

GIRL SCOUTS OF THE DESERT SOUTHWEST

JOB DESCRIPTION



Job Title:	Assistant Camp Director
Department:	Mission Delivery
Reports To:	Camp Director
FLSA Status:	Seasonal Position—at Camp Mitre Peak

JOB SUMMARY

The Assistant Camp Director will assist the Camp Director in the administration and coordination of the summer resident program. They will also help the Unit Managers in the coordination and care of the campers and daily camp life while being passionate about the mission of Girl Scouting and understands the great impact camp can have on a girl.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Camp Director in acting as host for the camp and its community
- Keep open lines of communication with the Camp Director on a daily basis
- Assume the responsibility of Camp Director in her absence
- Required to stay on the property during hours of operation
- Assist in emergency situations
- Assist the Camp Director with hiring of staff
- Work with other leadership team members to carry out staff week training schedule
- Teach specialized trainings during staff week
- Participate and assist in the planning of the Camper, Unit Manager, Unit Counselor, Junior Counselor and Counselor in Training daily schedules
- Directly supervise Unit Managers
- Provide support and guidance to CITs
- Submit a written evaluation for all direct reports
- Participate in all aspects of camp including staff week and post-camp
- Orchestrate with the Camp Director check-in and check-out camper procedures
- Work with the leadership staff to conduct nightly rounds of the camp property
- Work during weekend programs
- Work closely with the CIT Director to implement any special programming
- Apply behavior management techniques to conflicts with children when necessary and work closely with the Camp Director to solve any camper issues
- Work as a team player
- Set a good example for campers and staff in terms of cleanliness, punctuality, manners, appropriate language, appropriate attire, etc.
- Report suspected child abuse to Camp Director immediately
- Submit written final evaluation to the Camp Director of the position's strong points, weak points and ideas for next season
- Report all maintenance issues to the Camp Director
- Demonstrate sound problem-solving techniques

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- Report all incidents/accidents to Camp Director and Director of Girl Leadership Experience immediately •
- Help ensure that the program is meeting GSUSA Activity Checkpoints, ACA standards
- Comply with personnel policies
- Subscribe to the mission and beliefs of the Girl Scouts of the USA by becoming a member if not already a member
- Provide excellent customer service to other staff members, campers, parents, guardians, and other visitors to camp
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Accept other responsibilities as deemed necessary by the Camp Director

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

A. Education and/or Experience

- Be at least 21 years of age.
- Bachelor's degree or equivalent of at least 2 years of experience in administrative, supervisory camp position
- Demonstrate ability to guide/supervise other adults
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- Willingness to place the needs of girls and camp as a priority
- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Must submit health physical and health history record prior to first day of work.
- Demonstrate sensitivity to the needs of campers
- Demonstrate enthusiasm, sense of humor, patience, self-control and ability to adapt well to changing situations
- Possess strength and endurance required to maintain constant supervision
- Proficiency in Word, Excel, PowerPoint and Outlook.
- Demonstrate ability to handle sensitive information; ability to manage conflict resolution.
- Excellent administrative, organizational, time management, communication, public speaking, managing multiple tasks and duties, and leadership skills.
- Preference may be given to candidates with knowledge and experience in Girl Scout program and operations.

B. Certificates, Licenses, Registrations

- Valid Driver's License and Girl Scouts membership required.

C. Language Skills

- Excellent, effective English language abilities, both oral and written.

D. Reasoning Ability

- Demonstrated reasoning ability, in order to successfully lead and/or manage responsibilities as described above.

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- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven ability to work in a collaborative, service-focused environment.
- Strong analytical skills, as well as problem-solving and conflict management capabilities.

E. Physical Demands

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.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to give presentations in front of large groups.
- Ability to give and receive information by telephone and in person.
- Ability to sit upright for extended periods of time.
- Ability to occasionally climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance and meet the council insurance company's requirements for coverage.
- Ability to work and reside at Camp Mitre Peak which is at approximately 4,000 feet, including but not limited to, hiking, biking, standing, cooking, uneven terrain and other such outdoor elements.
- Ability to work in the heat, sun, rain.
- Other demands, as determined by the council.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job functions primarily out of Council's Camp Mitre Peak, which is a hilly property at 4,000 plus feet. Camp Mitre Peak is subject to extreme temperature, snow and wind.

Other Working Conditions

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

Girl Scout Core Competencies:

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.

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- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

Acceptance of Job Description:

I understand and accept this job description. I understand that it supersedes any previous job description. I further understand that future performance evaluations will be based on my meeting the tenets of the job description. The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position. I acknowledge being given a copy of this job description.

Agreed to by

Employee Signature

Date

Print Name

Revised: 8 21 19