

**GIRL SCOUTS HEART OF THE HUDSON, INC.
POSITION DESCRIPTION**

ASSISTANT CAMP DIRECTOR

REPORTS TO: Camp Director

GENERAL RESPONSIBILITIES

To assist the Camp Director in directing and overseeing all camp programs and functions in accordance with the standards set by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health.

PRINCIPLE DUTIES

- Participate with the Camp Director in planning and conducting pre-camp training in the Girl Scout Program, daily activity scheduling, and seasonal staff supervision, and out of camp trips.
- In consultation with the Program Manager, guide the Unit Leaders in implementing Girl Scout programs (Badges, Journeys, etc.) and planning activities and experiences that match the abilities and interests of campers and coordinate their weekly schedules.
- Develop and maintains contacts with community resources for specialized activities.
- Analyze and make reports on activities and experiences of the campers based on reports by unit leaders and on individual observations.
- Act for the Camp Director in her absence.
- Schedule on-going staff trainings/in-services.
- Approve and keep all unit schedules.
- Other duties as assigned.

MINIMUM JOB QUALIFICATIONS

- 1 Girl Scout Membership required.
- 2 Successful competition of background check.
- 3 Must be at least 21 years old.
- 4 High School Diploma or equivalent.
- 5 Two years experience in a supervisory position in a camp setting.
- 6 Girl Scout experience preferred.
- 7 CPR and First Aid certification preferred.

EMPLOYEE STATEMENT: I have read the above job description and can perform its essential functions with without reasonable accommodation. If the position requires additional skills or qualifications that are beyond my capabilities, or if I have any other questions or concerns, I understand it is my responsibility to speak with my Supervisor.

Name: Print

Signature

Date