

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

Job Title : Program Director, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Camp Director

JOB SUMMARY:

The Program Director, under the supervision of the Camp Director or her designee, is responsible for the supervision, development and implementation of high quality program that meets the goals and objectives of the camp and council and meets the standards and guidelines of GSGLA, GSUSA, ACA, and the State of California.

JOB ACCOUNTABILITIES:

- Develops and implements program activities based on sound educational principles, offers a progression of skills, and meets the interests and abilities of campers.
- 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 Camp Director in planning and conducting program staff meetings and conducting job performance reviews mid-way and at the end of camp season.
- Assist Camp Director with Assist and oversee Program Activity Directors and Program Specialist in implementing Girl Scout Program by providing advice and assistance in planning specialized activities, using resources and evaluating camp experience.
- Serve as a member of the Camp Crisis Management Team.
- Visit each specialty program area frequently to observe and guide staff.
- Assist Program Activity Directors in scheduling of daily breaks for program activity staff while staying within all safety protocols as outlined by Safety Wise and ACA
- Demonstrate necessary experience and/or take appropriate training before the start of camp in the following specialty program: archery, canoes, challenge course, swimming, small craft safety, wilderness survival skills, backpacking, and badge work.
- Develops and monitors safety procedures for specialty program areas according to Girl Scout and ACA standards including the training of staff and campers.
- Monitors equipment and supplies under her/his care for needed repairs and replacement.
- Prepares reports and inventories as requested.
- Ability to sustain physical activity above 7,000 feet elevation.
- 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.
- Ensures all Program Supervisors and staff comply with all camp rules while behaving as a role model at all times.
- Perform other duties as assigned by the Camp Director.

DESIRABLE QUALIFICATIONS:

- Minimum age 21 years old
- Demonstrated experience in planning and delivering programs designed for children.
- Knowledge of safety procedures as described in the guidelines of GSGLA, GSUSA, ACA, and the State of California.
- Demonstrated proper safety techniques in program specialties such as; archery, canoes, swimming, challenge course, horses, arts and crafts, and backpacking.
- Ability to lift and move weight of 35 lbs.
- Knowledge of Girl Scout program.
- Experience in camp or similar setting.
- Must be willing to live and work in an outdoor environment
- Must be committed to working for the entire camp season (9 weeks) and attend camp training.
- Demonstrated administrative and supervisory experience.
- Ability to be flexible and willing to help out wherever needed with a “can-do”, positive attitude.
- Must pass background check

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License with good driving record
- First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Program Director-Camp Osito Rancho in the subject line.

Girl Scouts of Greater Los Angeles

Job Posting

Job Title : Assistant Camp Director, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Camp Director

JOB SUMMARY:

Assist the Camp Director in the overall running of 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.

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 the implement 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 (badge work).
- 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.
- Ensures all staff complies with camp rules while conducting herself as a role model at all times.
- Perform other duties as assigned by the Camp Director.

DESIRABLE QUALIFICATIONS:

- Minimum age requirement is 21 years of age
- Must be willing to live and work in an outdoor environment
- Ability to be proactive and resourceful.
- Must be committed to work the entire camp season (9 weeks) and attend camp training.
- Must possess administrative and supervisory experience.
- Ability to be flexible and willing to help out wherever needed with a "can-do" positive attitude.
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's license with good driving record.
- Current First Aid/CPR certification

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

Girl Scouts of Greater Los Angeles
Job Description

Job Title : CIT Director, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Assistant Camp Director

JOB SUMMARY:

The Counselor-In-Training (CIT) Director is responsible for the maintenance and coordination of high quality program according to the goals and objectives of the camp and Council and for the physical and emotional health and safety of the campers under her supervision. She gives direction to staff and counselor in training Unit as needed. The Unit Leader works under the supervision of the Administrative Staff as determined by the Director.

