



Position Description

Position Title:	Day Camp Coordinator
Reports To:	Assistant Camp Director
Status:	Seasonal, Exempt
Salary:	\$375-425 per week
Dates:	June 3-August 2

About Our Program

Come join Girl Scouts Carolinas Peaks to Piedmont for your best summer yet! We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life for our girls.

We will run overnight camp at two of our camp properties: Keyauwee Program Center in Sophia, NC and Camp Ginger Cascades in Lenoir, NC. Staff will have the unique opportunity to work at both properties, spending the first 2.5 weeks at Keyauwee and then moving to Ginger Cascades for four weeks. In addition to overnight camp, there will be a special, one-week camp session at Camp Pisgah in Brevard, as well two weeks of day camp held at offsite locations in Greensboro and Iredell County. Camp team members hired for overnight camp will also assist with these additional camp opportunities.

So, are you ready to share your love of the outdoors with girls this summer? Are you ready to grow in your leadership skills and make connections with others who are dedicated to bringing girls outside? We hope so!

Position Summary

The Day Camp Coordinator reports to the Assistant Camp Director and is responsible for developing, facilitating, and overseeing all offsite Day Camp operations. This position will create and facilitate lesson plans according to theme weeks and badge requirements for our Day Camp programs. The Day Camp Coordinator will also supervise Day Camp Counselors and work as a team to ensure a high-quality program for campers. This position will serve as a guide, mentor and role model to campers and staff. The Day Camp Coordinator must possess the strength and endurance required to maintain constant supervision of campers and staff in a variety of activities. All Day Camps will take place offsite, and the Coordinator will be responsible for driving Counselors to the designated offsite location in a camp vehicle. Although Day Camp will not happen at a GSCP2P camp property, this position is still required to live onsite at camp. The Day Camp Coordinator will be assigned to other duties during weeks when Day Camp is not scheduled.

Major Responsibilities

- Manage overall operation of Day Camp programs.
- Develop all Day Camp programs in accordance with weekly themes.
- Supervise and direct Day Camp Counselors by delegating tasks and coaching staff.

- Ensure safety of all campers and staff.
- Serve as a guide, mentor and role model to campers and staff.
- Lead Day Camp programs.
- Maintain inventory of all Day Camp program supplies and request supplies, as needed.
- Assist with staff training, as needed.
- Live in unit with campers and assist with nighttime supervision, as needed.
- Fill in for unit staff, as needed.
- Other duties as assigned.

Additional Accountabilities

- Actively supports and promotes the camp's commitment to diversity and inclusion.
- Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.
- Ensures that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence.
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintains strict confidentiality when handling sensitive information.
- Attends all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Belief in the purpose and value of Girl Scouting.
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.
- Responds to all emergency and crisis situations quickly and calmly.

Requirements

- At least 21 years old.
- 3 years of work experience working with youth, preferably in a summer camp setting.
- 1 year of experience supervising staff.
- Must successfully pass a criminal background check and a driver history check.
- Current driver's license and at least three years of driving experience; ability and willingness to drive a camp vehicle.
- Current First Aid/CPR certification, or ability to obtain certification.
- Must have the strength and endurance required to maintain constant supervision of campers and staff in a variety of activities.
- Passion for working with youth.
- Love being outdoors and willing to work outdoors in the heat, humidity, and rain.
- Prepared to live on-site during employment in rustic cabin accommodations (often with no electricity, internet, or air conditioning.)
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position.

- Strong commitment to diversity, equity and inclusion.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching;
- Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile;
- Endurance to meet emergency needs;
- Ability to live in a camp setting and work irregular hours;
- Ability to tolerate daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Current driver's license and at least three years of driving experience; ability and willingness to drive a camp vehicle.

Disclaimer Statement

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee's Signature _____ **Date** _____