



## Girl Scouts of Wisconsin – Badgerland Council, Inc.

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### Assistant Camp Director—Full Time Seasonal

What would it take to deliver our most AMAZING girl experiences this summer? An incredibly talented, motivated and dedicated outdoor leader like YOU. The Assistant Camp Director provides direction, supervision, leadership, and support to camp staff and assists in the administration and management of overall camp operations and programs. Share your knowledge and expertise as you lead our camp staff in providing fun and memorable adventures this summer!

### LEARN MORE AND APPLY TODAY!

[www.gsbadgerland.org](http://www.gsbadgerland.org)

### APPLICATION PROCEDURE

Email cover letter and resume to Kathy, Chief Talent Officer at [HR@gsbadgerland.org](mailto:HR@gsbadgerland.org)

<b>TITLE</b>	Assistant Camp Director
<b>REPORTS TO</b>	Camp Director
<b>STATUS</b>	Full Time Seasonal

Camp dates: May 30th, 2023 - August 18th, 2023

A weekly salary of: \$ 650.00 plus room and board

### POSITION SUMMARY

The Assistant Camp Director provides direction, supervision, leadership, and support to camp staff and assists in the administration and management of camp operations and programs. Share your knowledge and expertise as you lead our camp staff in providing fun and memorable adventures this summer!

### MAJOR ACCOUNTABILITIES

1. Assume responsibilities of the Director in his/her absence.
2. Provide support and resources for Staff members.
3. Assist with training and supervision of staff.
4. Assist in the planning, directing and supervising of all camp programs.



## KEY RESPONSIBILITIES

1. Assist with development, implementation, and evaluation of staff training.
2. Ensure staff morale by monitoring that individual needs are met (rest, time off), and by coordinating group recreational activities with administrative staff.
3. Provide programming and supervisory resources and support for administrative and other staff members, as needed.
4. Evaluate the need for, prepare, and conduct in-service staff trainings throughout the summer.
5. Interpret, enforce and teach state, American Camp Association, and Girl Scouts *Safety Activity Checkpoints* and standards.
6. Implement and monitor that all health, safety and program standards are being met.
7. Update materials for ACA Accreditation compliance, ensure standards are being met throughout the summer, and assist with any potential visits.
8. Interpret the Girl Scout Leadership Experience, and guide staff in putting it into practice.
9. Comprehend, monitor and be willing to initiate crisis management plan and overall safety, including emergency procedures.
10. Prepare, review and submit records and requested reports on time.
11. Pull camper and parent surveys and develop follow up action with Director.
12. Respond to parent phone calls and emails including Salesforce cases.
13. Assist with opening, closing, and daily cleaning of Camp.
14. Assist the Camp Director in developing routines, schedules, procedures, and budgets, as necessary.
15. Other duties as assigned.

## COMPETENCIES

Leadership, Interpersonal Relations, Judgment and Decision Making, Team Building, Conflict Management, Problem Solving, Camper/Staff Responsiveness, Personal Integrity and Professional Conduct, Self-Management, Time Management, Adaptability, Oral Communication, Written Communication, Information Management, Organizational Knowledge, Networking, Parent/Volunteer Relations, Project Management, Creativity, Attention to Detail, Enthusiasm.

## POSITION REQUIREMENTS:

1. Experience in teaching, guiding and working with children.
2. Willingness to subscribe to the philosophy of the Girl Scout program and enroll as a Girl Scout member.
3. At least 25 years of age.
4. Minimum of two years of management experience.
5. Minimum of two years youth counselor experience.
6. Ability to schedule and supervise staff.
7. Ability to lift 40 lbs.
8. Understanding of the American Camp Association accreditation process. Direct experience preferred.
9. Ability to schedule, lead and supervise staff.
10. Ability to make decisions and act wisely and calmly in emergencies.



11. Willingness to subscribe to the philosophy of the Girl Scout program and enroll as a Girl Scout member.
12. Good driving record and valid driver's license for at least one year. Valid driver's license, compliance with the council's policy of automobile insurance limits, and a driving record that meets the requirements for coverage of the council's business auto insurance carrier.
13. Comfort and ability to live, sleep, and work in a rustic outdoor environment with irregular hours.
14. Physical demands and work environment regularly requires the employee to walk, hike, and work outdoors in wooded areas and on uneven natural paths.
15. Be or become Red Cross First Aid/CPR/AED certified.

Equal Opportunity Employer