

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

Job Title: Before/After Care Leader, El Ranchito Day Camp-Long Beach, CA

Department: Mission Delivery, Program

Reports to: Operations Supervisor

SUMMARY: The Before/After Care Leader (Seasonal) participates in implementation of Girl Scout programming, ensures safety of girls and encourages the success of every girl at camp.

HOW TO APPLY: Please send resume to elranchitocamp@girlscoutsla.org with **Before/After Care Leader** in the subject line.

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

MINIMUM QUALIFICATIONS:

- Minimum age: 18 years old
- Willingness to promote and encourage the Girl Scout philosophy
- Desire and ability to work with children of different ages, backgrounds, and interests
- Serve as a role model for campers and other staff
- Good character, integrity, and adaptability
- Understanding that every situation can be a learning experience
- Ability to work in close proximity with others
- Ability to take initiative to carry out tasks and responsibilities of camp
- Ability to work in a team setting
- Willingness to try new things and be personally challenged
- Willingness to take charge and help motivate others
- Appreciation and respect for all races, cultures, religions, and abilities
- Enthusiasm, creativity, honesty, and patience
- Promptness
- Reliable transportation
- First Aid/CPR certified
- Ability to pass background check upon job offer

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend and actively participate in staff trainings and meetings.
- Serves as a role model to all by demonstrating high standards of personal conduct including punctuality, sportsmanship, sharing chores, and clean up duties
- Lead or teach activities, such as: songs, games, crafts, and science
- Participates in all activities with their group, making camp fun for their campers, teaching skills, providing encouragement and facilitating opportunities of interaction between campers
- Continuously try to make a positive connection with each girl participant and foster connections among the campers
- Ability to recognize and respond to opportunities for problem solving within the camp environment
- Be able to use humor and patience to guide and teach campers
- Responsible for care of all facilities, equipment and supplies
- Administer basic first aid and medications per GSGLA guidelines, document and communicate incidents to the camp director

- Instruct campers in emergency situations
- Follow camp rules and the guidelines of the Girl Scout organization
- Other duties as assigned

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 record

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 30 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.