

## Job Description

<b>Title</b>	Teen Leadership Specialist
<b>Responsible To</b>	Head Counselor
<b>Job Classification</b>	Seasonal
<b>Purpose of Job</b>	To develop, coordinate and direct the leadership development programs with utilization of camper partnership in planning; provide a safe progressive learning experience and maintain the health and welfare of the campers consistent with Girl Scouts of the USA (GSUSA) and the American Camp Association (ACA) camp standards.

### Minimum Qualifications

- At least two seasons of resident camp, in a camper leadership position, or equivalent.
- Ability to make decisions and act wisely in an emergency.
- Knowledge of the interests and abilities of girls ages 12-17 and ability to match training activities to individual skill level.
- 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 girls 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 registered member of Girl Scouts of the USA or a WAGGGS organization.
- Current CPR and First Aid Certification.
- Current valid driver's license and clean driving record.
- High school graduate or equivalent. At least 21 years of age preferred.

### Specific Responsibilities

#### Staff Supervision

- Supervise Junior Counselors, including scheduling, support, daily debriefing activities, and opportunities for continued leadership development, learning, and growth.
- Ensure Junior Counselors are following rules of camp, staff policies and procedures, and acting as good role models for campers.
- Assist in assigning Junior Counselors to units or program areas.
- Complete performance evaluations of Junior Counselors.

#### Leadership Training

- Plan and implement the three levels of leadership training: Leader in Action, Counselor in Training 1, and Counselor in Training 2.
- Provide resources for campers in the leadership programs to use when planning activities; teach skills needed to conduct activities.
- Monitor and supervise the campers in the leadership programs to ensure activities they plan are age appropriate, follow program guidelines, and focus on the goals of the camp.
- Identify staff for shadowing opportunities, brief those staff on expectations, and assign CITs for job shadows.
- Assist in assigning CITs to units or program areas.
- Complete performance evaluations and conference with each CIT regarding performance.

Identify and Meet Camper Needs:

- Learn the likes/dislikes of each camper in the unit.
- Recognize and respond to opportunities for problem solving in the group.
- Provide opportunities for the group so that each individual experiences success during camp.
- Provide opportunities for discussion of individual or group problems or concerns.
- Help each camper meet the goals established by the camp for camper development.

Carry out Camp Program

- Guide unit group and individual campers in participating successfully in all aspects of camp activities.
- Carry out established roles for supervising camper health and enforcing camp safety regulations.
- Coordinate unit activity plans with overall camp schedule.
- Supervise all assigned aspects of the campers' day including waking and preparing for breakfast, tent and unit kapers, meal times, rest hour, evening activities, getting ready for bed, and evening unit duty.
- Instruct campers in emergency procedures such as bad storms and fires.

General

- Help girls learn to respect the rights of others and to understand their differences and similarities.
- Prepare for and actively participate in staff training, meetings, supervisory conferences, and formal staff evaluation.
- Assist with opening and closing day procedures as directed by camp administrators.
- Submit all required weekly and end-of-season reports on time
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with parents, campers and general public.
- Inform camp director of any camper or staff concerns.
- 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 dress, cleanliness, smoking, alcoholic beverages, and the use of drugs.
- Assist in conducting initial and end of season inventory, storing and keeping equipment in good condition and in packing all materials and supplies at the end of season.
- Evaluate current season and make suggestions for next season in end-of-summer written report.
- Complete performance evaluations and conference with each CIT regarding performance.

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 effectively present information, provide instruction, and respond to questions from group members, girls, and the general public.
- Ability to apply common sense understanding to carry out and furnish instructions to others in written, oral, or diagram form.
- Ability to observe camper and junior staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to lead physical and adventurous active programs with youth and adults.
- 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