

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

Job Title: Activities Supervisor, Marine Landing Day Camp—Long Beach, CA

Department: Mission Delivery, Program

Reports to: Camp Director and Program Specialist

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

To apply please send resume to marinelandingcamp@girlscoutsla.org with **Activities Supervisor** in the subject line.

JOB SUMMARY: Activities Supervisor participates in the implementation of the GSGLA day camp program at Marine Landing. The Activities Supervisor is responsible for overseeing programs and activities as set forth by the Camp Director, as well as facilitating programs within GSGLA safety guidelines. Activities Supervisor responsibilities include, but are not limited to, creating a positive learning environment in a summer camp setting, supervising lifeguard/counselors and implementation of activities, enhancing camp program and ensuring the safety of campers at all times.

JOB ACCOUNTABILITIES

- Assist Camp Director in the day-to-day operations of Camp
- Partner with Camp Director to manage and meet the objectives of “Activities Program” (badge work, crafts, etc.)
- Manage all aspects of the Program Aide Leadership Program at Marine Landing Day Camp, including supervising the Program Aides (PA) and assisting in the planning and implementation of a weekly activity
- Train, supervise, support, and evaluate camp staff
- Provide Camp Director with supply lists for crafts and activities
- Willingness to promote and encourage the Girl Scout philosophy
- Desire and ability to work with youth of different ages, backgrounds, interests and abilities
- Serve as a role model for campers and other staff, including appropriate behavior, punctuality, and good sportsmanship
- Attend and actively participate in staff trainings and meetings
- Lead and teach activities, including songs, games, and badge work
- Responsible for care of all facilities, equipment and supplies
- Encourage respect for each other, the facility, equipment, and personal belongings
- Demonstrate a willingness to try new things and be personally challenged
- Facilitate opportunities of interaction between campers
- Uphold safety, follow camp rules, reporting protocols and GSGLA guidelines, and ensure that Girl Scouts Safety Activity Checkpoints are being followed
- Evaluate outcomes end-of-summer outcomes to ensure best practices are captured and recommendations for next year are noted
- Other duties as assigned

ESSENTIAL QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of one season (8 weeks) of administrative or supervisory experience with an organized camp, including recruitment of staff and campers, program development, delivery and evaluation, and camp business and operating procedures
- Knowledge of California State organized camp laws and American Camp Association standards
- Must be driven, self-motivated, and a strong leader to inspire staff and campers
- Excellent communications skills; ability to effectively convey information to campers, staff, and parents
- Strong interpersonal skills
- Ability to recognize and respond to opportunities for problem solving and/or growth within the camp environment
- Ability to supervise a group of girls and work in a fast paced, changing environment
- Ability to handle confidential materials and information in an appropriate manner
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work collaboratively in a team setting and in close proximity to others
- Ability to visually monitor and physically assist campers weighing up to 200 lbs
- Ability to set up, adjust, and monitor equipment
- Ability to lift and move 50lbs
- Reliable transportation
- Ability to work flexible hours, evenings and weekends as needed (training)
- Ability to instruct staff and campers in an emergency situation
- Ability to pass a background check upon job offer
- Must be available for camp staff training and 9 weeks of camp, including prep and clean up: Standard camp hours are Monday through Friday, 9am to 4pm; scheduled shifts will vary between 7am to 6pm

DESIRABLE QUALIFICATIONS

- Bachelor's Degree
- Knowledge of Girl Scout philosophy, standards, program, and systems
- Ideal candidate will have good character, integrity, adaptability, enthusiasm, creativity, honesty, and patience

CERTIFICATES, LICENSES, REGISTRATIONS

- Current First Aid/CPR certification
- Lifeguard +Waterfront Module Certifications
- Verification of legal right to work in the United States
- If you have a valid driver's license—proof of valid Automobile Liability Insurance

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.

This job description was thoroughly discussed with the employee. The employee was given time to ask questions and present concerns. The employee agrees to accept all job duties and responsibilities as outlined and attests to his/her capacity to perform all duties and responsibilities. It is understood by the employee that other duties may be assigned and he/she will be required to follow any other instructions and perform any other related duties requested by the manager or supervisor. This job description is not a contract of employment.

Signature of Employee

Signature of Employer Representative

Printed Name of Employee

Date Signed