**Assistant Ward Camp Director**

As assistant ward camp director, your duties encompass assisting the Ward Camp Director in all her responsibilities which include:

**Before Camp:**

* Attend all Camp Leader Training Meetings. These will help you better understand the goals of camp and specific assignments.
* Distribute and Collect registration forms
* Ensure all of the girls have their meeting with your bishop for endorsement.
* Distribute and collect Medical Release form.
* Update Ward Roster on the Google Drive Ward Camp Director Folder
* Meet with YCLs in your ward and plan a Ward Camp Kickoff
  + Consider using this time to:
    - Introduce the Theme
    - Information/Handouts for parents, sign any missing paperwork
    - Changes to camp/location
    - Answer questions
    - Remind YW of dress code standard: Shorts are allowed to 1 inch above knee and follow the Strength for Youth modesty guidelines
    - Plan an activity to get the girls excited for camp!
* Discuss with YW Presidency if a Fundraiser is necessary. If one is necessary, plan and execute with the help of ward YCL’s and YW presidency.
* Make sure all needed equipment makes it to camp.
  + Have a “Shakedown” 1-2 weeks prior to camp to ensure everyone has what they need for camp.
    - As a guide, have a YCL come with a “Perfect Pack” to share
    - Make sure equipment being used from your ward is labelled and packed.
* Coordinate Transportation to and from camp for all of your YW and their equipment.

**At Camp:**

* Check-in your ward upon arrival
* Help YCL’s in assigned classes and activities
* Keep an eye out for the YW in your ward. If there is anything they need, you can be a familiar and comforting face.
* Remind the YW in your ward of the need to uphold the standards with in the Strength of Youth.

**After Camp:**

* Report back to Camp Director and Assistant all feed back and ideas to help improve camp for the following year.