



## Girl Scouts Western Pennsylvania

– Camp Staff Job Descriptions –

### Unit Counselor

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**Reports To:** Unit Leader / Camp Director

**Supervises:** N/A

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

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

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### Purpose

The Unit Counselor works to provide an effective resident camp program by supervising and providing program and daily camp activities to all Girl Scout campers, providing direct assistance and support to each camper, and effectively works with fellow Unit Counselors, Unit Leader, and the Administrative Team.

### Essential Functions

#### Camper Support

- Ensure a positive atmosphere and well-being for all campers
- Recognize and respond to opportunities for problem solving in a group setting
- Maintain communication with the Unit Leader regarding any camper or unit needs
- Maintain strict confidentiality and professionalism when handling sensitive information regarding business affairs, program, 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

- Responsible to lead and assist fun and meaningful activities to campers; model constructive and enthusiastic participation in all program areas

#### Health and Safety

- In coordination with the Unit Leader, maintain and manage a daily schedule to meet the personal hygiene and sanitation needs of each camper and the living unit
- Maintain open communication with the Unit Leader, Health Supervisor and Camp Director in relation to any camper needs and/or health concerns
- Ensure that all activities are carried out in accordance with safety standards set forth by GSUSA
- Ability to observe camper and staff behavior, assess, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques

#### 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.
- 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 Qualifications

### *Requirements –*

- Minimum 18 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 resident 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 share living quarters with other staff (may include directly on ground, primitive camping, rustic cabins, platform tents, or lodges)
- Ability to establish and maintain 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)
- Provide at least three professional references

### *Desired Qualifications –*

- Knowledge of Girl Scout Program and National Portfolio
- 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 (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