

Job Title:	Assistant Camp Director	Reports To:	Camp Director
Department/Group:	Program	Job Code/Req#:	79300
Location:	Camp Linden Camp Merrie Woode	Travel Required:	Minimal
Level/Salary Range:	\$360/week	Position Type:	Seasonal
Program Contact:	Human Resources	Date posted:	February 6, 2014
Will Train Applicant(s):	Yes	Posting Expires:	Until position is filled

Applications Accepted By:

FAX OR E-MAIL:

(269)492-1439 or hr@gshom.org

Subject Line: Assistant Camp Director (Specify Location)

Attention: HR – Program Department

MAIL:

HR – Program Department

Girl Scouts Heart of Michigan

Subject Line: Assistant Camp Director (Specify Location)

601 W Maple

Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

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 Camp Director will also ensure the safety of the girls that attend summer camps in GSHOM, keep daily and weekly functions of camp running according to the standards of GSHOM, and oversee the job performance of the camp staff.

ROLE AND RESPONSIBILITIES

1. Ability to lead in the 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 camp operations.
 - Be able to put together program activities that meet the requirements listed in the Summer Camp Guide.
 - Ensure campers are properly supervised and safe at all times.
 - Be aware of and implement safety guidelines stated by the Girl Scouts Heart of Michigan and the *Safety Activity Check Points*.
 - Supervise the camp counselor staff to ensure that the program needs are being reached.
 - Be able to handle any type of conflict that may arise between counselors and between campers.
3. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - Responsible for providing the 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 whether the staff needs anything.
 - Assist in the pre-camp training and the post-camp closing.

4. 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 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 the Camp Director.
 - Able to be the Health Officer when needed.
5. Be a role model to campers and staff in your attitude and behavior.
 - Follow and uphold all safety and security rules and procedures 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, schedules, active involvement, and daily functions of day camp.
6. Represent the camp 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.
7. Other duties as assigned, such as, but not limited to:
 - 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. Supply the needs of upcoming weeks to the Camp Director within the appropriate time that is instructed by the Camp Director.
 - Involvement in State Licensing and American Camping Association

EDUCATION/QUALIFICATIONS

- Must be 21 years of age
- Must be able to become certified in First Aid/CPR (Level 2)
- Ability to interact with all age levels
- Valid driver's license in good standing
- Able and comfortable to safely drive large vehicles, such as a 12- or 15-passenger van
- Have or obtain a chauffeur's license

PREFERRED SKILLS

- 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
- Ability to communicate and work with groups participating (various 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 the strength and endurance required to maintain constant supervision of campers

Location Employment Dates

- Camp Linden: June 9 to August 10, 2014
- Camp Merrie Woode: June 9 to August 10, 2014

COMPENSATION

- Room and board
- \$360 per week (based on a 6-day week)
- Work days each week will fluctuate depending on need.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.