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**Girl Scouts Western Pennsylvania  
– Camp Staff Job Descriptions –  
Lead Day Camp Counselor**

**Reports To:** Outdoor Program Specialist **Supervises:** Girl Scouts

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

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

## **Purpose**

The Lead Day Camp Counselor works to provide an effective camp program by supervising and providing daily camp activities to all Girl Scout campers, providing direct assistance and support to each camper, and effectively working with fellow staff members.

## **Essential Functions**

### **Staff/Camper Support**

- Oversee Camp Counselors while overseeing day camp activities for the campers
- Ensure a positive atmosphere and well-being for all campers
- Recognize and respond to opportunities for problem-solving in a group setting
- Maintain strict confidentiality and professionalism when handling sensitive information regarding business affairs, programs, 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 appreciate differences and similarities so that campers get the most out of their stay at camp

### **Program**

- Assist in helping Camp Counselors create and learn programming materials as needed
- Responsible for leading and assisting fun and meaningful activities for campers; model constructive and enthusiastic participation in all program areas
- Assist the Outdoor Program Specialist in running training and program activities with the campers and staff

### **Health and Safety**

- Ensure that all activities are carried out in accordance with safety standards set forth by GSUSA
- Ability to observe camper and staff behavior, assess and enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Communicate with the Outdoor Program Specialist and learn and perform the health and safety requirements to attend 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 interests, values, and needs of people of all racial/ethnic groups, cultures, belief systems, and abilities.
- Support and promote campers and fellow staff to take risks and seek challenges

- Maintains and manages a high level of customer service with parents, fellow staff, and council staff

## **Requirements and Desired Qualifications**

### *Requirements-*

- Minimum 20 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)
- 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 provide constant supervision of campers and help campers navigate emotional well-being during their time at camp
- 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 establish and maintain boundaries with campers and fellow staff
- Able to keep track of time and schedules
- Ability to endure prolonged standing, bending, walking, hiking, sun exposure, heat, and other weather conditions, and have an understanding of and be comfortable navigating around wildlife animals (insects, reptiles, mammals, etc.)
- Willingness to learn and adapt to new situations, surroundings, and circumstances in a quick and effective manner

### *Desired Qualifications-*

- Experience working with children in a youth or outdoor education capacity
- Desire and ability to teach, work, and relate successfully with campers and fellow staff members
- Passion and excitement for the outdoors, programs offered, and providing an exceptional program to each camper
- Demonstrated maturity, sound judgment, integrity, and flexibility
- Enthusiasm, patience, and a sense of humor