JOB ACCOUNTABILITIES:

- Guides campers through program and group living while helping each gain the most from the camp experience.
- Coordinates CIT's and their integration into camp.
- Assists CIT's during the night as needed.
- Schedules the evening on call staff nightly rotation within the unit for camper assistance during the night.
- Delegates specific responsibilities to staff members, helping each to develop leadership skills, responsibility, and a caring attitude as members of a cohesive team.
- Arranges schedules, time off, staff meeting and conferences.
- Monitors facilities and equipment under her care for needed repairs and replacements.
- Participates in the planning and the implementation of all-camp activities
- Ensures all CIT Unit staff is compliant with camp rules and behaves as a role model at all times.
- Ensures Unit Staff remain "camper-centered" focused at all times
 - Focusing on campers and their needs and interests first and foremost.
- Helps to create and support an environment that provides emotional and physical safety at all times.
- Performs other duties as assigned by the Assistant Camp Director

DESIRABLE QUALIFICATIONS:

- Minimum age requirement is 21 years of age
- Documented experience in delivering programs to children.
- Ability to perform clear, complete, and timely record documentation
- Ability to lift and move 35 lbs.
- Ability to negotiate rough and uneven terrain.
- Ability to sustain physical activity at altitude above 7000 feet.
- Experience in supervision of adults and children
- Knowledge of Girl Scout program.
- Participation in camp or program leadership training.
- Ability to be flexible and willing to help out wherever needed with a "can-do" positive attitude.
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with CIT Director, Camp Osito Rancho in the subject line.

Girl Scouts of Greater Los Angeles

Job Posting

Job Title : Health Supervisor, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Camp Director

JOB SUMMARY:

The Camp Health Supervisor, under the supervision of the Camp Director and under the standing orders and technical direction of a licensed physician in the nearby community, is responsible for supervising and promoting the general health, safety, and sanitation of the entire camp. She/He is free to make decisions based upon established medical protocol and supervisory review.

JOB ACCOUNTABILITIES:

- Screens incoming campers and staff
 - Collects and reviews Physical Exam forms,
 - Receives, stores and dispenses all medications brought to camp
- Communicates special dietary requirements and special medical requirements of campers to all appropriate staff
- Provides health care services at the health center during regular hours for non-emergency situations
 - is on-call for emergency calls at all times
- Provides first aid and nursing care in cases of illness and or accident.
- Supervises sanitation and safety procedures throughout the camp, including; the kitchen, the dining hall, and all living areas.
- Maintains equipment and supplies including first aid kits for key locations in camp and for out-of-camp trips.
- Maintains health care logs, incident reports, and insurance claim forms in accordance to established guidelines and procedures.
- Arranges for emergency medical transportation and emergency notification, as needed, in consultation with Camp Director.
- Instructs staff in first aid, universal precautions, and in general health procedures during pre-camp training.
- Maintains adequate inventory levels of medical supplies while camp is in session
- Conducts inventory on all supplies and equipment at close of camp.
- Disposes of medicines that should not be stored over the year.
- Completes all reports as requested and returns all forms and records according to Council procedure.
- Conducts daily unit inspections for cleanliness, safety hazards, supplies needed.
- Perform other duties as needed

DESIRABLE QUALIFICATIONS:

- Minimum age requirement is 21 years of age
- Documented experience in working with children.
- Demonstrated ability to make independent decisions.
- Ability to deliver health care and first aid in all settings.
- Ability to lift and move weight of 35 lbs.
- Ability to visually and auditorily assess, monitors, and evaluate materials and physical condition of patients.
- Ability to negotiate rough and uneven terrain.
- Ability to sustain physical activity at an altitude above 7000 feet.
- Knowledge of Girl Scout Program
- Previous experience in the camp setting.
- Must pass background check

CERTIFICATES, LICENSES, REGISTRATIONS:

- Holds current license as a registered nurse, physician, or EMT in State of California.
- Current First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Health Supervisor-Camp Osito Rancho in the subject line.

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

Job Title : Horse Program Staff, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Horse Program Director and Program Director

JOB SUMMARY:

The Horse Program Staff, under the supervision of the Horse Program Supervisor, is responsible to assist in the development and implementation of a high quality comprehensive riding program that meets the goals of the camp and Council and that meets the standards of GSGLA, GSUSA, ACA, and the State of California.

