

GIRL SCOUTS HEART OF THE HUDSON, INC.

DEPARTMENT: GIRL Experience and Outdoor Program	CAMP TYPE: Day Camp
SALARY: \$4,000	STATUS: Seasonal, Full-Time
REPORTS TO: Camp Director	FLSA: Exempt
SUPERVISES: Unit Leads	
CAMP LOCATION: Camp Addisone Boyce	

POSITION SUMMARY:

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.

KEY FUNCTIONS & RESPONSIBILITIES:

- 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 Specialist, 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.

QUALIFICATIONS:

- Successful completion of Background Check.
- Must be at least 21 years old.
- High School Diploma or Equivalent.
- Two years' experience in a supervisory position in a camp setting.
- Girl Scout experience preferred.
- CPR and First-Aid certification preferred.
- Ability to stand for long periods.
- Capable of lifting and carrying items over 15 lbs.

- Proficient in navigating rough terrain.
- Comfortable being active for extended durations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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