

**ASSISTANT CAMP DIRECTOR – CAMP WABAK**

(Travelers Rest, SC Area)

May 26, 2017 through August 5, 2017

Girl Scouting is the largest organization for girls in the world. Our mission is to build girls of courage, confidence, and character who make the world a better place. Through activities in science and technology, business and economic literacy, and outdoor and environmental awareness, Girl Scouting provides girls with opportunities for fun and friendship while fostering the development of leadership skills and self-esteem.

Girl Scouts of South Carolina – Mountains to Midlands council is the largest organization serving girls in South Carolina. The council has a current membership of 11,800+ girls and 3,000+ volunteers and a staff of 54 (plus an additional 60+ seasonally). With an annual council budget of \$5 million, our service is currently supported through three administrative service centers, five camps, four out-based offices, and three troop program sites.

**POSITION SUMMARY**

The Assistant Camp Director assists the Camp Director in the administration and coordination of the camp operation by carrying out duties as delegated. The incumbent will act as the Camp Director in their absence and provide support to the unit and program staff.

**ESSENTIAL REQUIREMENTS**

- Must be at least 21 years or older with a High School Diploma required (advanced education or college preferred).
- 4 years of relevant experience facilitating program activities with young girls and documented experience working in diverse communities required.
- Experiences in applying key competencies to include strong verbal and written communication skills; ability to make independent decisions; interact effectively with staff and volunteers; and work well with children.
- Individuals who are Bilingual (Spanish) are encouraged to apply.
- Upon hire, must hold personal membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law.
- Position necessitates that all applicants must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance/meet the council insurance company's requirement for coverage, and submit to drug test and background check.

**RESPONSIBILITIES**

- Assist with development, implementation, and evaluation of staff training, evaluating throughout the summer conducting additional in-service staffing trainings as needed.
- Ensure positive and enjoyable staff morale by monitoring that individual needs are met (rest, time off), and by coordinating group recreational activities.
- Provide programming and supervisory resources and support for administrative and other staff members, as needed.
- Interpret, enforce and assist in teaching state, ACA and Girl Scout *Safety Activity Checkpoints*.
- Implement and monitor all health, safety and program standards are being met.
- Comprehend, monitor and initiate crisis management plan and overall safety, including emergency procedures.
- Timely and positively respond to parent phone calls and emails.



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mountains to midlands

- Call or designate a team member to call absentee campers at beginning of each session.
- Assist the Camp Director and other administrative team members in developing routines, schedules, procedures, and budgets, as necessary.
- Prepare, review and submit records and requested reports on time.
- Visit camp activities and observe counselors' skills in leading the activities.
- Ensure that high standards, leadership, program activities and health and safety are maintained.
- Lead camp activities as needed, supporting the team environment.
- Help counselors, unit leaders, and administrative team solve problems in the unit that involve campers or staff.
- Drive campers to medical facilities as needed.
- Assist with check-in on opening day and check out on closing day.
- Complete shopping as needed for program and camp supplies (with Director's approval).
- In the absence of the Camp Director, manage and support camp with daily responsibilities as trained and guided by Camp Director.
- Assist in preparing an evaluation of current season, including inventories, staff evaluations, camper reports and recommendations for the following season.
- Be on a rotating on-call schedule, as the point person for staff during the night; may require occasional in-cabin residence with campers for appropriate coverage.

### **ENVIRONMENT & PHYSICAL REQUIREMENTS**

- Activities occur both inside and outside with employee subject to both environmental conditions to include fluctuating weather conditions (hot, cold, windy, etc.) as well as outdoor exposure to variety of vegetation.
- Ability to stoop, kneel, bend, reach, stand, walk, push, pull, lift, work with fingers, grasp, feel, talk, hear, and perform repetitive motions.
- Ability to perform light work exerting up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

### **COMPENSATION/BENEFITS**

Potential seasonal earnings may average between \$2,600 up to \$4,000 (daily rate applied) depending on availability (scheduling), experience and any related certifications. Room, board and meals (during scheduled workdays) provided. This is a seasonal position only with no eligibility for benefits.

### **THE COMMUNITIES AND JURISDICTION SERVED**

The Girl Scouts of South Carolina – Mountains to Midlands, Inc. serves 22 counties in the central and western regions of South Carolina. From the Blue Ridge Mountains of the Upstate to the Sandhills of the Midlands, the jurisdiction is well regarded for a low cost of living, a center for automotive and international business, a variety of outdoor activities, and over 30 institutions for higher learning. The jurisdiction is supported by three Service Centers located in Columbia, the state capital, in Spartanburg, and in Greenville, the council's corporate headquarters and home office for this position.

### **HOW TO APPLY**

This Vacancy Notice will remain active until all position openings are filled. For consideration, please complete an online application by clicking on this link: [Girl Scout Seasonal Employment Application](#).

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