

**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 completion 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.

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

**REGISTERED NURSE/HEALTH MANAGER**  
**OVERNIGHT CAMP PROGRAM**

**REPORTS TO:** Camp Director

**GENERAL RESPONSIBILITIES**

Supervise and be responsible for the general health and safety of campers and staff in accordance with the standards set by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health.

**PRINCIPAL DUTIES**

Establish and maintain contact with physician and with local hospital facilities; give first aid; give nursing care in cases of illness and/or accident as directed by physician; take responsibility for calling the physician when advisable.

Maintain first aid equipment for units, dining hall, kitchen, waterfront, arts and crafts, boating, nature, games, camp units and camp vehicles.

Initiate health education and safety practices; maintain health emergency procedures; instruct staff in first aid procedures during pre-camp.

Supervise health staff, and work with them to schedule regular infirmary hours.

Check incoming campers and collect, review, and keep health certificates; record all treatment and other health information; notify staff members of health precautions of special campers (and other staff) when indicated; notify the food service manager of individuals with food allergies. Collect medications of campers and staff upon arrival at camp; supervises medication storage and administration, where appropriate.

Complete necessary reports such as daily treatment log, insurance claim forms, health department reports, and other required reports.

Other duties as assigned.

**MINIMUM JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 21 years old.
4. High School Diploma or equivalent.
5. Licensed registered nurse in the State of New York.
6. Current certification in American Red Cross CPR for the Professional Rescuer or equivalent.\*
7. Current certification in the American Red Cross Responding to Emergencies or higher.\*
8. Prior experience in supervising staff.
9. Prior camp experience preferred.

*\*Or are willing to be trained*

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

**ROPES MANAGER**

**REPORTS TO:** Program Manager

**GENERAL RESPONSIBILITIES**

To enrich the campers experience at camp through the development and delivery of challenge course activities that are appropriate to the campers' ages and abilities while maintaining safe programs as directed by Girl Scouts of the USA, American Camp Association and the New York State Department of Health.

**PRINCIPLE DUTIES**

Give instruction to campers and staff in challenge course skills and safety and delivers progressive challenge course activities

Evaluate abilities of campers and staff.

Requisition necessary equipment and supplies before and during camp; care for and secures equipment; request necessary repairs.

Keep records and report as necessary.

Fill out daily equipment inspections.

Ensure campers and staff know and follow safety procedures.

Report any illness or injury to the Nurse/EMT and Camp Director promptly.

Must be able to attend all dates of ropes training.

Other duties as assigned.

**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. Experience in working with children.
6. Camp experience preferred.
7. Current certifications in challenge course operations and instruction.
8. Girl Scout experience preferred.



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

**BOATING MANAGER**

**REPORTS TO:** Waterfront/WSI Manager

**GENERAL RESPONSIBILITIES**

To teach, supervise and coordinate the camp's watercraft activities consistent with Girl Scouts of the USA, American Camp Association and New York State Department of Health standards.

**PRINCIPLE DUTIES**

Give instruction to campers and staff in small craft skills and safety.

Evaluate aquatic abilities of campers and staff.

Participate in special waterfront events.

Enforce water safety measures at the waterfront.

Help take care of waterfront equipment, facilities, and supplies; report repairs needed to Waterfront/WSI Manager.

Keep records and make reports as required.

Participate in general camp activities.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 21 years old.
4. High School Diploma or Equivalent.
5. Current certification in American Red Cross Lifeguard Training and Waterfront Lifeguard.
6. Current certification in American Red Cross CPR for the Professional Rescuer.
7. Certification in American Red Cross Basic Water Rescue and Small Craft Instructor.
8. Minimum 1 year experience with watercraft activities.
9. Prior experience in supervising staff.

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

**UNIT COUNSELOR**

**REPORTS TO:** Unit Leader

**GENERAL RESPONSIBILITIES**

To live with and guide campers throughout their camp experience in accordance with standards set by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health and to assist the unit leader in planning, teaching, and coordinating unit activities.

**PRINCIPLE DUTIES**

Carry out duties as delegated by the unit leader.

Know the girls in the unit and help them learn to respect the rights of others and to understand differences and similarities of other campers.

Help to teach camping skills and appreciation of the out-of-doors.

Help to supervise unit housekeeping, sanitation, care of supplies and equipment.

Help guide activities and experiences in the unit through use of troop government, girl-led planning and the Girl Scout program.

Help insure the proper hygiene and clothing of campers including showers, daily toilet activities, proper clothing for the weather and proper changing of clothing.

Serve as waterfront guard or watcher and/or assists with swimming lessons as required.

