

## Job Description

Title	Assistant Camp Director
Responsible To	Camp Director
Job Classification	Seasonal
Purpose of Job	To assist in the administration and coordination of the summer camp program; to assist with the supervision of camp staff; to assist with the supervision of campers; to provide a safe progressive learning experience and maintain the health and welfare of the campers and staff consistent with Girl Scouts of the USA (GSUSA), the American Camp Association (ACA), state and local camp standards.

### Minimum Qualifications

- At least one season of summer camp experience in an Administrative/supervisory position.
- Ability to make decisions and act wisely in an emergency.
- Ability to schedule and manage both campers and staff.
- Desire and the ability to work and live with children outdoors.
- Commitment to the implementation of managing diversity and can work with people or persons of diverse backgrounds and abilities.
- Ability to relate to one's peer group and work as a team.
- Ability to accept supervision and guidance.
- Ability to teach and assist in teaching an activity.
- Good character, integrity, ability to adapt to a camp setting, enthusiasm, a sense of humor, patience, and self-control.
- Ability to maintain the highest regards for safety at all times in accordance with GSUSA's Safety Activity Checkpoints and ACA Guidelines.
- Ability and willingness to place the needs of youth and camp above personal desires.
- Acceptance of and adherence to the purposes and principles of Girl Scouting as embodied in the Promise and Law.
- Belief in the Girl Scout camping objectives and desire to work toward achievement of them.
- Currently, or willing to be, a registered member of Girl Scouts of the USA.
- Current valid driver's license and clean driving record.
- Current CPR and First Aid Certification.
- High school graduate or equivalent and at least 21 years of age.
- Bachelor's Degree preferable.

### Specific Responsibilities

#### Staff and Campers

- Monitor the welfare of staff and campers regarding physical and mental, personal hygiene, and proper dress, and do all possible to solve any problems.
- Identify staff that need help fitting into the camp culture and take steps to make them feel at home.
- Help ensure international staff and those far from home have recreational opportunities on off weekends.
- Assist in planning and conducting pre-camp and in-service trainings.
- Monitor time off schedules for staff. If necessary, provide corrective action for staff who are not adhering to time off policies correctly.
- Provide feedback and guidance to staff in management of camper behavior, program delivery, and interpersonal professional relations.
- Assist in the planning and implementation of all-camp activities, staff supervision, and mealtime supervision.
- Assist in activity scheduling, unit assignments, and program planning as assigned.
- Assist in staff scheduling and weekend program scheduling as assigned.
- Supervise staff as assigned, provide appropriate feedback, monitor work performance and praise or institute positive corrective action when appropriate. Complete performance evaluations and documented check-ins for assigned staff.

- Assist in camp office operations, including answering phones and taking accurate messages, sorting and filing paperwork, running and printing reports and rosters.
- In the event a support staff (communications specialist, health care provider, kitchen staff) is ill or their employment terminated, temporarily assume the position in assigned shifts.
- Assist in coordination of camper check-in and check-out.
- Assist with the planning and conducting of opening and closing day procedures as requested.
- Complete skill assessments of assigned staff to verify adequate skill level in specialty areas.
- Supervise completion of end of season paperwork, written reports, and inventories.

General

- Develop opportunities for interaction between camper and staff.
- Help promote camp programs and other Girl Scout programs.
- Inform camp director of any camper or staff concerns.
- Prepare for, participate in, and/or help facilitate staff meetings and supervisory conferences.
- Act as a role model for campers and staff in behavior and attitude, following the Girl Scout Promise and Law, camp procedures and policies, especially those pertaining to cleanliness, smoking, alcoholic beverages, and drug use.
- Help youth learn to respect the rights of others and to understand their differences and similarities; encourage respect for personal property, camp equipment and facilities.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with parents, campers and general public.
- Submit all required weekly reports on time. Evaluate current season and make suggestions for next season in end-of-summer written report.
- Supervise conducting initial and end of season inventories, storing and keeping equipment in good condition and in packing all materials and supplies at the end of season.
- Assist in financial tracking by ensuring receipts, change, credit cards, and invoices are accounted for properly.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions

- Ability to write and speak effectively, count, do basic math, read and comprehend instructions.
- Ability to keep neat and orderly records, handle and file records and reports.
- Ability to effectively present information and respond to questions from groups of members, youth, and the public.
- Ability to apply common sense understanding to carry out and furnish instructions to others in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Visual and auditory ability to respond to environmental and other hazards related to daily activities.
- Ability to lift and or move up to 30 pounds.
- Possess strength and endurance to maintain constant supervision of campers.

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*I acknowledge receipt of this job description and understand and agree to adhere to all the conditions set forth.*

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Signature

Printed Name

Date