JOB ACCOUNTABILITIES:

- Carry out assigned riding activities and teaching of riding skills as delegated by the Horse Program Supervisor.
- Assists in the development and monitoring of health and safety procedures concerning all contact with horses and equipment, in accordance with Girl Scout and ACA Standards
- Assist in training of staff and campers.
- Assist the Horse Program Supervisor in the care of the horses which includes; running lessons to daily maintenance and feeding responsibilities
- Monitors facilities and equipment and makes recommendation for repairs and or replacement
- Make reports as requested.
- Assists in the opening and closing of the corral
- Maintain accurate inventory levels of supplies and equipment.
- Complies with all camp rules and behaves as a role model at all times.
- Will perform other duties as assigned by the Horse Program Supervisor and or other members of management

DESIRABLE QUALIFICATIONS:

- Minimum age requirement is 18 years of age
- Documented experience in the care and the supervision of horses.
- Documented experience in horseback riding
- Documented experience in delivering programs to children.
- Knowledge of safety procedures and practices in the program specialty of horseback riding.
- Ability to lift and move weight of 50 lbs.
- Ability to physically assess condition of horses and equipment.
- Ability to negotiate rough and uneven terrain.
- Ability to sustain physical activity at altitude above 7,000 feet.
- Knowledge of Girl Scout program.
- Previous experience in camp setting.

- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Horse Program Staff-Camp Osito Rancho in the subject line.

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

Job Title : Waterfront Staff (Lifeguards), Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Waterfront Director and Program Director

JOB SUMMARY:

The Waterfront Staff (Lifeguards), under the supervision of the Waterfront Director, is responsible for assisting in the organization and administration of all waterfront activities including; water safety, swim tests, planning and implementing waterfront programs. The Waterfront Staff (Life Guards) will engage campers, fosters character development, and promote healthy lifestyles through the Waterfront Program. The Waterfront Staff (Lifeguards) will meet the goals and objectives of the camp and Council, which meet the standards and guidelines of GSGLA, GSUSA, ACA, and the State of California.

JOB ACCOUNTABILITIES:

- Assists in the development and monitoring of waterfront safety measures according to Girl Scout and ACA Standards for all campers and staff
- Implement assigned waterfront activities
- Train and teach campers and staff water skills as assigned by Waterfront Supervisor.
- Participates in waterfront fitness programs and participates in scheduled emergency drills
- Assists in the care of waterfront equipment, facilities, and supplies.
- Complies with all camp rules, policies, and procedures
- Perform other duties as assigned by management.

DESIRABLE QUALIFICATIONS:

- Minimum age requirement is 18 years of age
- Behaves as a role model at all times.
- Maintains effective working relationships with all staff
- Excellent interpersonal skills – must be a team player
- Documented experience delivering and teaching programs to children.
- Knowledge of safe and proper use, care, and storage of waterfront equipment including; program equipment, rescue equipment, and maintenance equipment.
- Ability to lift and move weight of 50 lbs.
- Ability to negotiate rough and uneven terrain.
- Ability to sustain physical activity at altitude above 7000 feet.
- Knowledge of Girl Scout program.
- Experience in camp waterfront setting.
- Experience with small craft.
- Must be flexible and work overtime as needed
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current certification in American Red Cross Lifeguarding or equivalent, first aid, and CPR.

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Waterfront Staff (Lifeguards) - Camp Osito Rancho in the subject line.

Girl Scouts of Greater Los Angeles
Job Description

Job Title : Program Staff- General, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Program Director

JOB SUMMARY:

The Program Specialist (Archery, Girl Scout Journey and related badge work, Arts and Crafts, Nature, etc.), under the supervision of the Program Director, is responsible for the development and implementation of the Camp Osito Mission Delivery Program which include the specialty areas of; archery, Girl Scout Journey and related badge work, Arts and Crafts, and nature. The Camp Osito Mission Delivery Program meets the standards of the Council and meets the guidelines of GSGLA, GSUSA, ACA, and the State of California.

JOB ACCOUNTABILITIES:

- Develops and monitors safety procedures in all program specialty areas according to Girl Scout and ACA standards
- Assist in the training of staff and campers in all specialty program areas
- Develops and implements specialty programs that is based on educational principles, offers a progression of skills, and is based on the interests and abilities of campers.
- Monitors facilities and equipment and makes recommendation for repairs.
- Identifies problems; communicate issues to Supervisors and Managers
- Prepares opening and closing inventories
- Prepares and writes reports as needed
- Complies with all camp rules, policies and procedures
- Perform other duties as needed as directed by supervision or management

DESIRABLE QUALIFICATIONS:

- Minimum age requirement is 18 years of age
- Excellent interpersonal skills – must be a team player
- Must have an excellent work ethics and be a self-starter
- Good verbal and written communication skills
- Displays appropriate work ethics in the workplace and group settings which provides a positive influence on all GSGLA employees and campers
- Ability to work independently with demonstrated evidence of detail-orientation, multi-tasking, problem solving skills, and meeting deadlines.
- Documented experience in designing, delivering, and teaching programs designed for children
- Ability to lift and move weight of 35 lbs.
- Knowledge of Girl Scout program.
- Experience in camp or similar setting.
- Ability to be flexible and work overtime as needed
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Program Staff-General

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

Job Title : Challenge Course Program Staff, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Challenge Course Supervisor and Program Director

JOB SUMMARY:

The Challenge Course Program Staff is responsible, under the guidance of the Challenge Course Director, in the development and implementation of the Challenge Course Program and Zip Line Program. The Challenge Course Program and Zip Line Program meet the goals of the camp and the Council which meets the standards and guidelines GSGLA, GSUSA, ACA, and the State of California.

JOB ACCOUNTABILITIES:

- Enforce of all safety procedures and protocols with the campers and staff participating in the challenge course/zip line program according to Girl Scout Safety Wise and ACA standards
- Assists the Challenge Course Director in Developing and implementing a challenge course, rock climbing and zip line program that is based on sound educational principles, offers a progression of skills, and is based on the interests and abilities of campers.
- Monitors facilities and equipment and make recommendation for repair and replacement.
- Assists with setting up and breaking down of the challenge course area in a timely fashion.
- Maintains and secures all equipment in the shed when not in use
- Identifies problems; communicate issues to Supervisors and Managers
- Participates in annual course specific training conducted by ACCT certified instructor.
- Attend other specialty program training as needed by the Camp
- Prepares and writes reports as needed
- Complies with all camp rules, policies and procedures
- Perform other duties as needed as directed by supervision or management

DESIRABLE QUALIFICATIONS:

- Minimum age requirement is 18 years of age
- Working knowledge of safety practices and procedures in rock climbing, ropes course and zip line programs.
- Excellent interpersonal skills – must be a team player
- Must have an excellent work ethics and be a self-starter
- Good verbal and written communication skills
- Displays appropriate work ethics in the workplace and group settings which provides a positive influence on all GSGLA employees and campers
- Ability to work independently with demonstrated evidence of detail-orientation, multi-tasking, problem solving skills, and meeting deadlines.
- Documented experience in designing, delivering, and teaching programs designed for children
- Ability to lift and move weight up to 50 pounds.
- Ability to monitor and physically spot and secure campers weighing up to 250 lbs.

- Ability to negotiate and manage uneven terrain.
- Ability to sustain physical activity at altitude above 7000 feet.
- Knowledge of Girl Scout program desirable.
- Experience in camp or similar setting.
- Must be flexible and be available to work overtime
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Challenge Course Program Staff- Camp Osito Rancho in the subject line.

Girl Scouts of Greater Los Angeles

Job Posting

Job Title : Challenge Course Supervisor, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Program and Camp Director

JOB SUMMARY:

The Challenge Course Supervisor is responsible to the Program Director for providing leadership and direction in the development and implementation of high quality Challenge Course (High/Low & Zip line) programming that meets the goals of the camp and Council and that meets the standards and guidelines of GSGLA, GSUSA, ACA, and the State of California.

JOB ACCOUNTABILITIES:

- Develops and implements a rock climbing and ropes course/zip line program that is based on sound educational principles, offers a progression of skills, and is based on the interests and abilities of campers.
- Establishment and monitoring safety procedures for rock climbing, ropes course and zip line program according to Girl Scout Safety Wise, ACA standards, ACCT standards including the training of staff and campers.
- Delegates specific responsibilities to challenge course staff helping each to develop leadership skills, responsibility, and a caring attitude as members of a cohesive team.
- Secures challenge course activity area when not in use.
- Monitors facilities and equipment under her/his care for needed repairs and replacement.
- Sets up and breaks down challenge course area in orderly fashion including the maintenance of accurate inventories of supplies and equipment.
- Prepares opening and closing inventories of rock climbing and ropes equipment and supplies.
- Maintains rope usage logs used in determining life and replacement of equipment.
- Evaluates and reports as requested.
- Participates in annual course specific training conducted by ACCT certified instructor.
- Working with Program Director in the scheduling of daily breaks for challenge course staff while staying within the safety protocols outlined in Girl Scout Safety Wise and ACA standards.
- Supervises challenge course program specialist as assigned to the specialty unit.
- Conducts job performance reviews mid-way and at the end of camp season.
- Ensures all challenge course program staff are complying with camp rules and conducts him/herself as a role model.
- Perform other duties as assigned by management.

