



Position Description

Position Title: Staff Support Manager
Reports To: Camp Director
Status: Seasonal, Exempt
Salary: starts at \$400/week
Dates: May 26-July 5 & July 13-August 2, 2025

About Our Program

Come join Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) for a summer filled with adventure. We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life at our overnight resident camp, Keyauwee Program Center, in Sophia, NC.

The mission of Girl Scouts is to build girls of courage, confidence and character who make the world a better place. We believe spending time outdoors at summer camp is a great way to do that! If you are ready to grow your leadership skills and make connections with others who are dedicated to this mission, we hope you will join us!

Position Summary

The Staff Support Manager is the liaison between the Outdoor Experience team and summer camp staff members during their employment with GSCP2P. They will acclimate summer staff to the camp property and culture, with a special emphasis on welcoming international staff members to the United States. Through regular check-ins with all staff members, they will be the person focused on all of the things outside of a staff member's job responsibilities that have an effect on the staff experience while at camp. This includes things like building community among staff, providing resources to help staff succeed personally and professionally, and assisting with weekend and travel logistics for staff. They don't do everything for the staff members—instead, they connect staff members with the appropriate support for their needs.

Additionally, the Staff Support Manager will lead efforts to boost staff morale by planning activities and events that foster bonding and inclusion among staff. They will also work closely with our international staff to help with the transition to camp life. This position is part of the camp Administrative Team and will help with other duties as assigned.

This role requires availability on Saturdays, and the incumbent will be responsible for

scheduling their own breaks during the week, to include a total of up to 40 hours of time off with no more than two nights spent away from camp each week.

Major Responsibilities

- Serve as a liaison between summer camp staff members and camp directors in all matters related to the summer staff member's experience while employed by GSCP2P.
- Coordinate arrival and departure logistics for international staff
- Assist with onboarding paperwork in Paylocity
- Facilitate obtaining social security numbers and bank accounts for international staff members
- Arrange weekend travel and shopping opportunities for staff without transportation
- Transport staff members in council-owned vehicles as needed
- Be available and accessible to staff for questions and concerns throughout the day.
- Inform the Camp Director of staff issues that require a higher level of intervention.
- Lead efforts to boost staff morale by planning activities and events that foster bonding and inclusion among staff.
- Serve as a positive role model for campers and staff, displaying a positive and cooperative attitude. Acts as a team player on the summer staff team.
- Other duties as assigned.

Additional Accountabilities

- Actively support all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and campers.
- 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.

Requirements

- At least 25 years old.
- Experience working at a residential summer camp
- Must successfully pass a criminal background check and a driver history check.
- Current First Aid/CPR certification, or ability to obtain certification.

- Current driver's license and at least three years of driving experience; ability and willingness to drive a camp vehicle.
- 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.
- 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.

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.