

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

Job Title: Assistant Camp Director, Camp Osito Rancho – Big Bear, CA

Department: Mission Delivery, Program

Reports to: Camp Director

JOB SUMMARY: To assist the Camp Director in the overall running of the summer resident camp program. To work as a team with the Camp Director, Program Director and CIT Director to provide a safe and fun camp environment for campers and staff.

HOW TO APPLY: Please send resume to ositocamp@girlscoutsla.org with **Assistant Camp Director, Osito Rancho** in the subject line.

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

JOB ACCOUNTABILITIES:

- Assist the director in developing and carrying out the council's goals and objectives for the camping season
- Act as the camp director in the camp director's absence
- Participate in planning and conducting pre-camp training of the Girl Scout program, camp procedures, safety procedures and all other aspects of resident camp
- Assist and oversee Unit Leaders and unit counselors in implementing Girl Scout Program by providing advice and assistance in planning activities, using resources, and evaluating the camp experience. Promote progression in activities and experiences geared toward abilities and interests of the campers (Leadership Journeys)
- Assist Unit leaders with scheduling of daily breaks for unit counselors while maintaining the appropriate counselor/camper ratios
- Collect camper data, (including EEO reports, badge requirements, camper evaluations and final program plans)
- Assist Camp Director in planning and conducting staff meetings
- Assist Camp Director with preparation of job performances reviews mid-way and at the end of the camp season
- Assist Camp Director with submitting camp staff timesheets to the payroll department by due date deadlines
- Visit units and program areas frequently to observe and guide staff
- Support Program Director with "All Camp Activities" and theme meals
- Facilitate and assist with camper arrival and departure
- Follow safety guidelines, standards, rules and precautions as set forth by local laws, Safety-Wise and the American Camp Association
- Treat all campers and staff equitably, with dignity and respect
- Serve as a member of the Camp Crisis Management Team
- Provide for the health and safety of all staff and campers
- On call between 10pm-6am to assist counselors with camper issues and any camp emergencies
- Greets campers and parents that do not arrive by bus on the first and last day of camp session
- All other duties as assigned by the Camp Director

DESIRABLE QUALIFICATIONS:

- Minimum age: 21 years old
- Current first aid and CPR certification
- Valid Driver's license with good driving record

- Willing to live and work in an outdoor setting
- Possess maturity, good judgment, resourcefulness and flexibility
- Commitment to working for the entire camp season
- Administrative and supervisory experience; must be able to document
- Must pass background check

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification
- Verification of legal right to work in the United States