

GSCSNJ SUMMER CAMPS

Job Description

Job Title: **Leadership Coordinator**
Classification: **Exempt**
Reports to: Camp Director
Location: Camp Inawendiwin

Position Purpose:

The Leadership Coordinator is responsible for assigning Camp Aides to units, supervising and evaluating their leadership performance and mentoring their continuing leadership development. This position supports minor volunteer staff within the staff structure and acts as an advocate between minor and adult staff. This position works directly with adult unit staff to assure proper placement of minor staff. This position delivers the leadership development program (CAT). This position involves considerable independent work as well as being an effective member of the team.

Essential Job Functions:

- Assign minor staff, Camp Aides, to units based on skills, interests and maturity as well as age of camp program.
 - ♦ 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.
- Supervise and evaluate Camp Aides and Leaders in Training.
 - ♦ Regularly monitor work of Camp Aides and Leaders in Training.
 - ♦ Provide ongoing feedback and guidance to Camp Aides and Leaders in Training.
 - ♦ Coordinates and delegates staff for flag, opening, and closing ceremonies, providing education and leadership opportunities.
 - ♦ Provide recommendations and concerns to Camp Director.
 - ♦ Complete mid-summer and end-of-summer evaluations of Camp Aides and Leaders in Training.
 - ♦ Maintain written records of hours of service of Camp Aides and Leaders in Training.
- Develop and deliver the leadership training program, "Camp Aide Training"
 - Develop schedule of training and practical application of techniques within program and unit settings
 - Provide ongoing feedback and guidance to Camp Aides in Training.
 - Supervise Camp Aides in Training
 - Complete end-of-training evaluation of Camp Aides in Training.
- Assists and temporarily fills in for various adult staff positions
 - ♦ Supports the business management functions of the camp including office operations.
 - ♦ 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. Adheres to all GSCSNJ council policies and procedures.
3. Observes all safety precautions and complies with all GSCSNJ council health and safety rules and procedures.
4. Participates in all camp activities, planning and leading those as assigned.
5. Assist with camp healthcare needs as needed, including camper check-in, supervision of ill campers, and non-emergency transport.
6. Conduct Lost Camp Drills with Health Supervisor and Administrative Staff on a weekly basis.
7. Will be evaluated weekly with five-minute feedback and/or skills verification checks.
8. Will be evaluated mid-way through the camp season, and again at the end of the camp season. Evaluation will help determine the potential for re-hire the following year.

Qualifications:

- ◆ Must be at least 21 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.

Employee Printed Name	Employee Signature	Date
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Director Printed Name	Director Signature	Date
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