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| --- | --- | --- | --- | --- | --- | --- | --- |
| Role Title: | Spring Camp On Site Logistics | | Est: Hours per Year: | | 55 | | |
| When does the work occur: | 1. Spring  2. Concentrated in a single event | | Key Skills: | | Highly organized  Comfortable 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 Description  Responsibilities  Ensure campers check in and check out  Create and Post Voluntold schedule  Post Rope Swing Sign ups  Post Talent Show Sign ups  Purchase and deliver snacks, smore supplies, and organize first night potluck dessert sharing  Ensure campers clean cabins/rooms and check out before departing  Key Dates  Coordinate with overall director on Voluntold roles at least 3 weeks before camp  Send out sign up genius with voluntold roles to choose from one week before camp  Coordinate with overall director on reminder message for dessert volunteers to be sent about one week before camp  Purchase food by first Friday of camp  Arrive early at camp (by 3 pm) to coordinate with camp staff, put food in kitchen, and set out check in table  Contact Information  Registration coordinator for food allergy concerns  Overall organizer  Camp Indianola (360) 207-1519] | | | | | | | |
| Prior Volunteer: | | Jennifer Pruitt | 2019 |  | | email: | [jennandmat@msn.com](mailto: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>