

### UNIT 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 Unit Director will report to the Assistant Camp Director and will supervise and provide support to the unit leaders, assistant unit leaders and aides. This position will be heavily involved in training and will help with the coordination of unit meetings with the unit leaders, answer questions and serve as a mentor to the unit counselors. The incumbent will engage girls in creating a fun, interactive girl-led series of activities. You will be responsible for planning, evaluating and carrying out activities all while helping the girls develop the enjoyment and appreciation for the outdoors. This position will work in conjunction with the Program Director.

#### ESSENTIAL REQUIREMENTS

- Must be at least 21 years or older with a High School Diploma (some advanced education or college preferred).
- 3 years of relevant camp counseling experience facilitating program activities with young girls and documented experience working in diverse communities required.
- First Aid and CPR certified preferred (will be provided at camp staff training if needed).
- Must be experience with planning and coordinating fun, hands on activities for children grades K5-12<sup>th</sup>.
- Experienced 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 is preferred, 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.
- Supervise, guide and evaluate Junior Counselors, Camp Counselors, Assistant Unit Leaders, and Unit Leaders.
- Ensure staff morale by monitoring that individual needs are met (rest, time off), and by coordinating group recreational activities with administrative staff.
- Interpret, enforce and assist in teaching state, ACA and Girl Scout *Safety Activity Checkpoints* guidelines and standards. Implement and monitor that all health, safety and program standards are being met.
- Learn and implement the crisis management plan, including emergency procedures.

- Work with Unit Leaders as well as Leadership and Administrative teams on a weekly basis to confirm and coordinate schedules and logistics of camp including staff meetings, camper check in/out, staff time-off, cabin schedules, all-camp activities and more.
- Provide programming and supervisory resources and support for administrative and other staff members, as needed.
- Work with counselors within the units to create and foster a community.
- Communicate camper needs and challenges with Leadership and Administration Team as needed.
- Assist Counselors and Unit Leaders solve problems in the unit that involve campers.
- Assist with check-in and out on opening and closing day.
- Communicate with parents on an as-needed basis, both in person and via phone.
- Work with Assistant Camp Director to facilitate in-service training and staff appreciation activities.
- Complete shopping as needed for program and camp supplies.
- Complete written reports as needed.
- In partnership with the Program Director (and in the absence of the Camp Director or Assistant Camp Director), manage and support camp with daily responsibilities as trained and guided by Camp Director.
- 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 \$2,400 up to \$3,500 (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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