

# GIRL SCOUTS OF THE DESERT SOUTHWEST

## JOB DESCRIPTION



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<b>Position Title:</b>	<b>Unit Leader</b>
<b>Department:</b>	<b>Mission Delivery</b>
<b>Reports To:</b>	<b>Program Director</b>
<b>Pay Range:</b>	<b>\$145 - \$175 / week</b>
<b>FSLA Status:</b>	<b>Seasonal Position—at Camp Mitre Peak</b>

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### POSITION SUMMARY

The Unit Leader is the primary caregiver for each camper. Unit Leaders are the primary and direct supervisors for all counselors in the designated unit. The Unit Leader is responsible for mentoring, training and guiding counselors and campers as assigned. Camp Mitre Peak is a Girl scout overnight camp that serves girls in grades 3 – 12. Girl Scouting builds girls of courage, confidence and character who make the world a better place.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee in the direction, supervision and organization of campers and staff in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes
  - Responsible for developing a unit schedule that encompasses the program specific promises, aligns with all camp program and meets the needs of campers and staff in designated unit.
  - Role model basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
  - Assure campers are always properly supervised.
  - Be aware of and implement safety guidelines.
- Participate in the implementation of program activities for campers within the mission and outcomes.
  - Responsible for leading and assisting with the teaching activities.
  - Actively participate in all program areas as assigned.
  - Provide for the progression of activities within the framework of individual and group interests and abilities.
  - Assist in program areas such as horseback riding, water activities, archery, and all camp activities, as directed.
- 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.
  - Be alert to campers and staff needs and assist them with personal and/or health problems and discuss with the camp health manager and/or 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.
- 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 sanitation, schedule and sportsmanship.
- 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.
  - Attend and prepare for daily Unit Leader meetings.
  - Assist where needed on camper arrival and departure days.
- 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 21 years of age or older.
- Completion of high school or equivalent.
- Documented experience supervising camp programs or staff.
- Ability to interact with all age levels.
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- Must submit health physical and health history form prior to first day of work.
- Must be committed to work the entire camp season and attend all pre-camp trainings.
- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Ability to live onsite acting in an on-duty capacity for the duration of the camp season.

### **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 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.

- **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.

*Revised: 12.09.2021*