

## **Gems Camp Planning Committee (GCPC) | Responsibilities 2016**

The Gems Camp Planning Committee (GCPC) consists of one student coordinator and three committee members. The responsibilities of the 2016 GCPC are outlined below. Please note GCPC members **will also meet once in December 2015, before the semester is over (time/date TBA)**.

### **The Student Coordinator for Gems Camp will:**

- Manage aspects of Camp Leader recruitment and selection (including recruiting and interviewing)
- Plan and facilitate GCPC weekly meetings in Spring 2016 and throughout Summer 2016
- Facilitate Camp Leader training in August
- Supervise and manage Camp Leaders during camp
- Work as a student worker during Summer 2016 to prepare materials for camp (will be paid a stipend at the end of the summer)
- Manage any communications through the Gems Camp email account

### **As a committee, students (including the Student Coordinator) will work together to accomplish the following responsibilities:**

- Attend Gems Camp 2016\*
- Enroll in **GEMS208J** for 1 credit during the Spring 2016 semester (Day/time TBA) and attend all training sessions/planning meetings
- Assist with Gems Camp Leader recruitment in Spring 2016
- Assist with Gems Camp planning (camp content, logistics, materials, theme, etc.)
- Determine Gems Camp theme and logo
- Design coordinate Gems Camp shirts
- Brainstorm and update Gems Camp content and activities (Mastering Maryland, icebreakers, team builders, etc.) to enhance the learning outcomes of Gems Camp
- Advertise Gems Camp through social media, promotional video, flyers, home mailing, etc.
- Update Gems Camp information packet given to campers
- Plan and implement Camp Leader spring meetings and trainings
- Assist with and help facilitate Camp Leader training in August
- Assist with and help with Camper move-in and registration
- Manage and update Camp Leader binder documents for training
- Coordinate and assist with Gems Camp assessment in early Fall 2016
- Plan and facilitate Gems Camp Reunion in Fall 2016

\* All students in GCPC must be able to attend camp, tentatively scheduled for Tuesday, August 23<sup>rd</sup> – Thursday, August 25<sup>th</sup>, 2016. Students in GCPC will assist with logistics at camp, and will not have campers.