

## SONOMA DAY CAMP VOLUNTEER JOB DESCRIPTION

**POSITION:** UNIT LEADER - FULL TIME VOLUNTEER

**REPORTS TO:** PROGRAM DIRECTOR

**PURPOSE:** The Unit leader will plan, direct and implement program in their age specific unit as assigned with the support of Unit Staff.

**PRINCIPAL DUTIES:**

- Provides supervision and program coordination of unit staff and campers in assigned unit.
- Ensures camp adherence to GSUSA program standards and council program policies.
- Attends pre-camp staff training.
- Attends camp daily, M-F, 8:30-4:30pm the week of camp.
- Works with program director to implement program schedule.
- Works with the staff to delegate responsibilities.
- Organizes the unit to ensure girl planning.
- Attends all staff meetings during camp.
- 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
- Knowledge of Girl Scout program and safety practices or willingness to learn
- Leadership 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
- Current first aid certification is desirable.
- Ability to traverse camp properties and other outdoor sites
- 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](http://www.SonomaDayCamp.com)**