

SONOMA DAY CAMP VOLUNTEER JOB DESCRIPTION

POSITION: FUNDRAISING DIRECTOR

REPORTS TO: CAMP DIRECTOR

PURPOSE: The Fundraising Director will plan, direct and implement fundraising efforts to support the Day Camp and scholarship program with the support of other volunteers.

PRINCIPAL DUTIES:

- Works with camp admin staff prior to camp to plan/organize and implement fundraiser events
- Ensures camp adherence to GSUSA program standards and council program/fundraising policies.
- Assembles a team of parents to help execute multiple fundraising opportunities
- Works with program director to implement program ideas/schedule.
- Works with the staff to delegate responsibilities.
- Organizes the events to ensure girl planning.
- Prepares program and food request forms and forwards to appropriate administrative staff.
- Completes other duties as assigned.

QUALIFICATIONS:

- 21 years old or older, a registered Girl Scout Adult (male or female),
- GSNorCal Security Cleared / Background Checked
- Ability to teach and guide girls and parents
- Knowledge of Girl Scout program and safety practices or willingness to learn
- Leadership, communication and organizational skills
- Ability to give guidance to other adults and work as a team
- Previous experience working with children in a group setting desired
- Ability to lift and carry 40-50 pounds
- Willingness to register as a Girl Scout member (if not already)
- Willingness to comply with the council's volunteer application policy
- Willingness to fill out/sign all required camp forms (volunteer agreement, health form, etc.)

www.SonomaDayCamp.com