DESIRABLE QUALIFICATIONS AND ATTRIBUTES:

- Minimum age requirement is 21 years of age
- Working knowledge of safety practices and procedures in rock climbing, ropes course and zip line programs.
- Must have at least six weeks experience in a management or supervisory capacity in a similar type of program within the last five years
- Ability to set up, adjust, and monitor physical equipment in specialty area
- Excellent interpersonal skills – must be a team player
- Must have an excellent work ethics and be a self-starter
- Good verbal and written communication skills
- Displays appropriate work ethics in the workplace and group settings which provides a positive influence on all GSGLA employees and campers

- Ability to work independently with demonstrated evidence of detail-orientation, multi-tasking, problem solving skills, and meeting deadlines.
- Documented experience in designing, delivering, and teaching programs designed for children
- Ability to lift and move weight up to 50 pounds.
- Ability to monitor and physically spot and secure campers weighing up to 250 lbs.
- Ability to negotiate and manage uneven terrain.
- Ability to sustain physical activity at altitude above 7000 feet.
- Knowledge of Girl Scout program desirable.
- Experience in camp or similar setting.
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Challenge Course Supervisor - Camp Osito Rancho in the subject line.

Girl Scouts of Greater Los Angeles

Job Posting

Job Title : Horse Program Supervisor, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Program and Camp Director

JOB SUMMARY:

The Horse Program Supervisor is responsible to the Program Director for providing leadership and direction in the development and implementation of a high quality comprehensive riding program that meets the goals of the camp and Council which meets the standards of GSGLA, GSUSA, ACA, and the State of California. The Horse Program Supervisor works under the supervision of the Camp Director or her designee.

JOB ACCOUNTABILITIES:

- Develops and implements riding program, including instructional program, which is based on progression of skills.
- Delegates specific responsibilities to riding staff helping each to develop leadership skills, responsibility, and a caring attitude as members of a cohesive team.
- Monitors skills of riding staff.
- Monitors horsemanship skills of campers participating in the horse program.
- Must be on call 24 hours to handle the care, welfare and emergencies of the horses while on camp property.
- Develops and monitors health and safety procedures between campers/staff and horses and equipment according to Girl Scout Safety wise and ACA Standards, including training of staff and campers.
- Develops and implements, in conjunction with horse purveyor, a routine and schedule for use and care for horses, taking into consideration their individual physical needs.
- Monitors facilities and equipment under her/his care for needed repairs and replacements.
- Evaluates and reports as requested.
- Opens and closes corral area in accordance to policy and procedure
- Conducts accurate inventory of supplies and equipment.
- Facilitates trail rides for campers participating in general camp
- Supervises horse program specialist which are assigned to the specialty unit
- Conducts performance reviews mid-way and at the end of camp season.
- Works with the Program Director in the scheduling of daily breaks for horse program specialists while staying within the safety protocols outlined in Girl Scout Safety Wise and ACA standards.
- Performs other duties as assigned by management

DESIRABLE QUALIFICATIONS:

- Minimum age requirement is 21 years of age
- Must have at least six weeks experience in a management or supervisory capacity in a similar type of program within the last five years
- Working knowledge of safety practices and procedures in horseback riding.
- Documented experience in planning, delivering, and teaching horseback riding program to children.
- Excellent interpersonal skills – must be a team player
- Must have an excellent work ethics and be a self-starter
- Good verbal and written communication skills
- Displays appropriate work ethics in the workplace and group settings which provides a positive influence on all GSGLA employees and campers
- Ability to work independently with demonstrated evidence of detail-orientation, multi-tasking, problem solving skills, and meeting deadlines.
- Ability to lift and move weight up to 50 pounds.
- Ability to monitor and physically spot and secure campers weighing up to 250 lbs.

- Minimum of 2 years of experience in camp or similar setting.
- Ability to physically assess condition of horses and equipment.
- Ability to negotiate rough and uneven terrain.
- Ability to sustain physical activity at altitude above 7,000 feet.
- Knowledge of Girl Scout program.
- Ability to be flexible and with a “can-do”, positive attitude.
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification
- Participation in horseback riding instructor course offered by C.H.A, H.S.A, or similar organization.

