

Service Unit Encampment Director

Annual Position Agreement

Position Summary: The Service Unit Encampment Director is (with oversight from the Service Unit Manager) is responsible for oversight at an SU encampment and is accountable for what happens at the encampment and the condition of the site upon leaving.

Term of Appointment: The Encampment Director is appointed annually by the Service Unit Manager (SUM), and the Volunteer Services Team. The term begins on October 1st, and ends on September 30. The position is renewable upon completion of an evaluation process towards the end of their term.

Support: The Encampment Director receives support from their SUM and Volunteer Services.

Qualifications and Core Competencies:

- Be a currently registered member of Girl Scouts, with a current background check on file.
- Express ideas and facts clearly and accurately.
- Willing to maintain a cooperative working relationship with paid staff, Service Team Members, and Troop Leaders.
- Owe no outstanding debts to GSNENY.
- Have a working knowledge of finance and spreadsheets.
- Be trained in the encampment director position from GSNENY.
- Have taken a GSNENY Blended Outdoor Skills Course.
- Have access and familiarity with the forms of communication most used by the Service Unit and Troop Leaders.
- **Be guided in all actions by the Girl Scout Promise and Law.**

Responsibilities:

- Serve as an integral part of the Service Unit Team.
- Recruit administrative personnel for the encampment.
- Keep record of Girls and adults participating
- Coordinate all planning activities before and during the encampment.
- Ensure all Health and Safety Guidelines are followed.
- Ensure all troops attending have the proper training and coverage.
- Responsible for the final evaluation to be submitted to camp services at GSNENY.

- Hold planning meetings as needed.
- Arrive early at camp to inspect all units.
- Responsible for site condition upon leaving.
- Implement site evacuation if needed.
- Coordinate activities if being used by several communities or troops.

Signature

Date

Printed Name

SUM Signature

Date

Service Unit Number/Name