

Property Assistant Position Description

Position Title: Property Assistant

Reports To: Camp Ranger and Camp Director (or Outdoor Experience Manager)

Status: Seasonal, Exempt

Salary: Starts at \$300/week; paid bi-weekly

Dates: May 26, 2026 – August 1, 2026

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 Property Assistant will be responsible for assisting with the maintenance, cleanliness and sanitation of camp facilities within established policies and procedures. This includes assisting with maintenance tasks, such as mowing and pool care, as well as sanitation tasks such as restocking paper supplies and cleaning up around camp. The Property Assistant will report to the Camp Ranger with daily guidance from the Camp Director.

Major Responsibilities

- Work with the Camp Director and Camp Ranger to provide a safe, functional, clean and attractive facility that meets or exceeds ACA standards, local health codes, Girl Scouts risk management standards and state regulations.
- Clean cabins, restrooms and program areas as needed.
- Monitor and restock paper and sanitation products around camp as needed.
- Assist with maintenance and groundskeeping at camp, including mowing and pool care.
- Establish and maintain effective working relationships with other employees, rental groups and participants.
- 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.
- 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.
- 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

- Staff member must be at least 18 years old.
- Demonstrated knowledge and experience with cleaning and sanitation best practices.
- Demonstrated knowledge and experience with yard equipment and different types of tools, including power tools.
- Current First Aid/CPR certification, or ability to obtain certification.
- Must successfully pass a criminal background check and a driver history check.
- Possess a love of being outdoors and willing to work outdoors in the heat, humidity and rain.
- Prepared to live on-site during employment in rustic cabin accommodations (often with no electricity, internet or air conditioning).
- 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 1/2 mile multiple times each day;
- Tolerance for working at heights exceeding 15 feet;
- 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.