

Girl Scouts of Northern California  
**DIABLO DAY CAMP**  
**Job Description/Responsibilities, Elf**

- Elves are assigned to a unit under the supervision of an adult unit leader.
- Elves are selected and placed in camps by the registrar.
- Elves are placed by the camp director where needed and where their skills can be most effectively utilized.
- An Elf is in camp to learn advanced leadership skills and to share specific skills in the units.
- An Elf must make her own arrangements for transportation to and from camp.
- An Elf **must** attend the pre-camp training session. Also, two references are required for new elves.
- Elves are expected to arrive and depart on the same camp schedule as the adult staff.
- Elves are expected to take two 15 minute breaks each day. They are to be arranged so as to be compatible with unit activities.
- Elves will give the Elf Trainer a contract which has been reviewed and signed by them and their parents. This contract will affirm the Day Camp Session to which they have been assigned. This will be collected at Elf Training.
- Elves are not to be left alone with campers in a unit.  
Elves do not go hiking alone with campers on any camp trail.  
Elves are not to be left alone with boys in any instance.
- Elves will not be asked to stay alone with a lighted campfire in their unit or at the central campsite.
- Elves should not be in charge of any supplies of any kind.  
Elves should not be in charge of an all camp activity if previously assigned to a unit.
- Elves will begin 'songs' at the logs no more than 15 minutes before camp begins. Since they are asked to observe 'adult' hours and arrive 30 minutes early, this will give them time to get settled in their unit and/or help unit leaders.
- Elves may be asked to watch campers before camp **only** if those campers came with a working adult. Parents will be asked to remain at camp or keep campers in their cars if arriving too early to camp.
- Elves may choose whether or not they will swim with their units. If not swimming, they will be 'spotters' on the pool deck dressed in swim suits. Directors are encouraged to arrange for Elf swim time without campers as camp schedule permits.
- Elves are here to work, learn, have fun and share their own special brand of enthusiasm with the Day Camp program.