

Job Description
Camp Supervisor
Girl Scouts of the Green and White Mountains

Position Title: Camp Director
Department: Girl Experience
Reports to: GSGWM Supervisor

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scout Vision: Girl Scouts of the Green and White Mountains (GSGWM) is recognized throughout New Hampshire and Vermont as a leading expert on girls. Our innovative leadership programs help girls to discover, connect and take action as they develop strong values, a social conscience, and a deep sense of self and their potential.

Position Summary: The Camp Director is responsible for the total operation of the camp. They oversees the development, implementation, and evaluation of flexible, creative programs as summarized in the Camp Guide which reflect the mission and vision of Girl Scouts of the Green and White Mountains. The Camp Director is responsible for staff supervision including training, supervising, and, when necessary, releasing camp staff. The Camp Director oversees family/parent communication efforts, campers, camp finances, camp supplies and camp transportation. The position involves pre-season preparation and after-hours work.

The Camp Supervisor reports to their GSGWM Supervisor who manages the recruitment, interviewing, and hiring process; and may assist with all steps of staffing summer camps. The GSGWM Supervisor supports the Camp Director by providing ongoing training and supervision of staff, and provides the materials and tools needed to carry out delegated responsibilities.

Camp program happens in many locations with terrain varying from flat to hilly. Program often requires movement from one activity area to another, involving some distances. Girl Scout campers are placed in units by age level and then broken into smaller groups to plan and carry out program. Each day is different. Program is flexible and must be creative. This position requires the ability to work continuously with children and adults, while maintaining a high level of energy and enthusiasm.

Major Accountabilities:

The Camp Supervisor is responsible for summer camp staff, and may:

1. actively recruit staff by reaching out to local schools, job posting sites, and organizational newsletters.
2. responds to all applicants in a timely manner, per the hiring timetable provided.
3. interviews qualified applicants via phone, zoom, or in person following federal, state, and GSGWM policies.
4. with approval of the GSGWM Supervisor, makes hiring decisions following GSGWM hiring procedures and hiring checklist
5. maintains accurate EEO records of applicants
6. submits all required employment paperwork to HR in Bedford, NH from volunteers and paid staff prior to the first day of camp programs.

The Camp Director facilitates pre-camp training for camp staff to provide staff members with the tools and materials needed to perform their jobs. (GSGWM training plan and materials provided). And then:

1. ongoing supervision of all staff members to maintain safe and high-quality program.
2. enforces all GSGWM personnel policies and procedures pertinent to camp.
3. completes evaluations of all camp staff at the end of the camp season.

The Camp Director is responsible for the development, implementation, oversight, and evaluation of

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all camp programs. This includes:

1. attends camp every day of the summer camp season and ensures that a Camp, Assistant Camp, or Program Director are on duty during all hours of camp operation.
2. ensures that the Girl Scout mission, vision, and program goals are being consistently carried out and that program is consistent with Girl Scout program materials and standards
3. provides program resources and supplies to staff to support a flexible, creative, and memorable program that achieve their descriptions from the camp brochure and stay within financial goals.
4. review camp evaluations and use them to alter/improve the camp experience.

The Camp Director is responsible for following safety procedures. This includes:

1. follows GSGWM and ACA standards, and camp-specific risk and crisis management plans in compliance with GSGWM crisis management plan.
2. trains all staff on all risk and crisis procedures and completes safety and emergency drills each week with campers and staff
3. in the event of any emergency or crisis communicates immediately with the GSGWM Crisis Team, or as soon as safely possible to do so, follows up with documentation (incident/accident reports), and submits information to Human Resources in a timely manner.
4. works with HR to keep a safe workplace and report workers compensation or other insurance information promptly and accurately.

The Camp Director is responsible for the operational management functions. This includes, but is not limited to managing finances, managing transportation, ensuring correct camper and staff placement, managing camp supplies, effective communication with families/parents, and managing all other operational areas of camp. The Camp Director ensures that:

1. financial records, camp attendance, and camp forms are submitted weekly and as needed.
2. transportation policies are being effectively implemented, campers are on correct bus routes, and emergency camp vehicles are in place.
3. campers and staff are placed in appropriate units based on age, skills, and ability.
4. all supply purchases are made in a timely fashion and are within the camp budget.
5. good communication with parents is maintained through weekly newsletters, phone conversations, behavior and accident reports, and weekly late nights
6. all camp equipment is well cared for and returned to proper storage daily.
7. camp staff and property specialists maintain camp property throughout its use and is left in good condition daily.

The Camp Director works with a GSGWM Property Specialist to open and close camp.

The Camp Director promotes camp programs. Including:

1. Hosts Open House at the camp; coordinating activities and staff to supervise and give tours
2. Visits troops, schools, or other local events to promote summer camp leading up to camp
3. Assists the Girl Experience department Program team with local recruitment efforts (watching for recruitment opportunities, distributing flyers and posters, etc.)
4. May host a Family Fun Day or other weekend opportunity for families to visit camp.

The Camp Director keeps accurate records and completes paperwork promptly, including camper and staff attendance reports, staff insurance claims, accident reports, behavior reports, staff evaluations, camper registration and health information, and inventories.

Performs other duties as assigned.

Work Schedule:

Day Camp: The position is full-time Monday thru Friday during Camp Season. Weekenders work Fri-Sat-Sun and shorter hours Mon, Tues, Thurs. Also required: pre-camp trainings, camp promotion/Open House. Dates vary by camp location.

Overnight camp: The position in full time and overnight, with a 2-hour break each day, and 24 hours off for every 6 days worked.

Refer to Offer of Employment for dates and schedule.

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Minimum Qualifications

- 25 years old or older as required by the American Camp Association.
- Must participate in all required director and staff trainings.
- Acceptance of the Girl Scout Promise and Law and if you are not already a member we encourage you to become a member of Girl Scouts of the USA.
- Will complete GSUSA Girl Scouts 101 for Staff and GSUSA Delivering Inclusive Program

Essential Skills and Abilities

- Experience teaching and working with large groups of children.
- Experience working with and supervising adults.
- Ability to help develop, plan, organize, and implement large and small group program events.
- Ability to participate in a strenuous camp program with the campers, while maintaining a high level of energy and enthusiasm.
- Ability to assess and respond immediately with good judgment in a crisis.
- Ability to communicate quickly and efficiently with staff members and campers.
- Interest in, and knowledge of, Girl Scout Program.
- Ability to interview, hire, train, supervise, and release staff.
- Ability to use good judgment regarding health and safety and personnel.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I agree to fulfill all above requirements and responsibilities as listed.

Signature

Date