

# **GSCSNJ SUMMER CAMPS**

## *Job Description*

Job Title: **Assistant Camp Director**  
Classification: **Exempt**  
Reports to: Camp Director  
Location: Camp Sacajawea

### Position Purpose:

The Assistant Camp Director assists in directing all aspects of summer camp planning and implementation. This position involves considerable independent work as well as being an effective member of the team.

### Essential Job Functions:

1. Assist in the design and implementation of camp program that meets the needs and interests of the camp's populations and ensure their delivery in a safe and quality manner.
  - Remain current with information on the developmental needs of youth.
  - Assist in implementation crisis and risk management procedures.
  - Ensure delivery of programs and activities appropriate to the camper population.
2. Assist in the financial management of camp
  - Work with Business Manager and Program Manager to assure programs have the equipment and supplies needed for quality program delivery.
3. Assist in implementing human resource management practices in recruitment and retention of seasonal staff.
  - Assist in recruitment of staff based on camper enrollment and program management requirements.
  - Assist in supervision and evaluation seasonal staff.
4. Oversee the daily operation of the summer camp including food service, program, business, and staff supervision.
  - Oversee the management of the food service area through supervision of Food Service Manager and review of food service program.
  - Oversee the business management functions of the camp including office operations
  - Oversee the supervision of unit staff.
  - Assist in development and implementation of program and staff schedules

### Other Job Duties:

1. Attends all trainings and staff meetings before and during the camp season.
2. Conduct Lost Camp Drills with Health Supervisor and Administrative Staff on a weekly basis.
3. Adheres to all GSCSNJ council policies and procedures.
4. Observes all safety precautions and compiles with all GSCSNJ council health and safety rules and procedures.
5. Participates in all camp activities, planning and leading those as assigned.
6. Assist with camp healthcare needs as needed, including camper check-in, supervision of ill campers, and non-emergency transport.

Qualifications:

- ♦ Must be at least 25 years old.
- ♦ Bachelor's Degree
- ♦ At least 2 years of experience in a supervisory role
- ♦ First Aid/CPR certification preferred
- ♦ Outstanding written and oral skills; presentation skills to internal and external audiences.
- ♦ Demonstrated ability to work independently; manage multiple priorities, creatively solve problems, and foster a pluralistic environment.
- ♦ Flexibility, creativeness, and self-motivated, highly organized.
- ♦ Subscribes to the principles of the Girl Scout Movement; Girl Scout experience helpful.
- ♦ Experience in business or office setting.
- ♦ Knowledge of NJ Youth Camps Safety and Board of Health Standards
- ♦ Knowledge of ACA Standards
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ Must submit health history record, examination form and record of immunizations prior to first day of work.

Physical Aspects of the Job:

- ♦ Must be able to speak, hear, write and read communications clearly.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Some physical requirements could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching.
- ♦ The ability to lift program supplies up to 50 lbs.
- ♦ The ability to withstand daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

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Employee Printed Name

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Employee Signature

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Date

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Director Printed Name

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Director Signature

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Date