



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

Summer Camp Staff Job Description: Activity Coordinator

Purpose: Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities.

Responsible To: Director of camp and program

Principal Duties:

- Ensure weekly schedules are prepared and implemented that meet camp outcomes and the abilities of the campers.
- Plan, organize, and coordinate all camp, choice, morning energizer, and unit activities, theme days, silly meals, guest performances, and other activities with staff; provide assistance to staff with weekly scheduling and activity planning.
- Coordinate a rotating schedule of staff for all arts and crafts rentals.
- Provide guidelines for programs utilizing camp equipment and ensure campers and staff follow safety procedures in all program areas.
- Keep open communication with staff about camper schedules and what supplies are needed for activities, and organize them so they are ready to use; provide ongoing program ideas to staff.
- Supervise and evaluate staff in program areas, ensuring staff are carrying out activities appropriately; assist and participate enthusiastically in all camp activities.
- Provide appropriate feedback when necessary to the staff and keep the director of camp and program informed of any concerns.
- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Order and arrange for supplies and equipment to be provided to camp staff for activities within budget as approved by the director of camp and program; make necessary camp supply town runs.
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Ensure that program areas are kept free of hazards and debris; oversee daily checks of area and equipment for safety, cleanliness, and good repair; report any issues to property manager.
- Assist with check-in of campers on incoming day and check-out of campers on departure day.
- Assist with answering the telephone and checking camp voicemail; when necessary respond to emails and return phone calls.
- 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.

Qualifications:

- Minimum age: 21 years old.
- Experience in the development and delivery of programs and activities.
- 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.