



## Seasonal Assistant Camp Director

### Position Description

#### **Position summary**

The Assistant Camp Director has the primary responsibility of assisting the Camp Director in directing and coordinating the implementation of the Girl Scout program, as well as the mission and vision statements of Girl Scouts of Minnesota and Wisconsin Lakes and Pines (GSMWLP) and the successful delivery of the Girl Scout Leadership Experience (GSLE). The Assistant Camp Director will provide progressive learning experiences and support for campers and unit staff. The Assistant Camp Director will ensure that staff and campers have a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention.

The Assistant Camp Director carries out duties as delegated by the Camp Director, and acts for the Camp Director in her/his absence.

#### **Responsibilities including but not limited to:**

1. Coordinate and ensure implementation of the Girl Scout program, as well as the mission and vision of GSMWLP:
  - a. Ensure that girls are involved in the planning of their activities.
  - b. Regulate that activities are outdoors and hands-on whenever possible.
  - c. Confirm that each girl is given an opportunity to be actively involved in her own camp experience.
  - d. Drive campers and staff to off-site destinations as necessary.
  - e. Coordinate with program and unit staff to develop and implement all-camp events, themed meals, campfires and other events.
2. In conjunction with the efforts of the Camp Director, supervise seasonal functions of the camp staff including: rule and policy education and enforcement, inter-unit placement, and development:
  - a. Complete routine inspections and implement corrective measures to assure that camp facilities meet or exceed federal, state and local regulation and council standards before, during, and after camp sessions.
  - b. Enforce a high level of safety and health standards. Examples include ACA and department of health compliance.
  - c. Coordinate, deliver, and participate in pre-camp and in-service trainings as requested.
  - d. Guide and assist staff in implementation of Girl Scout program emphasis through advice or assistance in planning activities, using resources, coordinating activities and processing experiences.
  - e. Assist with regular staff meetings and gather required paperwork, to ensure quality and safe camper programming.
  - f. Assist staff in dealing with camper problems such as homesickness and behavior challenges. Report challenges to Camp Director regularly.

- g. Work in coordination with the Camp Director to develop a daily/weekly/seasonal camp calendar for staff time-off needs and requests.
  - h. Provide consistency and support for staff supervised.
  - i. Assist Unit Leaders with the creation and implementation of a structured and functional time-off schedule for unit staff. Check-in with staff and units to ensure programming is running as scheduled during staff time-off periods.
  - j. Be available to assist with time-off or to maintain necessary girl-to-adult ratios. This might include sleeping in a camper unit.
  - k. Promote high morale in staff and campers.
  - l. Supervise assigned staff, coach staff throughout the season, and assist the Camp Director in ensuring the overall safety and functionality of the staff team.
  - m. Participate, as requested, in job performance evaluations.
3. Manage daily, weekly, and seasonal camp functions:
- a. Contribute to the camp community by helping where needed, keeping the needs of the girls first, participating, when possible, in camp activities and maintaining a publicly positive attitude.
  - b. Act as host for camp visitors and/or parents/guardians as requested.
  - c. Analyze and report any problems related to staff, campers, and/or equipment to the Camp Director on a weekly basis.
  - d. Write and submit to the Camp Director, weekly reports of unit events: activities, schedules, problems/concerns, and successes.
  - e. Write an end-of-season summary of the camp season. Use weekly reports as reference.
  - f. Coordinate, attend and participate in the opening and closing of the camp property at the commencement and conclusion of the camp season.
  - g. Perform other duties as assigned by the Camp Director.

### **Essential Functions**

Applicants for the Assistant Camp Director position should, at minimum, have the ability to:

- Successfully complete all pre-employment and post-employment screenings including, but not limited to, background check.
- Obtain/retain registration as a member of the Girls Scouts of the USA.
- Obtain/retain a valid driver's license and vehicle insurance with the ability to maintain legal compliance in the safe transports of girls and staff in a multi Passenger van.
- Obtain/retain basic first aid and CPR with AED Training from the American Red Cross or other nationally recognized health and safety organization.
- Follow, maintain and enforce appropriate safety regulations and behavior management techniques.
- Manage staff and campers in the event of an emergency situation.

- Regularly operate office equipment including; keyboard, copy machine, fax machine, register, and cell/mobile and multi-line telephones.
- Ability to climb, crouch and walk on uneven terrain and demonstrate, teach and monitor safe and proper use of a variety of programing equipment.
- Ability to actively participate in physical programing with participants.
- Ability to work indoors and outdoors in all types of weather
- Ability to lift and carry up to 50 pounds
- Apply independent discretion within the boundaries of the position.
- Work various days and hours including weekends and evenings, while maintaining strength and endurance required for living and working in a rustic environment.
- Adapt to changing demands of the position.
- Effectively communicate verbally and in writing with staff, volunteers, campers, parents and guardians.

### **Reporting relationship**

The Assistant Camp Director is supervised by the Camp Director.

### **Qualifications**

The ideal candidate for the position of Assistant Camp Director should, at minimum, possess:

- Bona Fide Occupational Qualification of at least 21 years of age to drive multi Passenger van in the safe transport of girls and staff compliant with council insurance requirements
- Two (2) years experience in camp or youth programming: residential program experience is desired.
- Experience working with, and serving diverse populations.
- Highly developed people and project management skills, with demonstrated ability to: build relationships, present concepts and recommendations, and motivate and inspire others.
- Proficiency in Windows Operating Systems and Microsoft Office Suite.
- Exceptional organizational skills, analytical skills, and attention to detail.
- Strong mathematical skills
- Excellent judgment with the ability to work independently and manage multiple projects and deadlines.
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles, and standards, as well as the mission and vision of GSMWLP.
- Strong leadership skills.
- Honesty, integrity and trust while performing all job duties.