Help to supervise camper activities to assure safety. Reports any illness or injury to the Unit Leader promptly.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 18 years old.
4. Must be current high school student or graduate.
5. Experience in camping and supervision of children, or completion of pre-camp training.
6. Girl Scout experience preferred.
7. Camp experience preferred.

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

**BUSINESS COORDINATOR**

**REPORTS TO:** Camp Director and Assistant Camp Director

**GENERAL RESPONSIBILITIES**

In consultation with the Camp Director and Assistant Camp Director, manages the camp business in accordance with the standards set by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health and maintain high standards of communication with the campers' parents and the business staff at the council office.

**PRINCIPLE DUTIES**

Handle financial accounting on check-in days.

Ensure all staff files are complete in accordance with GSHH HR procedure.

Account for all purchase order forms from council.

Process orders for camp and office supplies.

Set up and maintenance of petty cash system.

Process payroll and tax information for staff.

Keep certification records on all staff.

Coordinate/supervise camp transportation arrangements.

Communicate camp attendance to the council office.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 21 years old.
4. High School Diploma or equivalent.
5. Valid Driver's License.
6. Prior experience in supervising staff.
7. Customer Service experience preferred.



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

**WATERFRONT/WSI MANAGER**

**REPORTS TO:** Camp Director

**GENERAL RESPONSIBILITIES**

To organize and administer activities at the waterfront consistent with Girl Scouts of the USA, American Camp Association and New York State Department of Health standards.

**PRINCIPLE DUTIES**

Integrate waterfront activities with other specialized camp events and to direct and supervise the waterfront staff.

Participate in general camp activities.

During pre-camp and throughout the camp sessions, train and supervise waterfront and lifeguard staff.

If certified as an American Red Cross Water Safety Instructor, assess swimming ability and give instruction in water safety, swimming, boating, and canoeing.

Develop and enforce waterfront safety measures for every person in camp (including staff, visitors, and campers) in line with Girl Scout, American Camping Association and New York State Department of Health standards; reports accidents to the Nurse and Camp Director promptly.

Responsible for care and the use of boats, canoes, lifesaving equipment and other supplies and Equipment; requisitions necessary equipment and supplies during camp; requests necessary repairs and maintenance work.

Keep American Red Cross records for certifications and Department of Health water testing reports. Keep other records and make reports as required.

Conduct annual review (and document that review) of the swimming portion of the Department of Health Safety Plan.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 21 years old.
4. High School Diploma or equivalent.
5. Current certification in American Red Cross Water Safety Instructor or American Red Cross Lifeguard Training and Waterfront Lifeguard.
6. Current certification in American Red Cross CPR for the Professional Rescuer or equivalent.
7. Three seasons of previous waterfront experience. Willing to take aquatics management or supervision training.

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

**COUNSELOR-IN-TRAINING MANAGER**

**REPORTS TO:** Assistant Camp Director

**GENERAL RESPONSIBILITIES**

To live with and guide counselors-in-training throughout experience in accordance with standards set by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health and to direct and supervise the work of the Counselors-In-Training.

**PRINCIPLE DUTIES**

Instruct CITs according to the CIT curriculum which will facilitate development of skills in camping activities, outdoor living and leadership necessary to work effectively with children and will increase their understanding of children, camping and the Girl Scout program, philosophy and objectives.

Supervise, support, and evaluate CITs in partnership with assigned unit and program staff.

Coordinate CIT unit activities with those of the entire camp.

Supervise the CIT unit staff: delegate jobs, guide them in work, and arrange schedules for time off. Supervise CIT unit housekeeping, sanitation, care of supplies and equipment.

Assume responsibility for health and safety of the CITs:

- a. Maintain a well-equipped first aid kit.
- b. Report accidents promptly.
- c. Keep nurse informed of health status of campers and unit staff.

Serve as waterfront guard or watcher if needed, for her unit.

Keep records and makes reports as required.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 21 years old.
4. High School Diploma or equivalent.
5. Experienced as a camp counselor, working with older girls.
6. Demonstrated leadership abilities.
7. Girl Scout Experience preferred.



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

**UNIT LEADER**

**REPORTS TO:** Assistant Camp Director

**GENERAL RESPONSIBILITIES**

To live with and guide campers throughout their camp experience in accordance with standards set by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health and to direct and supervise the work of the unit staff.

**PRINCIPLE DUTIES**

Know the girls in the unit and help them learn to respect the rights of others and to understand differences and similarities of other campers.

Teach camping skills and appreciation of the out-of-doors. Guide activities and experiences in the unit through use of troop government, girl-leader planning, and the Girl Scout program.

Coordinate unit activities with those of the entire camp.

