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| Role Title: | Spring Camp On Site Logistics | Est: Hours per Year:  | 55 |
| When does the work occur: | 1. Spring2. Concentrated in a single event | Key Skills: | Highly organizedComfortable reminding people kindly but firmly of where they should be helping, cleaning up cabins, etc. |
| Day/Evening/Weekend: | This is an evenings and Spring Camp weekend role. Must be able to attend Spring Camp.= | Position Files: | NOT SURE |
| DCS Email: | [email associate with the role example co-chairs@dcscg.org]  |
| Job Description |
| Role DescriptionResponsibilitiesEnsure campers check in and check outCreate and Post Voluntold schedulePost Rope Swing Sign upsPost Talent Show Sign upsPurchase and deliver snacks, smore supplies, and organize first night potluck dessert sharingEnsure campers clean cabins/rooms and check out before departingKey DatesCoordinate with overall director on Voluntold roles at least 3 weeks before campSend out sign up genius with voluntold roles to choose from one week before campCoordinate with overall director on reminder message for dessert volunteers to be sent about one week before campPurchase food by first Friday of campArrive early at camp (by 3 pm) to coordinate with camp staff, put food in kitchen, and set out check in tableContact InformationRegistration coordinator for food allergy concernsOverall organizerCamp Indianola (360) 207-1519] |
| Prior Volunteer: | Jennifer Pruitt | 2019 |  | email:  | jennandmat@msn.com |
| Prior Volunteer: |  | Year: |  | email: |  |
| Prior Volunteer: |  | Year: |  | email: |  |
| Prior Volunteer: |  | Year:  |  | email:  |  |
| Prior Volunteer: |  | Year: |  | email: |  |
| Prior Volunteer: |  | Year: |  | email: |  |

Important Links for All Roles

1. DCS OurSchoolPages - <http://dcs.ourschoolpages.com/Home>
2. DCS ByLaws - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20ByLaws.pdf>
3. DCS Handbook - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20Handbook.pdf>
4. Reimbursement Request - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20Reimbursement%20Request.pdf>
5. Reimbursement Request Lost Receipt - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20Reimbursement%20Perjury-Statement.pdf>
6. Surplus Funds Proposal - <http://dcs.ourschoolpages.com/Doc/Restricted%20Docs/DCS%20Proposal%20for%20Surplus%20Funds.pdf>