

Position Description

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

JOB ACCOUNTABILITIES:

- As a member of the camp Leadership Team, assist the Camp Director in the development, implementation, evaluation, and administration of the council's program for resident camp.
 - Assume responsibility for total camp management in the Camp Director's absence.
 - Work with the Camp Director and leadership team to plan and facilitate staff training.
 - Work with the Camp Director and leadership team in assigning campers and staff to units, assigning staff activities, and other responsibilities as directed.
 - Work with the Camp Director and leadership team to maintain the American Camp Association standards book.
 - Work with the Camp Director to schedule time off for staff.
 - Ensure take home packets are accurately completed and that they are distributed to parents/guardians during check out.
 - Assist with transportation of campers and staff to the clinic or other health service facilities.
 - Address conflicts between staff and/or campers and communicate with parents as needed.
 - Assist in any area of camp as needed.
 - Bring all problems in camp to the attention of the Camp Director.
 - Complete weekly and end-of-season reports.
- Supervise and evaluate unit staff and program staff.
 - Manage all program and unit areas on camp.
 - Conduct weekly Unit Leader/Program Staff meeting.
 - Disseminate all necessary paperwork and information throughout the week as necessary.
 - Ensure that all paperwork is completed, collected, and filed appropriately.
 - Meet with unit and program staff throughout the week to ensure that outcomes and goals are being met and provide feedback.
 - Conduct mid- and end-of-season evaluations of all unit and program staff.
- Participate in general camp program and operations.
 - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
 - 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.
 - Eat meals with the campers and supervise clean up after meals.
- 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:

- Must be a certified driver on council's behalf (clear MVR background, be at least 21 years of age and provide proof of auto insurance and motor vehicle licensing)
- Resident camp experience preferred.
- Camp specific program area experience preferred.
- Hold current Red Cross First Aid and 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 required (six months 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 and work 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.