Supervise the unit staff - delegate jobs, guide them in work, arrange schedules for time off.

Supervise unit housekeeping, sanitation, care of supplies and equipment.

Assume responsibility for health and safety of the campers including but not limited to:

- a) Maintain a well-equipped first aid kit.
- b) Check with the nurse on supplies needed for a trip out of camp.
- c) Report accidents promptly.
- d) Keep nurse informed of health status of campers and unit staff.

Serve as waterfront guard or watcher if needed, for her unit.

Act as part of a team to plan, execute all camp programming with campers, council, other unit leaders and director.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 21 years old.
4. High School Diploma or equivalent.
5. Experience in camping and supervising of children.
6. Girl Scout experience preferred.

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

**JUNIOR COUNSELOR**

**REPORTS TO:** Unit Leader

**GENERAL RESPONSIBILITIES**

To assist the unit leader in planning, teaching, and coordinating unit activities as directed by Girl Scouts of the USA, American Camp Association, and the New York State Department of Health. Junior Counselors will not have sole supervision over campers at any time. They will always work under the supervision of a Unit Counselor, Unit Leader or Program Specialist.

**PRINCIPLE DUTIES**

Carry out duties as directed by the Unit Leader.

Know the girls in the unit and help them learn to respect the rights of others and to understand differences and similarities of other campers.

Help to teach camping skills and appreciation of the out-of-doors.

Help to supervise unit housekeeping, sanitation, care of supplies and equipment.

Help to coordinate unit activities with those of the entire camp.

Help guide activities and experiences in the unit through use of troop government, girl-adult planning, and the Girl Scout program.

Help insure the proper hygiene and clothing of campers including showers, daily toilet activities, proper clothing for the weather and proper changing of clothing.

Serve as waterfront watcher and assist with swimming lessons as required.

Assist program specialists as requested.

Help to supervise campers' activities to assure safety.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 16 years old.
4. Must be a current high school student.
5. Experience in camping and supervising of children, or completion of pre-camp training.
6. Strong preference given to applicants who complete Rock Hill Camp CIT programs.

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

**DAY AND RESIDENT CAMP ARTS AND CRAFTS COORDINATOR**

**REPORTS TO:** Program Manager

**GENERAL RESPONSIBILITIES**

To enrich the campers experience at camp by providing activities that encourage the arts while maintaining safe programs as directed by Girl Scouts of the USA, American Camp Association and the New York State Department of Health.

**PRINCIPLE DUTIES**

Work with the Program Manager to develop a variety of arts and crafts activities in accordance to objectives and standards set by the camp based on session theme, age level, and the G.I.R.L. experience.

Requisition necessary equipment and supplies before and during camp; care and organization of equipment; request necessary repairs.

Keep records and reports as necessary.

Maintain highest level of safety during activities.

Report any illness or injury to Nurse/EMT and Camp Director promptly.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 18 years old.
4. High School Diploma or equivalent.
5. Experience in working with children.
6. Experience in leading a variety of arts and crafts activities.



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

**NATURE SPECIALIST**

**REPORTS TO:** Program Manager

**GENERAL RESPONSIBILITIES**

To enrich the campers experience at camp by providing activities that encourage the preservation, appreciation, and understanding of our natural resources while maintaining a safe program as directed by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health.

**PRINCIPLE DUTIES**

Develop a variety of nature activities in accordance to objectives and standards set by the camp.

Work with the Program Manager in coordinating nature activities in relation to the entire camp session themes and activities. The Nature Specialist should consider the interest and abilities of campers in relation to progression of activities.

Coordinate nature activities for all camp programs.

Requisition necessary equipment and supplies before and during camp; care for equipment; request necessary repairs.

Keep records and reports as necessary.

Maintain highest level of safety during activities.

Report any illness or injury to the Nurse/EMT and Camp Director promptly.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 17 years old.
4. Current high school student or graduate.
5. Experience in working with children.
6. Experience organizing and leading a variety of nature and environmental activities.

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

**LPN / HEALTH SPECIALIST**

**REPORTS TO:** RN/Health Manager

**GENERAL RESPONSIBILITIES**

To work with the Registered Nurse/Health Manager to supervise and be responsible for the general health and safety of campers and staff in accordance to standards set by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health.

**PRINCIPLE DUTIES**

Gives first aid; give nursing care in cases of illness and accident as directed by physician and/or Nurse.

Requisition necessary equipment and supplies before and during camp season.

Maintain first aid equipment for units, dining hall, kitchen, waterfront, arts and crafts, boating, nature, games and camp vehicles.

Check incoming campers; record all treatment and other health information; notify staff members of health precautions of special campers (and other staff) when indicated.

