

Position Description

Position Title: Unit Leader
Reports To: Seasonal Supervisor
Status: Seasonal, Non-Exempt
Salary: \$270-\$350 per week

Position Summary

The Unit Leader coordinates and supervises all staff and campers in a specific unit. Oversees the daily living and activities in the unit including camper behavior; health and safety, program activities; risk/emergency management (fire, evacuation, illness, or injury); and models respect for others, particularly as related to valuing and understanding differences and similarities of campers and staff.

Major Responsibilities

- Supervises Unit Staff -- delegates jobs, guides staff in their work, and arranges schedules.
- Works with Administrative team to coordinate unit activities with total camp operations.
- Live in camper units in adjacent quarters; provide oversight of daily living and program activities and ensure their physical and emotional health and safety at all times.
- Guide activities in the unit, assuring camper input and enabling camper growth and development in accordance with Girl Scout program goals.
- Maintains records and prepares reports as requested.
- Supervises unit cleanliness, health care, equipment, supplies, and housekeeping responsibilities. Keeps supervisor informed of progress of campers and unit staff.
- Welcomes visitors on opening day.
- Facilitates camp activities for the unit during the day.
- Submits outline of projected weekly program each week.
- Ensures that all paperwork is completed and exit packets are given to all campers on check out day.
- Ensures that all paperwork is completed and turned into the office on check out day.
- Acts as hostess for the unit.
- Participates in staff team efforts, displaying a positive and cooperative attitude.
- Other duties as assigned by Director or designee.

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 19.
- Hold current acceptable certification in standard First Aid and CPR as per ACA guidelines
- Unit Leaders 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** _____