

Position Description

POSITION:	Head Counselor
CAMP LOCATION:	Cloud Rim or Trefoil Ranch
CLASSIFICATION:	Seasonal Staff Member
RESPONSIBLE TO:	Assistant Camp Director of Units

JOB ACCOUNTABILITIES:

- Work with Camp Counselors to provide quality Girl Scout program for a unit of campers.
 - Know the girls in the unit and help them learn to respect the rights of others and to understand the differences and similarities of other campers.
 - Assist in writing program outlines and lesson plans that allow for progression of activities and accomplish specific program goals.
 - Teach workshops, activities, games, songs, and projects to girls.
 - Guide activities and experiences through girl planning, group decision-making, and girl leadership in the camp unit.
 - Requisition needed materials; help get materials ready and put them away.
 - Assist program counselors with specialty programming including waterfront, arts, biking, rafting, climbing, challenge course, and/or horse care.
- Supervise and evaluate the counselors.
 - Create schedule for Camp Counselors; work with Program Area Directors to schedule Program Counselors.
 - Plan and facilitate daily meetings with counselors.
- Complete required documentation and paperwork.
 - Complete accident/incident reports, tent assignments, attendance summaries, cookout request forms, planning sheets, and other paperwork on time.
 - Ensure a record of outcomes and badges earned for the week completed.
 - Complete weekly reports.
- Manage health and safety conditions in the unit.
 - Ensure the first aid kit is properly stocked.
 - Report and document accidents and incidents promptly.
 - Ensure safety and cleanliness of the living structures, fire circles, and grounds.
- Be responsible for camper care and supervision twenty-four hours a day (including nighttime).
 - Help resolve camper problems and conflicts, including homesickness.
 - Ensure campers have sufficient activities and supervision at all times (stay with unit of campers at all times excluding time off).
 - Assist girls in keeping units and other camp areas clean.
 - Eat meals with the campers and supervise clean up after meals.
 - Monitor and assist campers with their basic health and hygiene including: drinking water, eating, putting on sunscreen and lip balm, wearing appropriate clothing for the weather, brushing their own hair and teeth, showering, toileting, and changing clothing. Address issues with campers or Health Supervisor as needed.

1. Assist with basic camp operation procedures.
 - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
 - Assist with weekly camper check in/out.
 - Assist with camp-wide programs including workshops, all camps, campfires, camper's choice activities, and flag ceremonies.
 - Attend and participate in staff training and the closing of camp.
- Understand and implement safety guidelines and standards as outlined by Girl Scouts of the USA, the American Camp Association, and any state and local codes.
- Perform additional duties as assigned.
- Job duties may be subject to change pursuant to the activities of the camp, camp needs, and the organization as a whole.

CAMP STAFF ROLE IN MISSION EFFORTS:

- As a camp staff member, you are a representative of Girl Scouts of Utah. People form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and thus, these impressions can influence their actions.
- As a staff member, it is your accountability to work collaboratively and cooperatively with other staff members, volunteers, parents, and community representatives to ensure results for mutually acceptable goals.
- All staff members are required to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and have the ability to work with diverse populations.

QUALIFICATIONS:

- Experience working/volunteering with youth programs.
- Hold current Red Cross First Aid & CPR certifications or the equivalent.
- Hold a current Utah Food Handler's Permit.
- Possess good organizational, leadership, and teaching skills:
 - Ability to schedule and manage time, resources, and people.
 - Strong decision making skills while exercising good judgment.
 - Six weeks experience in a management or supervisory role is preferred.
- Ability to follow direction from Team Leaders, adhere to policies, and follow camp procedures.
- Ability to communicate and work with groups of girls ages 6-17, and provide necessary verbal instruction to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply appropriate behavior management techniques.
- Ability to respond in a crisis situation.
- Have the council required health forms and documentation completed by a physician to ensure the well being of living and working in an outdoor camp setting that includes:
 - Ability to bend down and move, lift, stock, and carry boxes, program materials, and supplies (up to 50 pounds).
 - Ability to walk, stand, and work on feet up to 8 hours a day.
 - Ability to live in a high elevation (up to 9200') and outdoor setting.
 - Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.