

Position Description

Position Title: Unit Counselor
Reports To: Unit Leader
Status: Seasonal, Non-Exempt
Salary: \$260 per week

Position Summary

The Counselor 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 Unit Leader 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

- Works with the Unit Leader and/or administrative staff to formulate and implement activities and experiences in the unit through girl planning, the session theme, and the Girl Scout program emphasis.
- Knows 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; Supervises daily living and program activities of campers and ensures their physical and emotional health and safety at all times.
- Assists in maintaining unit sanitation, housekeeping, and care of supplies and equipment.
- Assists with the storing and packing of equipment for safety during and at the end of the season.
- Keeps Unit Leader informed of day-to-day unit successes and concerns, as well as camper health and other unit issues.
- Maintains a good rapport with parents and the community.
- Keeps required records and reports as requested by Unit Leader and/or administrative staff.
- Assists with check-in and check-out procedures.
- Assists 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 18
- Hold current certification in standard First Aid and CPR as per ACA guidelines
- Unit Counselors 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 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.

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 _____