

Girl Scouts of Michigan Shore to Shore
Position Posting

Title: Assistant Camp Director

Reports to: Camp Director

Classification/FLSA Status: Seasonal Full-time/Exempt

Position Summary: The Assistant Camp Director is a supervisory position. She assists the Camp Director in all phases of camp operations and programming, maintaining a safe, healthy, and engaging environment for campers and staff. She manages and operates the Trading Post. She supports all camp staff in their day to day duties and activities. She promotes Girl Scouting in the community and maintains positive parent, public, and community relations.

Essential Duties and Responsibilities:

1. Encourage sensitive leadership, sound programs, and high standards of health and safety.
2. Ensure all Safety Activity Checkpoints and ACA standards are met
3. Take charge of the administrations of camp in the absence of the Camp Director.
4. Actively participate in all camp activities.
5. Schedule and acquire all materials for cookouts.
6. Supervise assigned staff.
7. Prepare, organize and file camper files, including opening and closing day files.
8. Monitor assignments given to staff and campers.
9. Oversee scheduling and schedule staff time off.
10. Maintain high camp staff morale.
11. Manage and operate the Trading Post.
12. Assist with staff evaluations and decisions regarding camp personnel.
13. Assist with pre-camp training and opening and closing of camp.
14. Inform Camp Director of any camper or staff problems, maintaining confidentiality.
15. Transport staff and/or campers to clinic as needed.
16. Assist in maintaining proper adult to girl ratios at all times.
17. Assume other related responsibilities as requested by Camp Director.

Requirements:

1. Must be female and at least 25 years of age.
2. Adherence to Girl Scouts of Michigan Shore to Shore policies and procedures
3. Willingness to reside on site and work a flexible schedule including evenings and weekends
4. Possess ability to work with, and supervise people from diverse backgrounds.
5. Previous organized camp experience.
6. Experience working with children, high school students, and college students.
7. To be able to lift 50 pounds and be able to walk continuously on dirt paths and roads
8. Become a registered member of the Girl Scouts of the U.S.A.
9. Capability to provide own transportation and maintain valid operator license
10. Record of health examination given by a licensed physician within 24 months before entering camp.

Qualifications:

1. Bachelor's degree in related field or equivalent education or work experience required
2. Demonstrated ability and sensitivity working with youth and persons of diverse backgrounds, cultures, lifestyles.
3. Strong written, oral and interpersonal communication skills required.
4. Ability to plan, organize and implement a multi-faceted workload, handle pressure and meet organizational deadlines and goals.
5. Ability to be flexible, accept changes in programming schedule and provide contingency plans as needed.
6. Familiar with the Girl Scout program

Assistant Camp Director

To apply for this position, submit a cover letter and resume or an Application for Employment to Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via E-mail hr@gsmists.org, fax (616) 784-8187, or mail 3275 Walker Avenue NW, Grand Rapids, MI 49544

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