

# Service Unit Day Camp Coordinator

## Summary

The Service Unit (SU) Day Camp Coordinator plays an important role while working with the SU Event Representative to provide high-quality Girl Scout day camp(s) designed to meet the needs and interest of girls and further the Girl Scout Mission. The Day Camp Coordinator enthusiastically creates, promotes, and executes fun and educational SU day camp(s) while ensuring all activities comply to safety/risk management requirements, adhere to GSUSA and council policies, and connect to the Girl Scout Leadership Experience (GSLE).

## Responsibilities/Duties

- Work with Event Representative and council Outdoor Program Department to plan and conduct a SU Day Camp experience for girls.
- Collaborate with SU Event Representative to determine day camp(s) will support the service unit annual plan and goals (such as retention and recruitment goals).
- Coordinate with the SU Finance Representative to manage activity credits and day camp(s) budgets.
- Ensure planned day camp(s) meets guidelines expressed in Volunteer Essentials and Safety Activity Checkpoints and consist of the Girl Scout Processes - Girl Led, Learning by Doing, and Cooperative Learning.
- Strive to involve all troop leadership in SU day camp activities.
- Involve older girls (Girl Advisory Board) in brainstorming activities, the planning and implementation process, and to participate in the day camp whenever possible.
- Manage day camp(s) according to the Events/Outdoor Program Manual and lead day camp volunteers in carrying-out day camp logistics including site, fees, registration, clean up, and materials needed.
- Ensure day camp(s) is open and accessible to all girls, including Juliettes, of appropriate grade levels.
- Maintain current knowledge of outdoor opportunities and promote them at service unit meetings. This might include:
  - Council Outdoor Programs, including resident and troop camping at Camp Cloud Rim and Trefoil Ranch
  - Outdoor adult and girl trainings
  - Outdoor badges
- Ensure all adult to girl ratios are met for all activities.

## Qualification Requirements

- Ability to dedicate an average of 10 to 20 hours per month, depending on the time of year.
- Excellent communication, planning skills, and well organized.
- Experienced and skilled in using basic computer programs.
- Willingness to work effectively with other team members.
- Must always communicate in a professional manner.

- Able to maintain confidentiality when sensitive issues arise.
- Attend Council Sponsored Event Representative Training every three (3) years.

## Benefits of Service

### Marketable Skills

- Leadership
- Public Speaking - Facilitator
- Organization - Time Management
- Team Building
- Personnel & Conflict Management
- Delegation
- Volunteer Coordination
- Personal Integrity

### Personal Enrichment

- Foster a greater understanding of the beliefs of the Girl Scout Movement
- Participate in a national and international organization
- Network opportunities
- Involvement opportunities in local, county and state activities
- Mentoring experience
- Discover outlets for creative expression
- Fulfill a desire to be helpful and make a difference in the lives of girls and adults
- Promote equality, diversity, antiracism and be an adaptable individual committed to building a forward-looking volunteer network

## Term of Appointment

Appointed by Membership Support Specialist and reappointment based on annual evaluation. This position is a minimum two-year commitment and is renewable for a second consecutive term, for a total of four (4) years of service. The Girl Scouts of Utah Council, in conjunction with the SU team, will perform an annual evaluation of each service unit team member.

Once appointed to the position, volunteer will receive an email with instructions on how to access Looker.\* Volunteer will lose access to Looker once they leave the position.

Transition into or from SU positions takes place July to August. Whenever leaving this position, the volunteer needs to complete all outstanding position requirements and/or provide their MSS with details of all incomplete tasks/requirements, any resources that were provided as part of the position, and all related documents before departure. SU debit card is given to the SU Finance Representative, if applicable.

## Council Support

- Membership Support Specialist
- Volunteer Support Manager

- Recruitment Manager
- Training Specialist
- Program/Outdoor Program Department
- Marketing/Communications Department
- Customer Care Department

## Resources

- Service Unit Guidebook
- Service Unit Planning Packet
- Service Unit Budget
- Volunteer Essentials
- GSU Volunteer Essentials Policies
- Safety Activity Checkpoints
- Looker\*

*\*Looker is an online program that Girl Scouts of Utah utilizes to obtain membership information. Girl Scouts of Utah is releasing restricted data to volunteers for their use in their Girl Scout volunteer capacity. Any unauthorized disclosure/distribution of such data, including but not limited to addresses, phone numbers, email, etc. for any reason other than Girl Scout business is prohibited. The violation of disclosing any such Girl Scout data may result in the termination of their volunteer service for Girl Scouts of Utah. Once a new volunteer has been appointed to a service unit position in our membership database (Salesforce), the next day they automatically have access to Looker. When a volunteer is removed from their position in Salesforce, their access is removed by the next day.*