

POSITION DESCRIPTION

TITLE: Travel Unit Lead
REPORTS TO: Program Coordinator
CLASSIFICATION: Seasonal, Exempt

SUMMARY

Manage the daily operations of a traveling camp unit including the scheduling, safety, and transportation of counselors and campers to offsite trip and travel activities and locations.

ACCOUNTABILITIES

- Assist supervisor with planning and implementing travel unit programs and activities to offsite locations.
- Participate in weekly planning meeting with leadership staff to schedule unit, CIT, all camp, and specialty activities.
- Prepare unit by conducting initial inventory and checking equipment for needed repairs.
- Respond to any offsite critical situations that may arise with campers, staff, or partners.
- Comply with all policies and procedures regarding the safe transportation of campers.
- Conduct daily vehicle inspections and notify supervisor immediately of any damages or concerns.
- Train, supervise, and manage assigned staff. Arrange schedules and time off. Conduct performance evaluations for assigned staff as required.
- Provide a supportive atmosphere for campers. Know girls in unit by name and help them appreciate and accept each other.
- Provide a welcoming environment to campers and parents during check-in and check-out.
- Submit written reports in a timely manner.
- Help close down unit at the end of camp. Conduct end-of-season inventory and store equipment and supplies.
- Evaluate current season and make suggestions for following season.
- Participate in all required training.
- Act as a positive role model and engage in activities with campers and staff.
- Demonstrate enthusiasm, creativity, flexibility, cleanliness, punctuality, sharing campers, sportsmanship and table manners.
- Comply with all federal, state, GSCCC and GSUSA risk management policies and procedures to ensure the safety of girls 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

- First aid/CPR certification required (training provided).
- Experience working with children required (camp setting preferred).
- Must possess a valid driver's license, 5 years of safe driving experience, and be approved by our insurance provider. Experience driving a 15 passenger van preferred.
- Supervisory experience preferred.
- Girl Scout knowledge preferred.

ADDITIONAL QUALIFICATIONS

- Minimum age: 21
- Cognitive and communication abilities to develop, plan, and conduct program to achieve the developmental objectives.
- Demonstrate a commitment and ability to interact with diverse populations and positively resolve conflict.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Ability and willingness to work with various age groups 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 and emergencies.
- Ability to lift 30 lbs.
- Must reside on camp property while 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 Council 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.

Employee Signature/Date

