

Position: Volunteer Director (a.k.a. VD)  
Reports to: Camp Director, Management Team, or Designate  
Wages: Volunteer Position  
Last Revised: January 12, 2009

## **POSITION SUMMARY**

The volunteer director is responsible for provide overall assistance in every realm of summer camp from helping program staff if needed, to planning theme meals, to organizing, planning, and executing at least one wide game.

## **PRIMARY RESPONSIBILITIES**

Plan and coordinate theme meals and dinner music in conjunction with the Camp Director. There will be three dinners to plan for. Music can accompany meals and on-site music can be utilized. Creativity is critical.

Plan an appropriate thought for the day, each day of the week. The thought of the day does not have to be long – it can be funny, but it must be positive and /or inspiring. Thoughts of the day will be expressed after breakfast before the first morning activity.

Be inspectors for the dorms after clean up of the rooms each day. You should either bring a costume or get one from the craft shack. Be creative and have fun!

Help the Out-tripper prepare for the island on the day of Out-trip and clean up when it is over.

Responsible for planning, organizing, providing instructions, and clean up for two wide games during the week, be prepared ahead of time.

Plan at least one morning energizer.

Distribute secret friend names and make sure that every camper is receiving at least one thing every day.

Be prepared to step in and assist a counselor that is having difficulty with their group or one particular camper.

Supervise and help out campers.

## **ADDITIONAL RESPONSIBILITIES**

Help out staff during bunker's choice.

Be willing to help out in any activity when needed.

If not planning your activities, it is expected that the VD will participate in the activities going on.

Help with clean-up duties – work with staff.

Attend staff meetings and give feedback on activities and counselors.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

Persons under 18 may apply subject to the Camp Director, Management Team, or Designates approval

Must be a leader by example

Must be energetic

Must have the ability to make effort to be happy and positive

Must keep the Camp Encounter mission statement in mind and heart while planning and participating in camp activities

Criminal Record Check

Child Welfare Check

## **WORKING CONDITIONS**

Must be able to put the camper's and Camp Encounter's needs first while at camp.

Creativity is crucial. It is important not to be redundant in planned theme meals, wide games, and other activities.

Willing to live at Camp Encounter during your chosen week in co-ed facilities.

Organizational skills are vital as the week moves much more smoothly if all the VD activities are pre-planned and ready to be implemented.

This is a high need position requiring multi-tasking, and a willingness to put other's needs ahead of your own.

## **ACKNOWLEDGEMENT**

Volunteer Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director or Designate's signature: \_\_\_\_\_ Date: \_\_\_\_\_