



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

**Summer Camp Staff Job Description:
Unit Coordinator**

Purpose: Coordinate and implement creative, enjoyable, and challenging camp activities for campers

Responsible To: Assistant camp director

Principal Duties:

- Unit Coordinators are the primary caregiver for each camper. You will be responsible for a group of 15-30 girls on a daily basis, ensuring their safety and health and managing their behavior.
- Be alert to campers' and staff needs and assist them with personal and/or health problems, and discuss with the health supervisor and/or director of camp and program when appropriate.
- Ensure that campers receive their medications as directed by health supervisor.
- Manages the behavior of all campers and unit staff, keeping the assistant camp director and director of camp and program informed on an ongoing basis.
- Communicate with the rest of the camp staff if your group will be late to an activity or meal; letting the assistant camp director know if there is any change in the unit daily schedule so that the office staff always knows where your group is.
- Responsible for leading fun and meaningful activities to campers; model constructive and enthusiastic participation in these activities.
- Actively participate in all program areas as assigned and assist in program areas such as waterfront, nature, all camp activities, arts and crafts, and other areas as directed.
- Organize and teach counselor in trainings aspects of camp necessary to effectively work in all capacities of camp.
- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Ensure campers are properly supervised at all times. Unit Coordinators stay in cabins or platform tents in units, which are adequately close to where the girls' cabins or platform tents are.
- Assist in maintaining the care of camp supplies and equipment; filling out maintenance request cards for property manager of any maintenance issues.
- Responsible for the cleanliness of the living unit throughout the week, including but not limited to the bathroom, restocking of necessary supplies, garbage/recycling, and campfire bowl.
- Ensure the distribution and collection of camper mail and email on a timely and daily basis; assisting campers with their mail when necessary.
- Coordinate weekly pack-out food request for cook-out meals with the kitchen staff in a timely matter.
- Work with assistant camp director, head cook, and fellow unit staff to ensure camper birthday packages are organized and delivered punctually.

- Work with activity coordinator and assistant camp director to ensure adequate time off for all unit staff.
- Assist with check-in of campers on incoming day and check-out of campers on departure day.
- 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.
- Be available to stay at camp on weekends on a rotating basis with other staff to provide adequate supervision and activities for campers.
- 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 assistant camp director.

Qualifications:

- Must be female.
- Minimum age: 21 years old.
- Must be able to obtain or become certified in First Aid/CPR/AED.
- 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.
- Become a registered member of Girl Scouts of the U.S.A. and pay membership dues.
- Accept the beliefs and principles of the Girl Scout Mission, Promise, and Law.
- Submit and pass criminal background check.
- Ability to work with and understand the developmental needs of youth of all age levels.
- Have a genuine liking, interest, and experience with working with children.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in camp program areas.
- Camp experience and/or leadership experience preferred.
- Display enthusiasm, flexibility, objectivity, and maturity of judgment.
- Ability to manage time effectively and handle several situations or projects at the same time.
- Ability to place needs of girls and camp above personal desires.
- Ability to work in a camp setting and appreciate the outdoors.
- 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 maintain constant supervision of campers.
- 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.