

Job Title: Activities Supervisor, El Ranchito Day Camp- Long Beach, CA

Department: Mission Delivery, Program

Reports To: Camp Director

SUMMARY: The Activities Supervisor (Seasonal) helps direct GSGLA's El Ranchito Day Camp at the Long Beach Service 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 and campers at all time; collaborate with the Council Program Specialist and Camp Director; help to develop innovative camp program curriculum.

HOW TO APPLY: Please send resume to elranchitocamp@girlscoutsla.org with **Activities Supervisor** in the subject line.

THIS IS A SEASONAL POSITION: Availability June 1- mid August

MINIMUM QUALIFICATIONS:

- Minimum age: 21 years old
- 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 and 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
- 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
- Preferred but not required knowledge or experience of archery, low ropes, rock climbing and belay procedures
- Experience facilitating team building, or group initiatives

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all aspects of Program Aide Leadership Program at El Ranchito summer 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
- Oversee activity areas, archery, low ropes, team building, and climbing wall; ensure proper policies and procedures are being followed by Activity Instructors
- Ensure that daily checks are being completed by staff to guarantee a safe and clean environment
- 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 for activity areas

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 concrete variables in situations where only limited standardization exists
- 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)

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually high.