

VACANCY ANNOUNCEMENT

ASSISTANT DIRECTOR OF BUSINESS— CAMP WABAK

(Travelers Rest, SC Area)

May 20, 2019 through August 11, 2019

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.

If you love the outdoors and love kids, a position at Camp WaBak—our 130-acre residential camp in the northwestern area of Greenville County—might be perfect for you. Our camp staff supervise, and guide girls aged 1st-12th grade as they participate in a wide variety of camp programming including swimming, boating, archery, hiking, tent camping, arts and crafts, cookouts, campfires, teambuilding, and more!

This position typically works Sunday through Friday throughout the summer with a minimum of 24 hours off each week.

POSITION SUMMARY

The Assistant Director of Business assists the Camp Director in the administration and coordination of the camp operation by carrying out business and office duties as delegated. The incumbent will be third in line to act as the Camp Director in his/her absence and provide support to the counselor and program staff.

ESSENTIAL REQUIREMENTS

- Must be at least 21 years or older with a High School Diploma required (advanced education or college preferred).
- Previous administrative experience in a fast-paced environment preferred.
- First Aid and CPR certified required (available during camp staff training).
- Documented experience working in diverse communities required.
- Experience 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.
- 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 applicants must have the 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.
- Individuals who are Bilingual (Spanish) are encouraged to apply.

RESPONSIBILITIES

- Assist with development, implementation, and evaluation of staff training.
- Efficiently manage the camp office including phone calls, emails, camper mail distribution, parent communications, check requests, weekly badge sheets, lost and found management, purchasing supplies, etc.
- Work with Assistant Director of Program to facilitate in-service trainings and staff appreciation activities.
- Interpret, enforce, and assist in teaching state, ACA and Girl Scout *Safety Activity Checkpoints*.
- Comprehend, monitor, and initiate crisis management plan and overall safety, including emergency procedures.
- Supervise, guide, and evaluate assigned staff members.
- Work with the Tripping Directors to ensure trip binders are complete and serve as the first point of contact for needs while groups are on trips.

- Lead occasional camp activities as needed, supporting the team environment.
- In the absence of the Camp Director, work with the Assistant Director of Program to manage and support camp with daily responsibilities as trained and guided by the Camp Director.
- Assist in preparing an evaluation of current season, including inventories, staff evaluations, camper reports, and recommendations for the following season.
- Participate in a rotating on-call night schedule with other administrative staff.
- Incumbent will primarily sleep in a cabin with other administrative staff, which is separate from girls, but may occasionally reside on a cabin with girls to meet coverage needs.

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 with lodging and meals provided in addition to seasonal summer earnings during scheduled workdays.*** The potential seasonal earnings for ***this position may be up to \$4,258*** 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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