

**Girl Scouts of Greater Los Angeles
Job Description**

Job Title : Assistant Camp Director, Mariposa Day Camp
Department : Mission Delivery, Program
Reports To : Camp Director

Summary: The Assistant Camp Director (Seasonal) helps to direct GSGLA's Mariposa Day Camp at the Mariposa Program Center and is responsible for effective overall camp program management within GSGLA guidelines and objectives. The Activities Supervisor will: supervise camp staff and Program Aides; oversee the safety and procedures of activity areas; collaborate with the Council Program Specialist; help to develop innovative camp program curriculum; and ensure the safety of the campers at all times.

Minimum Qualifications

- Minimum age 21 years old
- A minimum of one season (6-9 weeks) of experience with an organized day camp, ideally with supervisory experience. Or other prior experience in youth programs.
- Knowledge of California State organized camp laws and American Camp Association standards.
- Ability to manage multiple projects and work in a fast paced, changing environment.
- Excellent communications skills; excellent facilitation, conflict resolution, and presentation skills.
- Strong goal setting, project planning, budget management, organization, and follow-through skills.
- Strong interpersonal skills; ability to maintain effective relationships with staff and volunteers.
- Must be driven, self motivated, and a strong leader to inspire staff and girls.
- Strong interest in working with youth and teens.
- Must have a positive and professional attitude when participating in health screenings.
- Ability to handle confidential materials and information in an appropriate manner.
- Ability to work collaboratively through teams and cross-function task groups.
- Ability to work flexible hours, evenings and weekends as needed (training).
- First Aid/CPR certified.

Desired Qualifications:

- Knowledge of Girl Scout philosophy, standards, program, and systems.
- Prior experience supervising adults and/or teens.
- Prior experience creating and implementing youth curriculum.
- Experience and demonstrated sensitivity in working with people from various ethnic, religious and economic backgrounds.

Essential Duties and Responsibilities:

- Manage all aspects of Program Aide Leadership Program at Mariposa Day Camp.
- Responsible for sign in and sign out sheet for Program Aides.
- Guide Program Aides in planning and implementing a weekly activity at camp.
- Supervise the Activity Instructors and Unit Leaders in their day to day program implementation.
- Contribute to seasonal staff training and help evaluate staff performance at the end of camp.
- Ensure that Girl Scouts and American Camping Association camp standards are maintained.
- Uphold safety in the camp program.
- Step in as needed for seasonal staff and Camp Director. Attend all necessary trainings.

Language Skills: Ability to effectively present information and respond to questions from groups of volunteers, leaders, and girls and the general public.

Mathematical Skills: Ability to calculate figures and keep accurate records.

Reasoning Ability: Ability to solve practical problems and deal with a variety of variables while maintaining a high standard of camp safety. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations:

Current CPR and First Aid certification

Verification of legal right to work in the United States

Valid California identification

Social security card

If you have a valid California Drivers License – proof of valid Automobile Liability Insurance

Other Qualifications: Weekend Work Required (training)

Please submit a cover letter and resume to mariposacamp@girlscoutsla.org with Assistant Camp Director-Mariposa in the subject line.