



## Position Description

**Position Title:** Assistant Camp Director  
**Reports To:** Camp Director  
**Status:** Seasonal, Exempt  
**Salary:** \$500/week, paid bi-weekly  
**Dates:** May 19-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 Assistant Director will report to the Camp Director and assist with the overall management and supervision of the summer camp program. This position will assist with summer camp preparation, the development and execution of staff training, unit assignments, and communicating with staff, campers, and parents. The Assistant Director will supervise the Program Coordinator, all Unit Staff, and the CIT Coordinator to ensure that staff and campers are safe and content. They will work closely with the entire Administrative Team to ensure that we are conducting safe and high-quality programming at all times, and help with other duties, as assigned.

### **Major Responsibilities**

- Assist with the overall management and supervision of the summer camp program.
- Assist with summer camp preparation.
- Assist with the development and implementation of staff training.
- Supervise, give direction to, and problem solve with a team of Program Coordinator and Specialists, Unit Staff, and the CIT Coordinator.

- Facilitate cooperation between staff, campers, and parents.
- Foster camaraderie and positive attitude among staff.
- Serve as a guide, mentor and role model to campers and staff.
- 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 21 years old.
- 5 years of work experience working with youth, preferably in a resident camp setting.
- 3 years of experience supervising staff.
- 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 multiple times a 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 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** \_\_\_\_\_