



Unit Assistant Position Description

Position Title: Unit Assistant
Reports To: Unit Leader
Status: Seasonal, Non-Exempt
Salary: \$230 per week

Position Summary

The Unit Assistant assists in the operation of the camp unit and its programs to reflect the goals of the Girl Scout organization. The Counselor works cooperatively with the other unit staff to observe and supervise camper behavior, identify and respond to hazards, assist with planning and conducting program activities, assist campers in emergencies (fire, evacuation, illness or injury), teach and promote respect for others, value and understand differences and similarities of campers and staff and possess the strength and endurance required to maintain constant supervision of campers.

Major Responsibilities

- Work with the Unit Leader and Unit Counselors to formulate and implement activities and experiences in the unit through girl planning, the session theme and the Girl Scout program emphasis.
- Know the girls in the unit and helps them to respect the rights of others and understand the differences and similarities of other campers.
- Live in camper units in adjacent quarters. Supervise daily living and program activities of campers and ensures their physical and emotional health and safety at all times.
- Assist in maintaining unit sanitation, housekeeping and care of supplies and equipment.
- Assist with the storing and packing of equipment for safety during and at the end of the season.
- Keep Unit Leader informed of day-to-day unit successes and concerns, as well as camper health and other unit issues.
- Maintain a good rapport with parents and the community.
- Keep required records and reports as requested by Unit Leader and/or administrative staff.
- Assist with check-in and check-out procedures.
- Assist with the opening and closing of the entire camp.
- Other duties as assigned

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 seeks and accepts 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

Requirements

- Minimum age of 16
- Have completed a GSCP2P Counselor in Training program
- Hold current certification in standard First Aid and CPR as per ACA guidelines
- 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.
- Unit Assistants are required to be female.

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 1/2 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** _____