

## Position Description

**POSITION:** Assistant Camp Director of Units  
**CAMP LOCATION:** 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.
  - Work with Health Supervisor to assemble take home packets; ensure 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.
  - Conduct weekly Unit Leader 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 Leaders throughout the week to ensure that outcomes and program goals are being met.
  - Supervise all unit staff in units throughout the week and provide feedback.
  - Conduct mid- and end-of-season evaluations of all unit 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:**

- Resident camp 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.