

## VACANCY ANNOUNCEMENT

### **ASSISTANT DAY CAMP DIRECTOR – CAMP MARY ELIZABETH**

Located in Spartanburg, SC has an outdoor public pool and day camp facilities.

**June 3, 2019 through July 20, 2019**

Schedule is Monday – Friday, 7:15 am – 6:15 pm

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, four camps, and troop program sites.

#### **POSITION SUMMARY**

The **Assistant Camp Director** assists the Camp Director in the administration and coordination of the camp operations by carrying out duties as delegated. The incumbent will act as the camp director in their absence and provide support to the camp and pool 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**

- Design, deliver, and evaluate camp program that meets the needs and interests of girls in K-5<sup>th</sup> grades, ensuring delivery of program and activities in a safe and quality manner.
- Oversee the daily operation of the summer day camp including food, program, camper and staff supervision.
- Train, supervise, evaluate, and support staff following human resource management practices in a manner that supports retention of seasonal staff.
- Manage staff weekly schedules, assignments, responsibilities and time off.
- With camp director set and supervise office procedures, opening and closing day procedures for staff and campers.

- Serve as a role model and guide campers and staff in appropriate behaviors, language, attitudes, and activities.
- Exhibit leadership qualities with campers, staff and others ensuring camp procedures and practices are followed at all times including sanitation, schedule, and sportsmanship.
- Follow and uphold all safety and security rules and procedures.
- Learn, monitor, and implement the crisis management plan, including emergency procedures.

### 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

Summer seasonal employment is a unique experience and falls under the seasonal exemption standard categorized as “seasonal amusement or recreational establishment” by the Fair Labor Standards Act (FLSA), the Department of Labor (DOL). ***This exempts the position from federal minimum and overtime wage requirements as we compensate a daily rate.*** The potential seasonal earnings for ***this position may average between \$4,000 up to \$5,000*** depending on availability, scheduling experience and any related certifications. **A seasonal bonus may also be offered at the end of the summer for those who qualify, successfully completing the summer season.** 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: [Seasonal Employment Application - Girl Scouts of South Carolina Mountains to Midlands](#)

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