



Job Title: Assistant Camp Director of Units

Classification: Seasonal Non-Exempt

Reports to: Camp Director

Position Purpose:

Assistant Camp Director of Units will work closely with the Camp Director to run an outstanding summer experience for campers and staff. Mentor staff and help them to be problem solvers and find solutions to hiccups in daily camp life. Help create lines of communication among camp staff.

Essential Job Functions:

1. Provide direction, supervision, and organization of Unit Staff.
 - Apply basic youth development principles in working with campers and Unit Staff through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - Assure campers are properly supervised at all times.
 - Be aware of and implement safety guidelines.
 - Serve as a mentor to staff and help them to be problem solvers and find solutions to hiccups in daily camp life.
 - Help create and maintain lines of communication among staff.
 - With the assistance of your team, create and assure follow through on staff break schedule, and designated bedtime/wake up duties.
 - Hold a weekly designated check-in time with your team as directed by the Camp Director.
2. Maintain high standards of health and safety in all activities for campers and staff.
 - Provide the daily care of each camper within your supervision including recognition of personal health needs, and daily check ins.
 - Ensure that campers travel to receive any scheduled medications as directed by the Camp Director.
 - Be alert to campers and staff needs and assist them with personal and/or health problems and discuss with the camp director when appropriate.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Director.
3. Be a role model to campers and staff in your attitude and behavior.
 - Follow and uphold all safety and security rules and procedures.
 - Set a good example to campers and others regarding general camp procedures and practices including building relationships, giving choices, flexibility, sanitation, schedule, and sportsmanship.
4. Responsible for the operation of camp when the Camp Director is off site.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate and complete all summer camp training modules.



- Attend staff meetings and assist in the setup and closure of summer camp facility and all program areas.

Relationships:

Build positive and supportive relationships with other staff, leaders, and girls that build trust and courage, confidence, and character to help the world to be a better place.

Equipment Used:

Assistant Camp Directors may be asked to use walkie talkies, camera equipment, fire protection equipment, washers and dryers, dishwashers, and specialty program equipment (i.e., target sports and watercrafts). Some may be asked to drive camp vehicles or watercraft.

Qualifications: (*Minimum Education and Experience*)

- Must be 21 years of age.
- Must obtain or have willingness to obtain certification in First Aid/CPR/AED.
- Must submit health history prior to first day of work.
- Must be able to pass all federal, state and GSCB required background checks.

Knowledge, Skills, and Abilities:

- Understand the developmental needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Ability to interact with all age levels and developmental needs.
- Demonstrate knowledge and skills in program areas assigned.

Physical Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical requirements prolong standing, bending, stooping, walking long distances, hiking, climbing, and stretching. Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight. Ability to lift to 50 lbs.



- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Education or Experience

- Minimum 5 years of camp experience.
- Prior supervisory experience.
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Exposures and Environment Conditions:

- Live on site at Camp Todd in Denton, MD and Camp Country Center in Hockessin, DE during training weeks, four overnight camp weeks, and three day camp weeks.
- During the four overnight camp weeks, will require working irregular or extended hours into evenings and weekends.
- During the three day camp weeks, will require hours Monday through Friday between 7:30am and 5:30pm. Extended hours on Thursday evenings for optional camper overnight.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, bats, raccoons, and other wilderness animals common to the area.
- While performing the duties of this job, the employee may sit or stand for prolonged periods of time, walk at a brisk pace on uneven terrain and climb stairs. The employee will work in the outdoors, which includes regular exposure to heat and humidity during camp.

The Following Requirements Apply to All Positions:

- Become a registered member of the Girl Scouts of the United States of America.
- Have working knowledge of the Girl Scout philosophy and program, and be committed to the Girl Scout mission.
- Make camper and coworker safety a paramount focus, following all summer camp procedures, Girl Scout Safety Activity Check Points and ACA standards.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained as communicating all needs and concerns with superiors for the best support.
- Adaptable and flexible work environment including but not limited to working additional hours (nights and weekends) as business needs may require, handling more than one task concurrently and, easily adapting to new assignments, systems, and processes.
- Possess a valid Driver's License and have regular access to a reliable vehicle.
- While all these continuing responsibilities apply to all jobs in Girl Scouts, the specific ways in which they apply, vary from job to job.