

**Position Title: Day Camp GIRL Experience Guide**  
**Reports to: GIRL Experience Leader/Assistant Day Camp Director**  
**Classification: Seasonal**



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### **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 is responsible for planning, teaching, coordinating and carrying out activities and guiding campers in their personal growth and daily living skills. This position works with the GIRL Experience Leaders, and administrative team to assist in the daily camp operations and activities following state regulations, American Camp Association standards, and Girl Scouts Safety Activity Checkpoints.

### **Position Responsibilities**

- Assist in the direction, supervision, and organization of campers in their groups, within activities and throughout the day in order to meet the intended camper outcomes.
- Assure campers are properly supervised at all times.
- Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - Responsible for leading assisting with the teaching of activities.
  - Actively participate in all program areas as assigned.
  - Provide for the progression of activities within the framework of individual and group interests and abilities.
  - Provide the daily care of each camper within your supervision including recognizing personal health needs, behavior management, and ensuring they are prepared for the days' activities.
  - Assist in program areas such as STEM, nature and outdoor games, aquatics, songs, zipline, rock wall climbing, badge work, field trips, and arts and crafts as directed.
- Participate enthusiastically in all camp programs and activities and use positive communication techniques as instructed during pre-camp training.
- Maintain high standards of health and safety in all activities for campers.
  - Be alert to campers needs and assist them with personal and/or health needs and discuss with the GIRL Experience Leaders when appropriate.
- Ensure that campers know and follow safety and educational procedures.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
- Actively participate and uphold the camps' risk management program.
- Be a role model to campers 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.

### **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, and communicate well.
- 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 and commercial kitchen environment.
- Must be able to frequently lift and carry items weighing up to 50lbs.
- 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, or pursuing a High School Diploma.

**Qualifications:** Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an 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 18 years of age.
- Ability to work on site June 1<sup>st</sup>-August 3<sup>rd</sup> with limited time off.
- Experience working with children.
- Experience in delivery of programs and activities for a similar population.

### **Certificates, Licenses and Registrations:**

- Current certifications in First Aid, CPR, AED or must be willing to obtain during staff training.
- Must carry and show proof of 100/300/100 liability coverage on any personal vehicle if is to be driven and/or parked on site.

### **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.
- Access to reliable transportation to and from the job site.

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 equipment and program supplies. 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 the OKC adventure district 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 with varying pay levels dependent on experience.**

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](mailto: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>