

Position Title: Assistant Day Camp Director

Reports to: Camp Director

Classification: Seasonal



Position Summary

To further the mission of Girl Scouts Western Oklahoma through the development and management of program, human resources, and strategic operations for the day camp program. This position works with the Camp Director and administration team to assist in supervision, training, coordination and administration of camp staff, daily camp operations and activities following state regulations, ACA standards, and Girl Scouts Safety Activity Checkpoints. The Assistant Camp Director is responsible for running camp in the Directors' absence. This position may oversee the health needs at camp, coordinating with Volunteers, as well as programmatic operations as assigned by the Camp Director.

Position Responsibilities

- Design, deliver, and evaluate camp programs which meet the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
- Actively participate and uphold the camps' risk management program.
- Assist in camper administrative duties to ensure a positive experience with the day camp program.
 - Coordinate camper check-in and check-out procedures.
 - Communicate with parents on behavior and physical issues which arise during the camp session.
 - Work alongside the Camp Director on conflict resolution and problem solving with seasonal staff as needed.
 - Evaluate the success of camp and the development of the campers' abilities and skills in various activities.
- Assist in the overall daily operation of summer day camp including snack service, program, business, camper and staff supervision, and health care including record keeping, office operations, etc.
- Assist in the management and care of the physical facilities and equipment in all areas.
 - Oversee daily checks for safety, cleanliness and good repair.
 - Ensure program areas are kept free of hazards and debris.
- Supervise and evaluate Staff (GIRL Experience Leaders & Guides) to develop and implement all facets of camp program activities.
 - Provide regular feedback and guidance to Guides & Leaders.
 - Provide recommendations and concerns to the Camp Director regarding staff performance.
- Be a role model to campers and staff in your conversations, attitude and behavior.
 - At all times, demonstrate cooperative behavior with colleagues and supervisors.
 - Follow and uphold all safety and security rules and procedures.
 - Work well both independently and as a contributing member of a team.
- Work well under pressure, meeting multiple and sometimes competing deadlines.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.

Required Abilities and Physical Demands

- Strong oral and written communication skills in the English language, including the ability to read text and information and comprehend instructions and manuals.
- Strong interpersonal skills and the mindset of a team player, including the ability to listen objectively to others.
- Computer proficiency in Microsoft Office programs including Word, Excel and PowerPoint, as well as data management and internet usage.
- The ability to observe others' actions, assess its appropriateness and apply acceptable behavior-management techniques.
- The ability to enforce appropriate safety regulations and emergency procedures.
- Organized and detail oriented with a proven ability to multi-task and meet strict deadlines.
- Self-starter, capable of adapting to any work environment.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the camp environment.
- Physical ability to respond appropriately to situations requiring First Aid. Must be able to assist adults and children in an emergency (fire, evacuation, illness, injury, etc.) and possess strength and endurance required to maintain constant supervision of participants.
- Physical ability to move about the camp property, in a variety of environmental conditions without assistance.
- **All other duties as assigned or necessary to support the camp as a whole.**

Skills and Qualifications

Education:

- High School graduate or its' equivalent. Bachelors degree is preferred.

Qualifications: Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. The individual must be able to perform each essential duty satisfactorily. The duties listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must also fulfill the following:

- Must be at least 21 years of age.
- Ability to work on site May 24th-August 3rd with limited time off.
- Experience working with children.
- Experience in a camp administrative role is preferred.
- Experience in the development and delivery of programs and activities for a similar population.
- Experience in supervising others, specifically peers, is preferred.
- Access to reliable transportation.

Certificates, Licenses and Registrations:

- Current certifications in First Aid, CPR, AED or must be willing to obtain during staff training.
- Must hold a current Driver's License in good standing and have an acceptable driving record.
- Must carry and show proof of 100/300/100 liability coverage on a personal vehicle.

Additional Job Requirements:

- Clearance of a background check and drug screen.
- Must become a registered member of the Girl Scouts.
- Ability to work independently, effectively manage time to make deadlines and to solve problems using excellent judgment and decision-making skills.
- Willingness to participate in all camp activities enthusiastically, providing support and guidance to those assigned as leaders.
- Comfortable with driving or willing to learn how to drive 12 passenger vans. Ability or willingness to learn how to drive other types of vehicles (golf carts, trucks, etc.)
- Access to reliable transportation.

Other physical requirements that may be required for this position include standing, bending, stooping, stretching, and moving objects weighing up to 50lbs. Must be able to work in all weather conditions including but not limited to sun exposure, heat, rain, fog, etc. Requires hand-eye coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.

Work Environment

The employee will work from inside and outside throughout each day and will be working in OKC with field trips each week. The employee will work in close quarters with other staff and participants. The noise level in the work environment varies from moderate to loud; hectic situations can occur due to working with children of all ages. Exposure to outdoor weather and wildlife are expected.

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

This is a full time, seasonal position starting at \$12/hr.

To apply, please visit the website below and fill out the Camp Staff Application. The form must be filled out in its' entirety and emailed to campjobs@gswestok.org. Please DO NOT email your resume to us, as we only interview candidates whose application we have reviewed. **Girl Scouts Western Oklahoma is an equal opportunity employer.**

<http://www.gswestok.org/content/gswestok/en/about-girl-scouts/jobs.html>