girl scouts
heart of michigan

Job Title:	Day Camp Director	**Reports To:**	Program Specialist
Department/Group:	Program	**Job Code/Req#:**	79301
Location:	See Below	**Travel Required:**	Minimal
Level/Salary Range:	Wages start at $10/hour	**Position Type:**	Seasonal
Program Contact:	Program Specialist **Lansing:** Ana Lesmez **Ypsilanti/Ann Arbor:** Erin Mattimoe **Kalamazoo:** Nicole Wilkinson **Saginaw:** Michelle Holmes	**Date posted:**	
Will Train Applicant(s):	Yes	**Posting Expires:**	Until position is filled

Applications Accepted By:

FAX OR E-MAIL:	**MAIL:**
Lansing: (517) 699-9405 or Lansingdaycamp@gshom.org **Ann Arbor:** (734) 714-3037 or Ypsilantisdaycamp@gshom.org **Kalamazoo**: (269) 492-1439 or Kalamazoodaycamp@gshom.org **Saginaw**: (989) 799-1450 or Saginawdaycamp@gshom.org **Subject Line:** Assistant Day Camp Director **Attention:** Program Department	Program Department Girl Scouts Heart of Michigan Attn: Day Camp Director **Lansing:** 1223 Turner Street Suite 200 Lansing, MI 48906 **Ann Arbor/Ypsilanti:** 444 James L Hart Parkway Ypsilanti, MI 48197 **Kalamazoo:** 601 West Maple Street Kalamazoo, MI 49008 **Saginaw:** 5470 Davis Road Saginaw, MI 48604

Job Description

Position Purpose:

Must be able to understand and work with the mission statement of Girl Scouts Heart of Michigan (GSHOM), which is Girl Scouts build girls of courage, confidence, and character, who make the world a better place. To ensure the safety of the girls who attend Summer Day Camps in GSHOM. Ensure that the daily and weekly functions of day camp are running up to the standards of GSHOM. To oversee and ensure day camp job performance of the counselor staff and other positions as needed. Responsible for ensuring day camp expenses do not exceed the budget.

Essential Job Functions:

1. Design, deliver, and evaluate camp programs that meet the requirements of the program descriptions that are set by the GSHOM. Operation of day camp within the requirements of *Safety Activity Check Points*.
   - Be aware of the daily and weekly needs for activities.
   - Evaluate the program regarding the quality, safety, and enjoyment of the program and staff.
   - Know how to implement crisis and risk management procedures.
   - Assure that the campers and staff are properly supervised and safe at all times.
   - Supervise the assistant camp director to ensure that the program needs are being reached.
   - Design and ensure delivery of programs and activities that meet the requirements listed in the Summer

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Camp Guide.

- Able to handle any type of conflict that may arise between counselors and between campers.

2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
   - Responsible for providing the assistant director, counselors, and cook with the resources that are need to ensure the quality of the program.
   - Actively able to participate in all program areas as needed
   - Assist with providing a staff meeting to discuss any issues, she how they are doing, and if the staff need anything.
3. Maintain high standards of health and safety in all activities for campers and staff
   - Provide the daily care of each camper within your supervision, including recognition of personal health needs
   - Ensure that camper receive their medications by designated health officer.
   - Be alert to camper and staff needs and assist them with personal and/or health problems; discuss camper issues with parent/guardian when appropriate.
   - Be alert to equipment and facilities the ensure utilization, proper care, and maintenance is adhered to; report repairs needed to the Property Manager.
4. Budget Management
   - Monitor budget for camp operations, including the activity budgets and food budgets.
   - Monitor the staffing payroll budget
   - With the assistance of the Program Specialist adjust the budget based on attendance and council fiscal needs.
5. Implement the human resources that are needed for staff.
   - Recruit staff based on camper enrollment and program requirements.
   - Hire, train, supervise, and evaluate seasonal staff.
   - Ensure that the proper paperwork, tax forms, background checks, and other necessary paperwork is completed within the State, Federal, and GSHOM requirements.
6. Ensure that the facility being used is safe for daily operations.
   - Alert the building supervisor of any issues that may arise.
   - In the case of a field trip ensure the location is safe for the girls.
7. Oversee the daily operation of day camp including food service, program, health services, and the communication with parents of the participants.
   - Ensure that coverage in health care and the implementation of the health care plan.
   - Keep record of the daily schedule of activities, budgets of overall camp functions, and budgets of food service needs.
   - Work with other departments within GSHOM as needed to ensure the quality and needs of the day camp program is being met.

Other Job Duties:

- This job may include work in other areas of the organization.

Relationships:

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- The Camp Director will oversee the Assistant Director.
- Will communicate with the Program Specialist.

Equipment Used:

Understand the equipment that is used during daily use, such as dishwasher, stove, oven, and the use of the sanitation chemicals. Understand how to use equipment that may be used for program needs. Ensure that all materials that are being used are safe for the use of the girl's. Ensure that you and the staff are familiar with supplies that may be used during the program. Notify supervisor of any activity supplies that need to be replaced or purchased for the program.

Qualifications: (Minimum Education and Experience)

- Must be 21 years of age
- Have a minimum of 8 weeks of cumulative full-time experience working with a population similar to that which the camp serves. In reference to the State of Michigan Department of Human Services, Bureau of Children and Adult Licensing.
- Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program. In reference to the State of Michigan Department of Human Services, Bureau of Children and Adult Licensing.
- Must be able to obtain or become certified in First Aid/CPR. (Level 2)
- Must submit health history record form prior to first day of work.
- Ability to interact with all age levels.
- Ability to submit information for background checks.

Knowledge, Skills, and Abilities:

Knowledge of working with all ages and all abilities of the girls that are being served. Understand and able to implement the needs of the day camp programs. Ability to understand and to implement the emergency procedures provided for the site. Have the skills to plan programs and set schedules. Knowledge of the guidelines and requirements of all the day camp employees.

Physical Requirements:

This position requires that a staff member is able to actively participate with the program needs. Must have the ability to be outside with the girls and ensure the safety during an activity. Must be able to walk for an extended amount of time with the girls. Must be able to remain actively aware of the surroundings of the girls during all activities. Must be able to lift at least 50lbs.

Compensation:

Wages start at $10/hour

Locations & employment dates:

Lansing: Camp Wacousta Day Camp May 5 – August 31, 2014

Ypsilanti/Ann Arbor: Ypsilanti/Ann Arbor Regional Center Day Camp May 5 – August 31, 2014

Kalamazoo: PATC Day Camp May 5 – August 31, 2014

Saginaw: Saginaw Regional Center Day Camp May 5 – August 31, 2014

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.