



### SUNSHIP Director

- Organize and supervise training of camp counselors
- Coordinate speakers with assigned groups for presentations
- Inventory supplies, replace supplies as needed
  - Purchase supplies following district guidelines and return paperwork to Business Office
  - Coordinate with Park, Park Office, Insurance forms, Bus Garages-Transportation Forms
- Organize food for dinner (parents, pick-up)
- Copy and collate informational packet for parents
- Setup electronic equipment for opening ceremonies
- Place science supplies on trails and in pavilion
- Organize kids, counselors on trails (no overlapping)
- Complete director training prior to trip
- Cleanup daily and recycle; reload bus and van
- Final clean-up, paperwork, all supplies rechecked for next year and stored
- Other duties as assigned

### SUNSHIP Counselors

- Perform opening day ceremonies and activities
- Encourage each student to:
  - Try each activity
  - Think outside the box
  - Support each other
  - Work cooperatively (team work)
  - Ask questions
- Direct and participate at each science activity along the trails and up at the Pavilion
- Discuss concepts
- Help group with skit
- Closing ceremonies and cleanup
- Other duties as assigned