



Job Title:	Troop Camp Counselor	Reports To:	Camp Director
Department:	Outdoor	Travel Required:	Minimal
Location:	Camp O' The Hills – Brooklyn, MI	Status:	Seasonal
Salary:	\$65 per day (3-day, Friday – Sunday workweek)	Date Posted:	February 14, 2019

To apply please include a cover letter, resume, or employment application. Applications accepted by:

Subject Line: Troop Camp Specialist- Camp O'the Hills
Email: campothehills@gshom.org
Website: <https://www.gshom.org/en/our-council/careeers.html>
Fax: (269)492-1439

MAIL: HR – OUTDOOR DEPARTMENT
 Girl Scouts Heart of Michigan
 Subject Line: Troop Camp Specialist –
 601 W Maple
 Kalamazoo, MI 49008

Job Description

POSITION SUMMARY/OBJECTIVE

To further the mission of the camp by providing a fun and safe camp environment and exceptional customer service for our troops. The Troop Camp Specialist is responsible for planning, teaching, coordinating, and carrying out activities for troops.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Apply basic youth development principles to empower girls, embrace diversity, aid in competency development, and build connections.
- Participate in the development and implementation of program activities for troops within the mission and outcomes.
- Engage with troops outside of program activities to ensure a positive camp experience.
- Adapt activities as necessary to create a progression based on the needs and experience of the participants.
- Maintain high standards of health and safety for campers and staff.
- Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with Assistant Director and/or Camp Director when appropriate.
- Inspect equipment before use, ensure proper utilization, and store equipment properly when not in use. Perform equipment maintenance as trained and able; report needed repairs promptly to the Camp Director.
- Be a role model to campers and staff in your attitude, behavior and following of camp procedures.
- Follow and uphold all risk management procedures at activities, including high adventure areas such as the waterfront and archery range.
- Deliver First Aid/CPR and follow camp emergency procedures as needed
- Evaluate participant's abilities to safely participate in high adventure activities.
- Assist in the management and care of the camp and its facilities. Perform maintenance as trained and able; report repairs or maintenance needed promptly to the Camp Director.
- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Work with the camp staff team to ensure success in all aspects of camp functions.
- Other duties as assigned.

EDUCATION/QUALIFICATIONS

- Must have or be willing to obtain at least 2 of the following certifications: lifeguard, archery, and small craft.
- Must have or be willing to obtain First Aid and CPR certification
- Training and experience in activities that are offered at the camp.
- Knowledge of the Girl Scout program preferred
- Desire and ability to work with children and adults outdoors.
- Must be willing to become a member of Girl Scouts.
- Must be able to pass State and National background check.

COMPETENCIES

- Customer Focus
- Conflict Management
- Behavior Management
- Teamwork Orientation
- Youth Development
- Activity Instruction

WORK ENVIRONMENT

Operates in a professional camp environment and will live on site. This role occasionally uses standard office equipment such as computers and phones. Ability and willingness to work in various activity areas within camp (archery, campfire, waterfront, hiking, etc.) in all types of weather from rain, snow, extreme heat and cold. Must be able to move around the camp property to assist campers in their activities. Will spend majority of hours each day standing and interacting with children. This positions splits its time between Camp O' the Hills and Camp Oak Hills.

WORK SCHEDULE

- Position requires flexibility with schedule, typical schedule is Friday through Sunday.
- Staff training will be held June 9th – June 14th.
- Position requires living on site and working evenings when scheduled.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

COMPENSATION

- Room and board
- \$65 per day (position requires a 3-day workweek)

LOCATION EMPLOYMENT DATES

Camp O' The Hills: June 1 through August 26th, 2019

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____