

**Position Title: Volunteer Program Assistant**  
**Reports to: Assistant Camp Director**  
**Classification: Volunteer**



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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 resident camp program. This position works with the Assistant Camp Director and the Leadership team to implement general and specialized programming ranging from but not limited to shooting sports, aquatics, equestrian, nature based, and theme weeks. This position works with the administration to ensure programming operations and activities are following state regulations, ACA standards, and Girl Scouts Safety Activity Checkpoints.

### **Position Responsibilities**

- Develop and provide quality program activities and theme week program for campers at E-Ko-Wah.
- Work with and communicate clearly with Units to schedule program area time and activities.
- 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.
- Participate enthusiastically in all camp programs and activities, and use positive communication techniques as instructed during pre-camp training.
- 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 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.

### **Required Abilities and Physical Demands**

- The ability to listen objectively to others, and communicate well in verbal and written English.
  - Strong interpersonal skills and the mindset of a team player.
- The ability to read text and information, and comprehend instructions and manuals.
  - Strong oral and written communication skills in the English language.
- 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 appropriate 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, both on and off trail, 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 is required. Bachelor's degree is preferred.

**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 live on site during volunteer timeframe with limited time off.
- Experience working with children is required.
- Experience in the development and 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 a personal vehicle.

### **Additional Job Requirements:**

- Must become a registered member of the Girl Scouts.
- Clearance of a background check and drug screen.
- 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 volunteer will work inside and outside each day and depending on location may live on site at the camp. The volunteer will work and may live in close quarters with camp staff. 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 also expected.

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

**This is an un-paid volunteer position with the possibility of a discount for 1 camper of appropriate age and gender to attend a session of camp.**

To apply, please fill out the Camp Volunteer Application at <https://forms.gle/AkWEgw6fAQM29shZ6>. The form must be filled out in its' entirety. 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.**

<https://camp.gswestok.org/work-at-camp/>