



GIRL SCOUTS OF CONNECTICUT, INC.
340 Washington Street * Hartford, CT 06106
860-522-0163 or 1-800-922-2770 (CT Only)
Fax: 860-548-0325 www.gsofct.org

VOLUNTEER POSITION DESCRIPTION

C A M P O R E E C O O R D I N A T O R

Appointed by and Accountable to:
Term:

Service Unit Manager
One Year
(Duration of the event planning
period)

Purpose:

- To organize an outdoor camping experience that provides Girl Scouts of different age levels an opportunity to be together

Qualifications:

- Is an active registered member of the Girl Scouts of the United States of America (GSUSA)
- Accepts the principles of the Girl Scout Promise and Law
- Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community
- Is committed to organizational diversity
- Is knowledgeable of GSUSA Policies and Standards and Girl Scouts of Connecticut, Inc. (GSOFACT) Policies and Procedures and the State Department of Health
- Is knowledgeable of the Girl Scout Program, its aims, and intent
- Is knowledgeable of GSOFACT's structure and program for girls
- Has completed required GSOFACT outdoor trainings
- Demonstrates good leadership and organizational skills

Duties and Responsibilities:

- Takes Camporee Planning Workshop Training and any additional training necessary to execute the duties of the position
- Follows the *Safety Activity Checkpoints*, *Volunteer Essentials*, GSUSA, and GSOFACT Policies and Procedures to ensure that Girl Scout camping standards are met
- Responsible for the recruitment of a planning committee and the overall planning, coordination, safety, implementation, and evaluation of a Camporee:
 - Develop and implement a timetable to determine time and place for the Camporee, fees, and registration system for participants
 - Collect and submit required Camporee paperwork and fees within specified deadlines
 - Become familiar with the program resources of the site and facilities
 - Recruits a planning committee: centrally-based first aider, activity specialists i.e. lifeguards, cooks, challenge course
 - Ensures Troop/Group Leaders, Outdoor trained volunteers, and activity specialists have proper training and/or certifications
 - Determines all parts of a safety management plan making certain that the plan is clearly understood by all participants and that appropriate responses will be made - fire, waterfront, lost camper, etc.
 - During the event, serve as the on-site coordinator for all aspects of the Camporee
 - Collects Troop/Group Camporee evaluations, if applicable
 - Evaluates the Camporee with the Service Unit Manager
 - Submits Camporee evaluation to Girl Scouts of Connecticut after the event
- Participates in performance evaluation with Service Unit Manager