Notify the Camp Director when parents should be advised of serious illness or accident.

Complete and keeps on file necessary reports such as daily treatment log, insurance claim forms, health department reports, and other required reports.

Make regular visits throughout the camp supervising sanitation and safety practices.

Collect medications of campers and staff upon arrival at camp; supervise medication storage.

Remain on site during camp hours.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout membership required.
2. Successful completion of background check.
3. Must be 21 years old or older.
4. High School Diploma or equivalent.
5. Licensed registered nurse, licensed practical nurse or EMT in the State of NY.
6. Current certification in American Red Cross CPR for the Professional Rescuer or equivalent.
7. Current certification in the American Red Cross Responding to Emergencies or higher.
8. Camp experience preferred.

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

**ARCHERY SPECIALIST**

**REPORTS TO:** Archery Manager

**GENERAL RESPONSIBILITIES**

To enrich the campers experience at camp through the development and delivery of archery activities that are appropriate to the campers' ages and abilities while maintaining safe programs as directed by Girl Scouts of the USA, American Camp Association and the New York State Department of Health.

**PRINCIPLE DUTIES**

Give instruction to campers and staff in archery skills and safety, and deliver progressive archery activities.

Requisition necessary equipment and supplies before and during camp; care for and secure equipment; request necessary repairs.

Keep records and reports as necessary.

Ensure campers and staff know and follow safety procedures.

Report any illness or injury to the Nurse/EMT and Camp Director promptly.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 18 years old.
4. High School Diploma or equivalent.
5. Experience in working with children.
6. Camp experience preferred.
7. Experience in archery.



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

**LIFEGUARD**

**REPORTS TO:** Waterfront/WSI Manager

**GENERAL RESPONSIBILITIES**

To assist the Waterfront Manager in organizing and administering the activities at the waterfront/pool consistent with Girl Scouts of the USA, American Camp Association and New York State Department of Health standards.

**PRINCIPLE DUTIES**

Carry out assigned waterfront activities.

Participate in special waterfront events.

Assist in swim lessons as directed by the Waterfront/WSI Manager.

Enforce water safety measures at the waterfront.

Help to take care of waterfront equipment, facilities, and supplies; report repairs needed to Waterfront Manager.

Participate in in-service trainings with other lifeguards and the Waterfront/WSI Manager.

Keep records and make reports as required.

Participate in general camp activities.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 16 years old.
4. Current high school student or high school diploma.
5. Current certification in American Red Cross Lifeguard Training and Waterfront Lifeguard.
6. Current certification in American Red Cross CPR for the Professional Rescuer.

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

**PROGRAM MANAGER**

**REPORTS TO:** Camp Director and Assistant Camp Director

**GENERAL RESPONSIBILITIES**

To establish and supervise all camp program while maintaining safe programs as directed by Girl Scouts of the USA, American Camp Association and the New York State Department of Health.

**PRINCIPLE DUTIES**

Develop camp-wide and inter-unit events. Organize/supervise all special events.

Order all program supplies.

Establish a calendar of special camp days and supervise those days.

Supervise staff and programs in specialty units.

Coordinate activities for visiting camps.

Work with Assistant Camp Director on analyzing activities and experiences of campers.

Coordinate scheduling of specialty areas with unit staff.

Assist with scheduling use of special equipment (i.e. TV, VCR, CD players) requests from units.

Assist with scheduling special overnights.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 21 years old.
4. High School Diploma or equivalent.
5. Experience in a supervisory position.
6. Experience in camp programs.
7. Girl Scout experience preferred.

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

**ARCHERY MANAGER**

**REPORTS TO:** Program Manager

**GENERAL RESPONSIBILITIES**

To enrich the campers experience at camp through the development and delivery of archery activities that are appropriate to the campers' ages and abilities while maintaining safe programs as directed by Girl Scouts of the USA, American Camp Association and the New York State Department of Health.

**PRINCIPLE DUTIES**

Give instruction to campers and staff in archery skills and safety and delivers progressive archery activities.

Evaluate abilities of campers and staff.

Requisition necessary equipment and supplies before and during camp; care for and secures equipment; request necessary repairs.

Keep records and report as necessary.

Ensure campers and staff know and follow safety procedures.

Report any illness or injury to the Nurse/EMT and Camp Director promptly.

Other duties as assigned.

**JOB QUALIFICATIONS**

1. Girl Scout Membership required.
2. Successful completion of background check.
3. Must be at least 21 years old.
4. High School Diploma or equivalent.
5. Experience in working with children.
6. Camp experience preferred.
7. Current certifications in archery instruction.
8. Girl Scout experience preferred.