questions about registration.
- Collects daily attendance reports during camp/follows-up on absences.
- Maintains bus lists/bus attendance if applicable to camp.
- Maintains accurate records and prepares final reports for the day camp director.

Position Competencies:

- Ability to keep legible, accurate and detailed records.
- Ability to be an effective role model.
- Effective communication skills.

Core Competencies:

1. Girl Focus: Fosters girl-adult partnerships, providing opportunities for girl-leadership development.
2. Adaptability: Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. Fostering Diversity: Understands differences and embraces differences.
4. Oral Communication: Expresses ideas clearly and concisely.
5. Personal Integrity: Demonstrates honesty, credibility, and dependability.

Summary: Responsible for the physical well being of everyone in camp; taking care of all cases of illness and accident to campers and adults. The volunteer will help ensure that all processes followed are consistent with the Girl Scout Leadership Experience.

Term of Appointment: The day camp health supervisor is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to day camp director

Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Be guided in all actions by the Girl Scout mission, Promise and Law.
- Have a working knowledge of, and comply with, the most current *Council Volunteer Policies and Procedures* and guidelines of Girl Scouts of Oregon and Southwest Washington and GSUSA.

Responsibilities:

- Ensures council day camp health care plan and medical protocols are followed.
- Collects, reviews and maintains health records for campers and volunteers. Notifies appropriate camp staff of necessary health precautions when indicated.
- At the direction of the medical protocol, gives first aid care to campers and volunteers as needed.
- Maintain medical log. Records all treatments and other health information throughout the duration of camp.
- Ensures that campers receive their medications at designated times.
- Works with day camp director to establish system of parental notification in situations involving camper illness or accident.
- Supervises health and safety throughout the day camp, including regular visits to check kitchen areas, units, etc.
- Cleans and prepares first aid station. Maintains inventory of medical supplies and arranges with director for necessary supply purchases. Ensures that the first aid station and all supplies are properly inventoried and stored at the end of the day camp season.
- Establishes and maintains contacts with local medical facilities.
- Ensures that camper and adult information is kept confidential.
- Submits reports as requested by day camp director. Keep records according to Girl Scouts U.S.A. and state health standards.
- Actively participate in day camp volunteer meetings and trainings
- Participate in all-camp activities unless care is needed for sick or injured campers
- Maintain good relationships with campers, volunteers, and parents/guardians.
- Other duties as assigned by day camp director.

Position Competencies:

The adult on-site health services staff must be 21 years of age or older and hold one of the following certifications:

- (i) A physician licensed in state where camp takes place
- (ii) A registered nurse licensed in state where camp takes place

- (iii) A physician assistant licensed in state where camp takes place
- (iv) A practical nurse licensed in state where camp takes place
- (v) A national athletic trainers association certified trainer
- (vi) An emergency medical technician or a paramedic
- (vii) A person currently certified as completing the American Red Cross emergency response course or equivalent
- (viii) A person currently certified as completing Wilderness Advanced First Aid, or better, from a nationally recognized provider

AND –

Age-appropriate CPR with AED training

OR

An adult 21 years of age or older holding a current certificate in American Red Cross Standard First-aid, and adult, child and infant CPR or equivalent may be the day camp health supervisor, if all four of the following conditions are met:

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- (i) The program is for a period of 3 nights or less
- (ii) The local ambulance service provider or emergency medical service states in writing that there is a target response time of 20 minutes or less to the camp unless the department approves a longer response time
- (iii) There is a telephone capable of connecting with emergency medical services, without the use of coins or calling card, accessible at all times
- (iv) There are less than 200 participants in the camp (more than 200 requires a level 2 first-aider, see Volunteer Essentials)

Core Competencies:

1. Girl Focus: Helps girls set realistic, clearly defined goals/objectives to experience the New Girl Scout Leadership experience and achieve outcomes via Discover, Connect, and Take Action.
2. Adaptability: Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. Fostering Diversity: Understands differences and embraces differences
4. Oral Communication: Expresses ideas clearly and concisely
5. Personal Integrity: Demonstrates honesty, credibility, and dependability

Summary: Responsible for the communication needs of the day camp. The volunteer will help ensure that all processes followed are consistent with the Girl Scout Leadership Experience.

Term of Appointment: The day camp communications manager is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to day camp director

Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Be guided in all actions by the Girl Scout mission, Promise and Law.
- Have a working knowledge of, and comply with, the most current *Council Volunteer Policies and Procedures* and guidelines of Girl Scouts of Oregon and Southwest Washington and GSUSA.

Responsibilities:

- Maintains day camp website, if applicable.
- Acts as administrator for any day camp social media accounts or pages. Ensures that all social media accounts are in compliance with GSOSW Online and Social Media Procedures.
- Proofreads all communications, including fliers, forms, confirmation letters, etc.
- Ensures that all camp communications adhere to the *Style Guide for Volunteers*.
- Works with outdoor program specialist to have communications approved.
- Actively participate in day camp volunteer meetings and trainings
- Other duties as assigned by day camp director.

