

**Volunteer-led Day Camp Equipment and Logistics Coordinator**

**Volunteer Position Description**

**Reports to:**  Volunteer-led Day Camp Finance Manager

**Term:** One year with reappointment

**Purpose:**  To coordinate, purchase, and distribute all day camp supplies and equipment for a volunteer-led day camp

**Responsibilities**

1. Complete all required training by the Day Camp Leadership Team.
2. Maintain ongoing communication with River Valleys and Day Camp Finance Manager.
3. Supervise all equipment and equipment education provided to day camp campers and volunteers.
4. Ensure the Girl Scout Mission, Promise, and Law are the basis for decision-making, usage, and care of day camp equipment.
5. Assume responsibilities of the Day Camp Finance Manager in their absence.
6. Provide ongoing equipment education and logistical support to the Day Camp Leadership team
7. Work with the Day Camp Finance Manager on the ordering and purchase of supplies and equipment.
8. Conduct shopping trips as needed.
9. Keep accurate records and inventories of all day camp equipment.
10. Collaborate with the Day Camp Program Manager regarding the maintenance of equipment, supplies, and inventories.
11. Organize a team of volunteers to assist with the cleaning, inventory, and transportation of equipment.
12. Assist the Day Camp Program Manager to ensure all campers and volunteers are educated on and practice the “Leave No Trace” philosophy.
13. Collect, review, and submit any end-of-season reports on time with the Day Camp Director.
14. Assume other responsibilities as assigned by the Day Camp Director.
15. Follow all GSUSA and River Valleys policies, standards, and procedures.

**Qualifications**

1. Currently registered adult member of Girl Scouts of the USA
2. Complete background check
3. Complete River Valleys volunteer onboarding process
4. Practice welcoming and inclusive behavior toward people of all ages, races, religions, cultures, abilities, sexual orientation, gender, educational, and economic backgrounds.
5. Committed to speak and act in a manner consistent with the Girl Scout Mission, Promise, and Law
6. Demonstrate strong group and interpersonal communication skills
7. Ability and willingness to initiate contacts with groups and individuals within the community
8. Knowledge of the Girl Scout program and a positive attitude towards Girl Scouts