

**Girl Scouts Western Pennsylvania
- Camp Staff Job Descriptions -
Trip and Travel Director**

Reports To: Camp Director

Employee Name (Print): _____

Employee Signature _____

Date _____

Position Summary:

The Trip and Travel Director is responsible for carrying out the summer camp trip activities directly to the campers in a manner that results in a challenging and safe experience in the Girl Scout Program and in compliance with GSUSA and ACA standards. This individual will assist, lead, and manage assigned camp activities within the framework of local and national policies and procedures and camping standards.

Major Accountabilities:

- Participate in the pre-camp training as scheduled by the Camp Director;
- Assist in the set-up and clean-up of program areas before, during, and at the end of the summer camp season;
- Build a positive relationship with leaders, adults, and girls during their stay at camp;
- Prepare for and lead assigned activities including off-camp adventure trips;
- Ability to help plan for trips off camp, including developing itineraries, lodging, and food prep;
- Serve as the lead adult when traveling off-site with girls and staff;
- Maintain and properly store all associated outdoor equipment and adventure gear;
- Ensure safety procedures are followed at all times for participants and staff;
- Complete pre- and post-trip paperwork;
- Conduct daily check of area and equipment including vehicles for safety, cleanliness, and good repair;
- Safely transport campers, staff, and equipment in camp vehicles;
- Assist other staff in carrying out meals and special programs;
- Provide first aid treatment within the scope of your training as needed and when appropriate;
- 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 campers and other staff in emergency situations; and
- Assist in the smooth functioning of the summer camp program by performing other duties as assigned by the Camp Director.

Qualifications:

- Accept the principles of the Girl Scout Movement, Promise, and Law;
- Prior work experience with children and previous program staff or group leadership experience;
- Ability to accept supervision and guidance;
- Desire to work in a camp community;
- Skills in leadership, organization, communication, enthusiasm, sense of humor, patience, and self-control;
- High school graduate or the equivalent and at least 21 years of age;
- Possess a valid driver's license with a clean driving record;
- Successfully pass a criminal background check and PA Child Abuse History Clearance;
- Ability to work as a team member; and
- Ability to work a flexible schedule set by your supervisor.

Physical Working Conditions:

- While performing the duties of this job, the employee may be required to stand, walk on uneven surfaces, sit, handle or feel objects, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, or crawl;
- Must be able to lift up to 50 pounds;
- Work is performed in the outdoors with regular exposure to insects and wildlife and weather conditions prevalent at the time (i.e.: heat and humidity, rain, and storms);
- May be required to walk several miles per day;
- Noise level is usually minimal to moderate.