



Girl Scouts of Manitou Council
5212 Windward Court Sheboygan, WI 53083
(920) 565-4575

**Summer Camp Staff Job Description:
Assistant Camp Director**

Purpose: Assist the director of camp and program with camp administration and the delivery of the Girl Scout program.

Responsible To: Director of camp and program

Principal Duties:

- Supervise, encourage, support, and provide corrective action to unit coordinators and counselors.
- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Coordinate a rotating schedule of archery instructors for all archery rentals.
- Keep the director of camp and program informed of problems and concerns on an ongoing basis, assisting with all behavioral management of campers and staff.
- Supervise camp when director of camp and program is away and on weekends on a rotating basis.
- Assist with organization of rentals at Crystal Lake House, archery, canteen, pool and lake, including cookie booth pool and lake parties.
- Collect, clean, and organize camper lost and found items; contact and make arrangements with parents for items to be picked up.
- Work cooperatively with the activity coordinator and unit staff to create weekly activity schedules and ensure appropriate time off.
- Organize and distribute camper and staff mail and emails on a daily basis.
- Work with director of camp and program, head cook, counselors, and unit coordinators to ensure camper birthday packages are organized and delivered punctually.
- Assist the activity coordinator with ordering, arranging for supplies and equipment to be provided to camp staff for activities within budget as approved by the director of camp and program; make camp supply town runs as needed.
- Communicate with parents and staff if a camper is departing early or arriving late.
- Ability to operate the camp store as necessary.
- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Assist with check-in of campers on incoming day and check-out of campers on departure day.
- Assist with answering the telephone, checking camp voicemail and responding to emails and voice messages.
- Be available to stay at camp on weekends on a rotating basis with other staff to provide adequate supervision and activities for campers.
- Assist in the opening, closing, and end of session procedures of the camp.
- Attend pre-camp staff training and regularly scheduled meetings/trainings in order to ensure open and positive communication with all staff; assist in the planning and implementation as needed.

- Participate in lifeguard training and complete all certification requirements, as able.
- Help with pool, lake, archery, and arts and crafts rentals as needed. If you are a certified lifeguard or archery instructor this will be your main duty. If not a certified lifeguard or archery instructor you will be asked to assist with watching, putting away of boats and other duties as necessary.
- Complete other duties as assigned by the director of camp and program or property manager.

Qualifications:

- Minimum age: 21 years old.
- Must be able to obtain or become certified in First Aid/CPR/AED.
- Become a registered member of Girl Scouts of the U.S.A. and pay membership fee.
- Accept the beliefs and principles of the Girl Scout Mission, Promise, and Law.
- Submit and pass criminal background check.
- Submit a health history and physical examination form signed by a licensed professional indicating good physical and mental health prior to the first day of camp.
- Have a genuine liking, interest and experience with working with children.
- Ability to relate to youth and adults in a positive manner.
- Ability to supervise others and have strong leadership qualities.
- Ability to work with and understand the developmental needs of youth of all ages levels.
- Display enthusiasm, flexibility, objectivity, and maturity of judgment.
- Ability to place needs of girls and camp above personal desires.
- Ability to manage time effectively, work independently, and handle several projects or situations at the same time.
- Camp experience preferred.
- Ability to work in a camp setting and appreciate the outdoors.
- Valid driver's license, insurance, and access to vehicle preferred.
- Archery instructor preferred.
- Certified lifeguard preferred.

Essential Functions of Job:

- Ability to observe camper & staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- Must be able to react and respond to pre-set procedures in emergency situations involving campers and staff, including but not limited to fire, evacuations, illnesses, or injury.
- Must possess strength and endurance required to assist in supervision of campers.
- Ability to use a telephone and computer.
- Ability to drive off-camp for necessary supplies.
- Must be able to endure prolonged standing, bending, walking long distances, hiking, daily exposure to sun, heat, and other weather conditions, animals, and bugs.
- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities.

- Ability to set up, take down, operate camp program equipment, and lift 50 pounds.