girl scouts heart of michigan

Job Title:	Assistant Day Camp Director	**Reports To:**	Day Camp Director
Department/Group:	Program	**Job Code/Req#:**	79301
Location:	See Below	**Travel Required:**	Minimal
Level/Salary Range:	Wages start at $9.00/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: **Lansing:** (517) 699-9405 or Lansingdaycamp@gshom.org **Ann Arbor:** (734) 714-3037 or Ypsilantidaycamp@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	**MAIL:** Program Department Girl Scouts Heart of Michigan Subject Line: Assistant 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 of Girl Scouts Heart of Michigan(GSHOM), which is; Girl Scouting builds girls of courage, confidence and character who make the world a better place.

The Assistant Director will also ensure the safety of the girls who attend Summer Day Camps in GSHOM, keep daily and weekly functions of day camp running up to the standards of GSHOM, and oversee the job performance of the Day Camp staff.

Essential Job Functions:

1. Ability to lead in Camp Director's absence. Able to complete the daily and weekly paperwork as needed. Fulfill the requirements for each program.
2. Assist in the daily functions of the day camp operations.
3. Be able to put together program activities that meet the requirements listed in the Summer Camp Guide.
   - Assure campers are properly supervised and safe at all time.
   - Be aware of and implement safety guidelines stated by the Girl Scouts Heart of Michigan and the Safety Activity Check Points.

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- Supervise the day camp counseling staff to ensure that the program needs are being reached.
- Able to handle any type of conflict that may arise between counselors and between campers.

4. Participate in the development and implementation of program activities for campers within the mission and outcomes.
   - Responsible for providing the day camp staff with the resources they need to ensure the quality of the program.
   - Actively able to participate in all program areas as needed.
   - Provide a weekly meeting with the staff to discuss any issues, see how they are doing, and if the staff need anything
   - Assist in the pre-day camp training and the post-camp close up.
5. 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 campers receive their medications by the designated health officer.
   - Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with the camp director when appropriate.
   - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
   - Able to be the health officer when needed.
6. Be a role model to campers and staff in your attitude and behavior.
7. Follow and uphold all safety and security rules and procedures that are set by Girl Scouts Heart of Michigan.
   - Set a good example to campers, staff, and others in regard to general camp procedures and practices including sanitation, schedule, active involvement, and daily functions of day camp.
8. Represent the camp and GSHOM when interacting with parents or community members.
   - Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
   - Follow safety and security protocols when campers are in public while presenting a positive image of the camp and GSHOM.

Other Job Duties:

- Provide supervision for campers while campers are transported to and from camp or during scheduled field trips off of camp property.
- Contribute to verbal and written evaluations and communication as requested.
- Provide daily and weekly program information to the camp director. Need to supply the needs of the upcoming weeks to the camp director within the appropriate time determined by the camp director.

Relationships:

The assistant director will oversee the everyday counselor staffing and assist with programming needs.

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.

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Qualifications: (Minimum Education and Experience)

- Must be 21 years of age
- Must be able to obtain or become certified in First Aid/CPR. (Level 2)
- Must submit health history record and 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:

- Understanding of the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrated knowledge and skill in designated camp program areas.

Physical Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe staff and camper 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 the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Physical Requirements:

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

Compensation:

Wages start at $9.00/hour

Locations employment dates:

Lansing: Camp Wacousta Day Camp June 16 – August 31, 2014

Ypsilanti/Ann Arbor: Ypsilanti/Ann Arbor Regional Center Day Camp June 2 – August 31, 2014

Kalamazoo: PATC Day Camp June 2 – August 31, 2014

Saginaw: Saginaw Regional Center Day Camp June 16 – August 31, 2014

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.