Position Competencies:

- Is proficient with computers, Microsoft Office programs, the Internet, and social media tools.
- Has the ability to work in a team environment to coordinate and disseminate information.
- Has the ability to provide clear, concise verbal and written communications.
- Demonstrates strong organizational and problem-solving skills.

Core Competencies:

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3. Fostering Diversity: Understands differences and embraces differences
4. Oral Communication: Expresses ideas clearly and concisely
5. Personal Integrity: Demonstrates honesty, credibility, and dependability

Summary: Works to make sure day camp is sufficiently staffed and all volunteers are prepared for day camp. The volunteer will help ensure that all processes followed are consistent with the Girl Scout Leadership Experience.

Term of Appointment: The day camp volunteer coordinator is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to day camp director

Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Be guided in all actions by the Girl Scout mission, Promise and Law.
- Have a working knowledge of, and comply with, the most current *Council Volunteer Policies and Procedures* and guidelines of Girl Scouts of Oregon and Southwest Washington and GSUSA.

Responsibilities:

- Works with day camp registrar to ensure all adults working directly with girls are registered members of Girl Scouts of the USA and have completed the a background check and all required trainings.
- Submits volunteer roster to the outdoor program specialist no later than three weeks before the start of camp.
- Participates in day camp meetings and planning and attends council sponsored training including day camp conference.
- Maintains accurate records and prepare final reports for the day camp director.

Position Competencies:

- Ability to keep legible, accurate and detailed records.
- Ability to be an effective role model.
- Effective communication skills.

Core Competencies:

1. Girl Focus: Fosters girl-adult partnerships, providing opportunities for girl-leadership development.
2. Adaptability: Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. Fostering Diversity: Understands differences and embraces differences.
4. Oral Communication: Expresses ideas clearly and concisely.
5. Personal Integrity: Demonstrates honesty, credibility, and dependability.

Summary: Helps Girl Scout Cadettes, Seniors and Ambassadors develop leadership skills and the confidence to lead program activities for younger girls at day camp.

Term of Appointment: The day camp PA/CIT coordinator is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to day camp director

Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Be guided in all actions by the Girl Scout mission, Promise and Law.
- Have a working knowledge of, and comply with, the most current *Council Volunteer Policies and Procedures* and guidelines of Girl Scouts of Oregon and Southwest Washington and GSUSA.

Responsibilities:

- Serves as a positive role model for girls.
- Oversees Program Aides, Program Aides-In-Training and Counselors-In-Training at camp.
- Works with day camp director on placement of Program Aides and Counselors-In-Training with units.
- Leads Program Aide-In-Training program, if applicable.
- Attends any planning and regular meetings as requested by day camp director.

Position Competencies:

- Maintains strong teamwork and problem solving skills.
- Communicates clearly.
- Demonstrates effective teaching practices.
- Enjoys working with girls ages 11 to 17.
- Specialized skills and knowledge in areas of outdoor, songs & games, technology, arts & crafts, etc. are desirable.

Core Competencies:

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2. Adaptability: Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. Fostering Diversity: Understands differences and embraces differences.
4. Oral Communication: Expresses ideas clearly and concisely.
5. Personal Integrity: Demonstrates honesty, credibility, and dependability.

Summary: Day camp unit leaders build girls of courage, confidence and character who make the world a better place by helping girls discover themselves, by guiding and partnering with them as they take action using what they have learned all in the outdoor setting.

Term of Appointment: The unit leader is appointed for a one week and any additional required training, which is renewable upon completion of evaluation processes.

Supervision: Reports to day camp director

Requirements:

- Be a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Be guided in all actions by the Girl Scout mission, Promise and Law.
- Have a working knowledge of, and comply with, the most current *Council Volunteer Policies and Procedures* and guidelines of Girl Scouts of Oregon and Southwest Washington and GSUSA.

Responsibilities:

- Serves as a role model for girls.
- Attends day camp sponsored on-site and/or off-site training, and/or web-based training.
- Works in partnership with other leaders, core positions, and unit to plan and implement Girl Scout program based on unit's interests.
- Ensures that appropriate health and safety standards are followed.
- Assists in providing information for reports as needed by the day camp director.

Position Competencies:

- This position requires organizational and communication skills.
- This position requires the ability to work independently and as part of a team.
- This position requires the volunteer be dependable, flexible and patient.

Core Competencies:

1. Girl Focus: Fosters girl-adult partnerships, providing opportunities for girl-leadership development.
2. Adaptability: Maintains a sense of humor, emotional composure, and objectivity under pressure, ambiguity, or opposition.
3. Fostering Diversity: Listens to others and incorporates their ideas and perspective.
4. Oral Communication: Expresses ideas clearly and concisely.
5. Personal Integrity: Demonstrates honesty, credibility, and dependability.