

GIRL SCOUTS OF THE DESERT SOUTHWEST

JOB DESCRIPTION



Position Title: Unit Counselor
Department: Mission Delivery
Reports To: Unit Leader
Pay Range: \$125 - \$145 / week
FLSA Status: Seasonal Position—at Camp Mitre Peak

POSITION SUMMARY

The Unit Counselor serves as primary caregiver for each camper, assisting the Unit Leader in planning, teaching, coordinating and carrying out activities and guiding girls in the unit; act as a consultant in areas of special skills, as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the direction, supervision and organization of campers in their living unit, during activities, and throughout the camp in order to provide an outstanding camper experience.
- Lives with and provides care to campers around the clock.
- Assumes responsibility for a unit of campers and guides their experience through a girl/adult democratic planning process.
- Responsible to lead and assist with the teaching of activities to meet session goals; actively participates in all program areas as assigned.
- Helps plan and execute activities within the framework of individual and group interests and abilities.
- Incorporates teaching of special skills and an appreciation of the outdoors into all unit activities and day-to-day life.
- Assists in program areas such as waterfront, nature, all camp activities and arts and crafts, as directed.
- Maintains high standards of health and safety in all activities for campers and staff.
- Assures campers are properly supervised at all times; be aware of and implement safety guidelines as outlined in safety Activity Checkpoints and camp operational guidelines.
- Is alert to campers and staff needs and assist them with personal and/or health problems; consult with camp healthcare staff and/or camp director when appropriate.
- Is alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; reports repairs needed promptly to camp director.
- May assist with routine sanitation of kitchen and related equipment, including washing dishes and cleaning and maintaining food preparation and storage areas.
- Maintains clear and positive written and verbal communication with all internal and external clients.
- Contributes to the diversity emphasis of the council by ensuring that all materials, activities and programs are sensitive to and reflective of the interest, values and needs of persons of all racial/ethnic groups, cultures, religions and abilities.
- 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.
- Adheres to all council policies and procedures.
- Observes all safety precautions and complies with all council health and safety rules and procedures.

- Report suspected child abuse to Camp Director immediately
- 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
- Other duties as assigned.

Qualifications

To perform this Position 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

- Must be 18 years of age or older.
- Completion of high school or equivalent.
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- 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.
- Ability to interact with all age levels.
- Ability to attend staff meetings.
- Flexible, adaptable; works well in a team.
- Operates well under excitement or stress.
- Attends staff and in-service training during the summer.
- Access to reliable transportation for own transport to camp.
- Willingness to accept the beliefs and principles of the Girl Scout Movement and acceptance of the relevant and compelling benefits of Girl Scouting.

B. Certificates, Licenses, Registrations

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

B. Language Skills

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

C. Reasoning Ability

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

- Ability to communicate and work with all ages and skills levels and provide necessary instruction to campers and staff.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-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.
- Ability to lift 40 – 50 lbs.
- Ability to carry and load luggage, tables, chairs and program equipment.
- Ability to walk/hike several miles daily, as various grades, elevations and on uneven terrain.
- Possess endurance including prolonged standing, some bending, stooping and stretching.
- Ability to sustain physical activity above 4,000 feet elevation.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, and other wilderness animals common to the area.
- 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 Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position 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 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 others 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.
- **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.

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