

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

<b>DEPARTMENT:</b> GIRL Experience and Outdoor Program	<b>CAMP TYPE:</b> Day Camp
<b>SALARY:</b> \$12-13/day	<b>STATUS:</b> Seasonal, Full-Time
<b>REPORTS TO:</b> Assistant Camp Director	<b>FLSA:</b> Exempt
<b>SUPERVISES:</b> N/A	
<b>CAMP LOCATION:</b> Camp Addisone Boyce	

**POSITION SUMMARY:**

To supervise campers while they are being transported on the camp buses to and from camp in accordance with the safety standards set by Girl Scouts of the USA, American Camp Association and the New York State Department of Health. This position is in addition to camp responsibilities.

**KEY FUNCTIONS & RESPONSIBILITIES:**

- Must be present on the bus for the entirety of the route.
- Keep attendance records of campers and staff riding the bus
- Manage behavior of campers during transport.
- Ensure campers and staff know and follow safety procedures such as use of seatbelts.
- If necessary, help load gear on bus and ensure that it is properly stored.
- In the case of an accident, follows camp's written accident procedures.
- Check that first aid kit is on bus before each trip.
- Keep records and reports as necessary.
- Report any illness or injury to the Nurse/EMT and Camp Director promptly.
- 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:**

- Must be at least 18 years old.
- Experience in working with children.
- 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.

*Girl Scouts Heart of the Hudson, Inc. is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law.*