

## Summer Camp Coordinator

This adult leader will work with the Scoutmaster and Committee Chair to plan our annual Summer Camp experience.

- Current Volunteer: **NEED**
- Term: 1 Years
- Next Available Term: 08/01/2022 - 07/31/2023
- Scout BSA Registration: Optional
- Training Required (174m or just under 3 hours)
  - Youth Protection (72m; annually online)
  - Troop Committee (102m; once online)



### Specific Duties

- Help determine where camp will be held
- Communicate with camp to register our troop
- Prepare any advanced information for the troop
- Communicate with parents
  - Provide updates for our weekly email
  - Host parent meeting in May
- Collect summer camp fees
  - Collect fees throughout the winter/spring from parents
  - Make sure fees are given to Treasurer and deposited in a timely manner
  - Validate Treasurer has paid fees to the camp on time
- Collect Annual Health forms
  - Make sure all Scouts and adult volunteers have their health forms updated
  - Validate any other health requires are communicated to the camp
  - Validate any other forms specific to camp are completed
- Work with Scoutmaster on final details