



Assistant Camp Director Position Description

Position Title: Assistant Camp Director
Location: Camp
Reports To: Outdoor Experience Manager
Status: Seasonal Exempt
Salary: \$350-\$450 per week

Position Summary

Under moderate supervision, the Assistant Camp Director assists the Outdoor Experience Manager with the overall organization and implementation of all aspects of summer camp. The person helps provide a safe, healthy and fun camp environment for campers and staff. The Assistant Camp Director provides quality supervision of seasonal staff as well as support to all camp employees and program providers.

Major Responsibilities

- Assists in the administration and coordination of the entire camp operation.
- Acts as Camp Director/Outdoor Experience Manager in their absence.
- Participates in pre-camp training and opening of camp; completes pre-camp assignments as required.
- Ensures that program components are consistent with the Girl Scout Leadership Experience and what is stated in the camp brochure.
- Attend, participate in and conduct staff meetings, workshops and other programs as requested.
- Coordinate all staff and their respective schedules in camp.
- Prepare and submit requisitions, records and reports as necessary.
- Adapt program as needed for participants with special needs.
- Participate in the evaluation of program and staff.
- Keeps Outdoor Experience Manager informed of day-to-day operational successes and concerns.
- Supervise seasonal staff and conducts regular written observations.
- Assist with health care when nurse is not on duty.
- Oversees that the camp program is functioning as planned.
- Verify camper no-shows on check-in days.
- Oversees dining hall operation to ensure procedures are followed and fosters an environment of consistent order to campers and staff.
- Oversees community chores (kapers) to ensure all units are participating fairly.
- Other duties as assigned by the Outdoor Experience Manager

Additional Accountabilities

- Actively support all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and girls
- Understand and internalize the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner
- Seek to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges
- Ensure that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence
- Demonstrate sound time-management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner
- Maintain strict confidentiality when handling sensitive information
- Attend all administrative meetings as needed
- Continually seek and accept opportunities for personal and professional growth
- Ensure that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences; actively support and promote the camp's commitment to diversity and inclusion
- Respond to all emergency and crisis situations quickly and calmly
- Promote fun, creativity, learning, decision-making skills and environmental respect
- Respond to all emergency and crisis situations appropriately
- Ability to make decisions quickly and calmly

Requirements

- Minimum age of 21
- Current driver's license and at least three years of driving experience; ability and willingness to drive a 15-passenger van
- Minimum of one season of camp administrative experience.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.
- Possesses current Red Cross Standard First Aid and American Heart Association CPR certification or its equivalent.
- 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 multiple times each day
- 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.

Disclaimer Statement

The above is 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** _____

Signed documents should be distributed as follows:

- ORIGINAL to Human Resources
- COPY to employee
- COPY to supervisor