



**GIRL SCOUTS HEART OF THE HUDSON, INC.**  
**POSITION DESCRIPTION**  
**CAB ASSISTANT CAMP DIRECTOR**

**REPORTS TO:** Camp Director

**GENERAL RESPONSIBILITIES**

To assist the Camp Director in directing and overseeing all camp programs, staff, 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 Camp Program, daily activity scheduling, seasonal staff supervision and out of camp trips.
- In consultation with the Program Manager, guides 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 weekly schedules.
- Develop and maintain contacts with community resources for specialized activities.
- Analyze and makes reports on activities and experiences of the campers based on reports by unit leaders and on individual observations.
- Must be able to attend the weekly Thursday night overnights.
- Act for the Camp Director in her absence.
- Schedule on-going staff trainings/in-services.
- Set up daily activity schedules. Approve and keep all unit schedules.
- This position description in no way states or implies that the responsibilities listed are the only duties to be performed by the person filling this position. The person in the position may be required to perform other duties as necessitated by the situation or requested by his/her supervisor

**MINIMUM JOB QUALIFICATIONS**

- 1 Successful completion of Background Check.
- 2 Must be at least 21 years old.
- 3 High School Diploma or Equivalent.
- 4 Two years' experience in a supervisory position in a camp setting.
- 5 Girl Scout experience preferred.
- 6 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.

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Name: Print

Signature

Date