



Girl Scouts Western Pennsylvania
– Camp Staff Job Descriptions –
Assistant Camp Director

Reports To: Camp Director

Supervises: Unit Leaders

Employee Name (Print): _____

Employee Signature _____ **Date** _____

Purpose

Under minimal supervision, provide an effective resident camp program by directly supporting the Administrative Team and Camp Director, supervising and supporting Unit Leaders and Unit Counselors, managing all unit and camper needs, aiding to the growth and development of all staff members, and assisting with planning, development and implementation of camp logistics, program, and staff training

Essential Functions

Administrative

- Assist the Camp Director in day-to-day camp logistics and act in the Camp Director capacity as needed
- Assist the Administrative Team in day-to-day camp logistics and act in their place as needed
- Assist in the planning, development, and implementation of summer camp programs including weekly camp sessions, check in/out, daily routines, daily and weekly schedules, and all camp procedures
- Effectively oversee and manage appropriate budgets, payroll, and camp inventory
- Manage the ordering, purchasing, and distribution of any needed supplies during the camp season
- Maintain communication with camp staff, council staff (as needed) and parents and families
- Be available on the radio at all times while on site

Staff/Camper Support

- Assist in the daily, weekly, and seasonal management of camp staff, including:
 - Development and implementation of staff training, program, evaluation and feedback,
 - Meeting regularly with Unit Leaders (3-5 times weekly) to provide and take feedback to better enhance the camp experience for staff and campers
- Maintain strict confidentiality and professionalism when handling sensitive information regarding business affairs, campers, or staff members
- Interact daily with campers and work to provide a safe and consistent environment
- Understand and know staff and campers - help them to respect the diversity of others and to appreciate differences and similarities so that campers get the most out of their stay at camp.

Program

- In coordination with the Program Director, Unit Leaders and Program Instructors, create weekly schedules for girl-driven, safe, creative and educational program for campers.
- Assist in the planning, development, and implementation of summer camp programs including:
 - Weekly camp sessions, camper check-in/out, daily and weekly routines, daily and weekly schedules, and all camp procedures
- Responsible to lead and assist fun and meaningful activities to campers; model constructive and enthusiastic participation in all program areas.

- Works in conjunction with the Unit Leaders and Program Instructors to create weekly schedules for girl-driven, safe, creative and educational program for campers.

Health and Safety

- Instruct staff and campers in established emergency procedures such as fire drills, evacuating the cabin, etc. and understand your role in crisis management.
- Ensure that all activities are carried out in accordance with safety standards
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Utilize camp provided transportation to drive campers and staff to medical and/or dental appointments scheduled with camp physicians, as determined by the Camp Health Supervisor
- Knowledge of common camper illnesses and proper sanitation in group living communities.
- Management of all proper cleaning and sanitization for all areas of camp

Positive Relationships

- Contributes to the diversity of the council by ensuring that all materials, activities and programs are sensitive to and reflective of the interest, values and needs of people of all racial /ethnic groups, cultures, belief systems and abilities.
- High level of customer service with parents, fellow staff, council staff, community and vendors.
- Recognize and respond to opportunities for problem solving within the staff and camper groups.
- Address conflicts between staff and/or campers and communicate with parents as needed.
- Support and promote campers and fellow staff to take risks and seek challenges.

Requirements and Desired Qualifications

Requirements –

- Minimum 21 years of age
- Willingness to adhere to principles of Girl Scouting, Girl Scout Law, and Girl Scout Promise
- Current First Aid/CPR certification (or willingness to obtain)
- Current driver's license and a safe driving record
- Ability to safely drive a passenger vehicle with passengers.
- At least one season (six weeks) of experience in a supervisory capacity (preferably in organized youth activities).
- Ability to learn and willingness to develop skills in a variety of program activities.
- Ability to think and act calmly in a crisis.
- Ability to keep accurate, legible records.
- Ability to prioritize the needs of campers and communicate with and provide direction to campers and staff of varying age and skill levels
- Ability to function as a camp staff team member and work effectively with peers
- Ability to identify, respond, and adapt to environmental or other hazards related to camper supervision
- Ability to share living quarters with other staff (may include directly on ground, primitive camping, rustic cabins, platform tents, or lodges)
- Establishing and maintaining boundaries with campers and fellow staff
- Willingness to learn and adapt to new situations, surroundings, and circumstances in a quick and effective manner
- Ability to go without electronic devices for several hours or days at a time while on duty (excluding medical necessary devices)



- At least three professional references

Desired Qualifications –

- Knowledge of Girl Scout Program and National Portfolio
- Prior experience working in a resident camp and supervisory capacity
- Desire and ability to teach, work, and relate successfully with campers and fellow staff members
- Passion and excitement for the outdoors, programs offered (climbing, horseback riding, sailing, archery, hiking, etc.) and providing an exceptional program to each camper
- Demonstrated maturity, sound judgement, integrity, and flexibility
- Enthusiasm, patience, and a sense of humor

Physical Working Conditions -

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must have the:
 - Ability to endure prolonged standing, bending, reaching, walking and hiking
 - Willingness to work outdoors with exposure to all weather conditions including sun, heat, rain, and humidity, etc.
 - Understanding of and be comfortable navigating around wildlife animals, i.e., insects, reptiles, mammals, etc.
 - Capability to lift or move objects up to 10 pounds on a regular basis and occasionally lift or move objects of up to 50 pounds