



**Girl Scouts Western Pennsylvania**  
– Camp Staff Job Descriptions –  
**Camp Administrator**

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**Reports To:** Assistant Camp Director

**Supervises:** N/A

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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## Purpose

The Camp Administrator works in conjunction with the Camp Director and Assistant Camp Director to carry out administrative duties for the entire camping program according to council policies, standards and guidelines. The Camp Administrator also works closely with Program Director and Unit Leaders to ensure their needs for programs are met and follow within the budgeted guidelines. The Camp Administrator will help to ensure that the goals for the camp are carried out. The Camp Administrator will be responsible for management of the camp Trading Post. The Camp Administrator will work closely with the Assistant Camp Director and Camp Director to ensure that all programs and activities are in compliance with GSUSA and ACA standards.

## Essential Functions

- Assist and participate in the pre-camp session and any training as scheduled by the Camp Director
- Assist with the development of program for the camp
- Provide and maintain a high morale among camp staff and campers while on campsites
- Assist with the open and close of each session of camp, making inventories and reports on equipment and facilities, as needed
- Administer income and expenses within the planned budget provided by the Camp Director
- Submit periodic and final reports on inventories, petty cash, income and expenses of the camp to the Camp Director or council retail sales staff
- Build a positive relationship with staff, adults and girls during their stay at camp
- Provide First Aid treatment within the scope of your training as needed and when appropriate
- Responsible for the Trading Post-incoming money, inventories, chart accounts
- Responsible for shopping for programs, receipting paperwork and maintaining the overall camp budget;
- Take a proactive approach to dealing with homesickness, assist in identifying signs of homesickness in campers, and when available, help to relieve signs and symptoms of homesickness per council policies and procedures
- Assist in the smooth functioning of the Summer Camp Program by performing other duties as assigned by the Camp Director to keep the camp safe, fun and on the leading edge of the camping industry

## Requirements and Desired Qualifications

### Requirements –

- Must be at least 21 years of age
- Accept the principals of the Girl Scout Movement, Promise and Law
- Some knowledge of the Girl Scout Program
- Ability to evaluate and make desirable changes
- Ability to develop a positive relationship with staff, adults, girls and the public



- Ability to work with persons of diverse backgrounds and abilities
- Ability to work a flexible schedule set by your supervisor, six days a week for the duration of the camp season
- Ability to work as a team member
- Must possess enthusiasm, sense of humor, patience and self-control
- Desire to work and live in a camp community
- Must possess a valid driver's license and show proof of such
- Successfully pass the required background checks
- Ability to perform the physical requirements of the job to include, but not limited to, lifting, bending, pushing, pulling, climbing, running, sports play, etc.
- At least one season of experience in administration or supervision, preferably in organized youth activities
- High level of maturity and judgment with regard to personnel issues, health and safety procedures
- Successful experience in planning and implementing outdoor living and activity experiences
- Ability to train and supervise staff and to direct others in crisis situations
- Possess financial management skills and experience using Microsoft Excel
- Good character, integrity, adaptability, enthusiasm, sense of humor, patience and self-control

*Desired Qualifications –*

- Knowledge of Girl Scout Program and National Portfolio
- Prior experience working in a resident camp and supervisory capacity
- 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