



Position: Camp Director

POSITION SUMMARY

The Camp Director supports all operations of a comprehensive day camp program. The Camp Director oversees the development, implementation, and evaluation of flexible, creative programs as summarized in the Summer Camp Guide which reflect the mission and vision of Girl Scouts of Southeastern New England (GSSNE). The Camp Director is responsible for interviewing, hiring, training, supervising, and, when necessary, releasing camp staff. The Camp Director also oversees family communication efforts, campers, camp finances, camp supplies, and camp transportation. The Camp Director reports to the GSSNE Outdoor Program Manager.

QUALIFICATIONS

- Must be 25 or older
- Have a desire and ability to work with girls ages 5 – 17
- Previous supervisory and hiring experience
- Must have knowledge of camp operational areas (e.g. food services, health, aquatic program, program)
- Must have experience with youth programming or equivalent experience
- Teaching or child care experience desired; organized camp experience preferred
- Experience in Girl Scout programming, camp counseling and/or leadership techniques desirable
- Ability to use own expertise, talents, skills, and creativity to supplement and enrich camp programming
- Demonstrated ability and experience in supervising staff and youth
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities
- Interact with girls, staff, volunteers, and families in a positive, professional manner
- Serve as a positive role-model for campers, staff, and volunteers
- Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Patience and capacity to show interest and compassion for every camper and staff member
- Belief in the Girl Scout Mission and willingness to subscribe to the principles as stated in the Promise and Law
- Commitment to assuring that the diversity of campers and staff is appreciated. Flexibility in working with campers and staff from all socio-economic, religious and cultural backgrounds.
- Must have a valid driver license, reliable transportation, and current insurance

- Be able to pass a background check
- Must be available for the full duration of the employment period

Reports To: GSSNE Outdoor Program Manager
FLSA Status: Seasonal Temporary

ESSENTIAL FUNCTIONS

Personnel

Responsible for interviewing, hiring, training, supervising, and releasing both paid and volunteer staff members.

- Hires and trains camp staff team to successfully meet or exceed all camp program goals. Enforces all personnel policies and develops procedures pertinent to camp.
- Plans and implements required staff training which provides staff members with the tools and materials needed to perform their jobs.
- Ensures ongoing supervision of all staff members to maintain safe and high quality program.
- Attends all scheduled GSSNE camp trainings.
- Completes goals and end of summer evaluations with all staff.

Program

Responsible for development, implementation, oversight, and evaluation of all camp programs.

- Ensures that the Girl Scout mission, vision, and program goals are carried out.
- Ensures implementation of programs with a particular focus on self-esteem, removing gender stereotyping, and valuing differences.
- Implements programs to be consistent with GSSNE, including but not limited to implementation of the Girl Scout national curriculum (i.e. badges or Journeys) in all programming.
- Provides program resources to staff to insure a flexible, creative, and memorable program.

Safety

Responsible for developing and enforcing safety procedures.

- Develops camp-specific risk and crisis management plans in compliance with GSSNE crisis management plan.
- Train staff on risk and crisis.
- Communicates immediately with supervisor in the event of any emergency or crisis.
- Handles emergency situations, follows up with documentation (incident/accident reports), and submits information to Human Resources in a timely manner.

Administrative

Manages finances, transportation, camper and staff placement, the purchase of supplies, and communication with families.

- Works with supervisees to ensure financial records, camp attendance, and camp forms are submitted to GSSNE on a regular basis and that budget is remaining on target.
- Works with supervisees and transportation vendor to ensure transportation policies are implemented and that campers are on correct bus routes.
- Ensures that campers and staff are placed in appropriate units.
- Works with the Office Assistant to ensure that all supply purchases are made in a timely fashion.
- Maintains good communication with families through weekly e-letters, phone conversations, and other forms of communication.
- Works with camp staff to ensure all camp equipment is well cared for and returned to proper storage daily.
- Works with camp staff and property team to ensure the camp property is well maintained throughout its use and is always left in good condition.
- Works with property team to open and close camp.
- Promotes all GSSNE camp programs. Responsible for attending or coordinating support at a minimum of two (2) camp promotion/recruitment events prior to the summer.

COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Individual should possess great communication skills, be able to work with campers, staff, volunteers, and families. Individual should possess the ability to plan, organize and prioritize work.

Authority and Accountability

Accountable to Camp Director. Incumbent has the authority to carry out work performance objectives agreed upon with their supervisor. Objectives are outlined at beginning of camp season and reviewed as needed, with a formal evaluation at the end of the camp season.

Supervisory Responsibility

Ability to effectively train, oversee, and mentor/support all supervisees. Conduct mid-season and end-of-season reviews for all supervisees.

Required Training

Lead one day of pre-camp training including but not limited to Safety, Risk Management, Youth Development, Child Health and Welfare, Outdoor Skills, and Program Activities.

Language Skills

Ability to read documents, write reports and correspondence, speak effectively in English.

Mathematical Skills

Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carries them out.

Computer Skills

To perform this job successfully an individual should have knowledge of Microsoft Office Suite software (MSWord, Excel, and Outlook).

Certificates, Licenses, Registrations

Valid US driver's license required. Employees who use privately owned vehicles for council business are responsible for complying with local, state and federal laws. Employees will be required to carry a current driver's license, vehicle registration, personal and public liability insurance that meets state and council requirements. First Aid and CPR certification provided during pre-camp staff training.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, write, type, and carry. The employee is frequently required to use hands to finger, handle or feel and reach with arms and hands.

This position requires the ability to lift up to 30 pounds regularly, 50 pounds occasionally. Physical demands are normal to outdoor positions. The position may require you to be subjected to outside environments that include direct exposure to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, other written materials.
- Manual dexterity – to handle phones, paperwork, pens, pencils, keyboard data entry, money, merchandise and operate a vehicle.
- Sit /Stand – for extended periods of time
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument

- Walking – prolonged walking
- Driving – ability to drive camp vehicles for up to 4 hours

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed outside. While performing the duties of this job, the employee is exposed to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces. Living arrangements are in a camp setting in platform tents.

Mental Requirements

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type and write. The employee is required to have the ability to understand the meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the Council to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Council will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Council undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Employee's Name
Date