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Horse Program Supervisor Osito Rancho in the subject line.

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

Job Title : Waterfront Supervisor, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Program and Camp Director

JOB SUMMARY:

The Waterfront Supervisor is responsible to the Program Director for organizing and administering high quality waterfront program according to the goals and objectives of the camp and Council that meet the standards and guidelines of GSGLA, GSUSA, ACA, and the State of California. The Waterfront Supervisor gives direction to staff as assigned.

JOB ACCOUNTABILITIES:

- Develops and implements waterfront program consisting of general swimming, water rescues, small craft safety and canoe skills.
- Delegates specific responsibilities to waterfront staff helping each to develop leadership skills, responsibility, and a caring attitude as members of a cohesive team.
- Trains and monitors fitness and skills of waterfront and boating staff.
- Develops and monitors waterfront safety measures according to Girl Scout Safety wise and ACA Standards including training of staff and campers.
- Teaches water skills as required to camper and /or staff.
- Monitors facilities and equipment under their care for needed repairs and replacements.
- Supervises waterfront program specialist as assigned to specialty unit
- Conducts job performance reviews mid-way and at the end of camp season.
- Works with the Program Director in the scheduling of daily breaks for waterfront program specialists while staying within the safety protocols outlined in Girl Scout Safety Wise and ACA standards.
- Evaluates and reports as requested.
- Opens and closes waterfront area in accordance to policy and procedure
- Maintains proper inventory levels of supplies and equipment.
- Secures waterfront areas when not in use.
- Performs other duties as assigned by management

DESIRABLE QUALIFICATIONS AND ATTRIBUTES:

- Minimum age requirement is 21 years of age
- Must have at least six weeks experience in a management or supervisory capacity in a similar type of program within the last five years.
- Current certification as Water Safety Instructor or equivalent.
- Documented experience in designing and delivering waterfront program to children.
- Minimum of 1 year experience supervising adults.
- Knowledge of safe and proper use, care, and storage of waterfront equipment, including program equipment, rescue equipment, and maintenance equipment.
- Ability to visually monitor activity in waterfront area.
- Ability to lift and move weight of 50 lbs.
- Ability to demonstrate proper technique in waterfront activities.
- Ability to negotiate rough and uneven terrain.
- Documented experience with small craft.

- Ability to sustain physical activity at altitude above 7000 feet.
- Knowledge of Girl Scout program.
- Experience in camp or similar setting.
- Ability to be flexible with a “can- do”, positive attitude
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification
- Current certification in American Red Cross Lifeguard & waterfront or equivalent, first aid, CPR.

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Water Front Supervisor - Camp Osito Rancho in the subject line.

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

Job Title : Unit Counselor, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Unit Leader & Assistant Camp Director

JOB SUMMARY:

The Unit Counselor, under the supervision of the Unit Leader, is responsible for sharing the implementation and coordination of high quality program according to the goals and objectives of the camp and Council. The Unit Counselor is also responsible for the emotional and physical health and safety of campers under her supervision.

JOB ACCOUNTABILITIES:

- Assists in the guidance of campers through program and group living while helping each gain the most from the camp experience.
- Assists in the coordination of unit and all camp activities.
- Assists campers during the night as needed with illness, homesickness, bathroom runs, and night time fears.
- Camper-centered at all times:
 - Focusing on campers and their needs and interests first and foremost.
- Creating and supporting an environment that provides emotional and physical safety at all times.
- Participates in the planning and implementation of all camp activities as needed.
- Assists with record keeping as requested.
- Assists in the opening and closing of living units in accordance with established procedures.
- Complies with all camp rules and behaves as a role model at all times.
- Assists with overall camp activities, including evening activities,
- Performs other duties as assigned by management

DESIRABLE QUALIFICATIONS:

- Documented experience working with children.
- Ability to lift weight of 35 lbs.
- Excellent interpersonal skills – must be a team player
- Must have an excellent work ethics and be a self-starter
- Good verbal and written communication skills
- Displays appropriate work ethics in the workplace and group settings which provides a positive influence on all GSGLA employees and campers
- Ability to negotiate rough and uneven terrain.
- Ability to sustain physical activity at altitude above 7000 feet.
- Knowledge of Girl Scout program.
- Experience in camp setting.
- Participation in camp or program leadership training.
- Ability to be flexible and willing to help out wherever needed with a can do, positive attitude.
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Unit Counselor - Camp Osito Rancho in the subject line.

