

Position Title: Volunteer STEM Assistant
Reports to: Assistant Camp Director
Classification: Volunteer



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 provide fun, engaging STEM activities for a variety of ages of participants. This position manages the STEM lab and related supplies. This position works with the administration to ensure STEM operations and activities are following state regulations, ACA standards, and Girl Scouts Safety Activity Checkpoints.

Position Responsibilities

- Design and deliver STEM activities that make use of different subjects, make use of camps' natural environment, meets STEM grant requirements, and use the STEM resources most efficiently.
- Communicate with staff on additional STEM activities they may want to do that are unique to their group.
- Assist in the management and care of the physical facilities and equipment in the STEM area.
 - Maintain the STEM equipment and supplies, submit maintenance requests in a timely manner to the administrative team.
 - Keep an inventory of items and equipment each week, submit this inventory to immediate supervisor each week to assess what items are low in stock and need to be ordered.
- Clean the STEM area daily, keeping it free of hazards and debris, as well as checking to make sure all equipment is in good repair and safe for campers and/or staff to use.
- 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 and camp staff schedules.
 - Strong oral and written communication skills in the English language.

- 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. Bachelors degree in education, science, or related field 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 work on site during volunteer timeframe with limited time off.
- Experience in the development and delivery of programs and activities for a similar population.
- Experience working with children.

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:

- 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.
- 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 equipment and program supplies. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.

Work Environment

The volunteer will work both inside and outside each day at Camp Trivera in Oklahoma City, Oklahoma. The volunteer will work 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/AkWEqw6fAQM29shZ6>. 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/>