

# POSITION DESCRIPTION

**TITLE:** Assistant Camp Director  
**CLASSIFICATION:** Seasonal, Full-Time  
**EXEMPTION:** Overnight Camp: Exempt  
Day Camp: Non-Exempt

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## SUMMARY

Assist Camp Director in managing the daily operations of overnight and day camp including staff supervision, parent communication, and camper safety. Assume responsibility of Camp Director as needed.

## ACCOUNTABILITIES

- Assist Camp Director in the daily operations of camp. Assume responsibility of Camp Director as needed.
- Address camper, staff, and parent needs in a professional and timely manner.
- Train, supervise, and manage assigned staff. Conduct performance evaluations for assigned staff as required.
- Coordinate and participate in weekly planning meeting with leadership staff to schedule unit, CIT, all camp, and specialty activities.
- Assist with health, kitchen, and program operations as needed.
- Assist Camp Director with planning and delivery of staff training. Monitor camper and staff needs and recommend additional training and support as needed.
- Conduct initial and end of season inventory of all office and health center supplies. Maintain proper inventories during camp season.
- Provide a supportive atmosphere for campers. Provide a welcoming environment to campers and parents during check-in and check-out.
- Evaluate current season and make suggestions for the following season.
- Maintain records of campers in each session. Ensure all records are updated and reports are sent to council as needed.
- Coordinate and provide travel to off-site locations as well as conduct shopping as needed.
- Participate in all required training.
- Act as a positive role model and engage in activities with campers and staff
- Demonstrating enthusiasm, creativity, flexibility, cleanliness, punctuality, sharing kapers, sportsmanship and table manners.
- Comply with all federal, state, GSCCC and GSUSA risk management policies and procedures to ensure the safety of campers and integrity of the Girl Scout Leadership Experience.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity and safety.

## EDUCATION, EXPERIENCE & CERTIFICATIONS

- Supervisory experience required (camp setting preferred). Background/progression in seasonal camp jobs preferred.
- Experience working with children required (camp setting preferred)
- First aid/CPR certification required (training provided).
- Girl Scout knowledge preferred.
- Must possess a valid driver's license, 5 years of safe driving experience, and be approved by our insurance provider.

## ADDITIONAL QUALIFICATIONS

- Minimum age: 21
- Demonstrate a commitment and ability to interact with diverse populations and positively resolve conflict.
- Ability to lead and motivate a high performing team.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Cognitive and communication abilities to develop, plan, and conduct camp staff training to achieve the developmental objectives.
- Ability and willingness to work with youth 6-17 years of age.
- Subscribe to the principles of the Girl Scout Movement and become a registered member.
- Successfully complete background check.

## PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Visual, auditory, cognitive and physical abilities to identify and respond to hazards.
- Ability to lift 30 lbs.
- Must reside on camp property while overnight camp is in session.
- Live and work in an outdoor environment with exposure to heat, sun, rain, uneven terrain and other elements.

*The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of camp operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scout Council of Colonial Coast are employees "at-will". I have read and understand the responsibilities and requirements of this position.*

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Employee Signature/Date