

GIRL SCOUTS HEART OF THE HUDSON, INC.

DEPARTMENT: GIRL Experience and Outdoor Program	CAMP TYPE: Residential Camp
SALARY: \$4,725	STATUS: Seasonal, Full-Time
REPORTS TO: Assistant Camp Director, Camp Director	FLSA: Exempt
SUPERVISES: Archery Specialist, Ropes Manager / Adventure Manager, Ropes Specialist, Adventure Specialist, Nature Specialist, Arts & Crafts Specialist	
CAMP LOCATION: Rock Hill Camp	

POSITION SUMMARY:

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.

KEY FUNCTIONS & RESPONSIBILITIES:

- 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.
- 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.
- Experience in a supervisory position.
- Experience in camp programs.
- Girl Scout experience 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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