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

Job Title : Unit Leader, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Assistant Camp Director

JOB SUMMARY:

The Unit Leader is responsible for the maintenance and coordination of high quality program according to the goals and objectives of the camp and Council and for the physical and emotional health and safety of the campers under her supervision. She gives direction to unit staff as assigned. The Unit Leader works under the supervision of the Administrative Staff as determined by the Director.

JOB ACCOUNTABILITIES:

- Guides campers through program and group living while helping each gain the most from the camp experience.
- Coordinates unit activities and coordinates unit participation in all camp activities.
- Assists campers during the night as needed with illness, homesickness, bathroom runs, and night time fears.
- Schedules the evening on call staff nightly rotation within the unit for camper assistance during the night.
- Delegates specific responsibilities to staff members, helping each to develop leadership skills, responsibility, and a caring attitude as members of a cohesive team.
- Ensures Unit Staff remain camper-centered at all times:
 - Focusing on campers and their needs and interests first and foremost.
- Helps to create and support an environment that provides emotional and physical safety at all times.
- Arranges schedules, time off, and staff meeting and conferences.
- Keeps records as requested.
- Ensures Unit Staff comply with all camp rules while conducting herself as a role model at all times.
- Monitors facilities and equipment and communicates if equipment is in need for repairs and replacements.
- Participates in the planning and implementation of all-camp activities
- Performs other duties as assigned by management

DESIRABLE QUALIFICATIONS:

- Minimum Age: 21 years old
- Documented experience in delivering programs designed for children.
- Ability to lift and move 35 lbs.
- Ability to negotiate rough and uneven terrain.
- Ability to sustain physical activity at altitude above 7000 feet.
- Experience in supervision of adults.
- Knowledge of Girl Scout program.
- Participation in camp or program leadership training.
- Ability to be flexible and willing to help out wherever needed with a can do, positive attitude.
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Unit Leader - Camp Osito Rancho in the subject line

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

Job Title : Bus Chaperone and Unit Counselor, Camp Osito Rancho – Big Bear, CA
Department : Mission Delivery, Program
Reports To : Unit Leader/Assistant Camp Director

JOB SUMMARY:

The Unit Counselor, under the supervision of the Unit Leader and the Assistant Camp Director, is responsible for the safety and well being of all campers while riding the bus to/from camp. The Bus chaperone counselor will be assigned to units as needed for adult/child ratios. The Bus Chaperone Counselor will share the implementation and coordination of high quality program according to the goals and objectives of the camp and Council. She is also responsible for the emotional and physical health and safety of campers under her supervision.

JOB ACCOUNTABILITIES:

- Assists in the guidance of campers through program and group living while helping each gain the most from the camp experience.
- Assists in the coordination of unit and all camp activities.
- Assists campers during the night as needed with illness, homesickness, bathroom runs, and night time fears.
- “Camper-centered” focused at all times
 - Focusing on campers and their needs and interests first and foremost.
- Creating and supporting an environment that provides emotional and physical safety at all times.
- Participates in the planning and implementation of all camp activities as needed.
- Assists with record keeping as needed
- Assists in the opening and closing of living units in accordance with established procedures.
- Maintains effective relationships with other staff and works as a member of a staff team.
- Complies with all camp rules and behaves as a role model at all times.
- Assists with overall camp activities including; evening activities, ensures the safety of staff members at all times and help to create a good camp experience for the campers.

DESIRABLE QUALIFICATIONS:

- Must be 18 years of age or older
- Documented experience working with children.
- Ability to lift weight of 35 lbs.
- Ability to negotiate rough and uneven terrain.
- Ability to sustain physical activity at altitude above 7000 feet.
- Knowledge of Girl Scout program.
- Experience in camp setting.
- Participation in camp or program leadership training.
- Ability to be flexible and willing to help out wherever needed with a “can- do”, positive attitude.
- Must pass background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification

Please submit a cover letter and resume to ositocamp@girlscoutsla.org with Bus Chaperone and Unit Counselor- Camp Osito Rancho in the subject line.