

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

Job Title : Assistant Camp Director, El Ranchito
Department : Mission Delivery, Program
Reports To : Program Specialist and Camp Director

JOB SUMMARY:

The Assistant Camp Director (Seasonal) helps to direct GSGLA's El Ranchito day camp at the Long Beach Service Center and is responsible for effective overall camp operations management within GSGLA guidelines and objectives. The Assistant Camp Director will: Assist the camp director and coordinate with Program and Activities Director with day to day operations; assist in supervising camp staff employees and/or volunteers; supervise Unit Leaders, Unit Counselors, and before and after care leaders; manage the inventory of supplies and equipment; maintain accurate and organized camp records; plan snack calendars; and ensure the safety of the campers at all times.

JOB ACCOUNTABILITIES:

- Assist the Camp Director and Program and Activities Director with day-to-day operations of El Ranchito summer camp.
- Keep track of supplies needed and keep supply shelves and camp site organized and clean.
- Submit supplies and food needs lists to the Camp Director for approval.
- Coordinate and oversee staff breaks ensuring compliance with labor regulations.
- Keep accurate files for each camper, including health forms, permission slips, and child release forms, and provide timely statistical and attendance reports on day camp participants.
- Alongside Program and Activities Director, schedule activity rotations for each week of camp.
- Ensure all staff are working together to maintain care and cleanliness of the facilities, equipment and supplies.
- Set out craft supplies for daily and weekly activities.
- Supervise Unit Leaders, Unit Counselors, and Before/After Care Leaders to ensure an engaging day camp program.
- Ensure staff and campers are prepared with all necessary items for any trip off site.
- Organize time for Camp Unit Pictures to be taken and ensure they are printed for Friday packets.
- 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.
- May conduct camper health screenings.
- Perform 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.

- One season (6-9 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.
- Excellent communications skills; excellent facilitation, conflict resolution, and presentation skills.
- Strong interpersonal skills; ability to maintain effective relationships with staff and volunteers.
- Ability to remain calm and polite in stressful situations.
- Must be driven, self-motivated, and a strong leader to inspire staff and girls.
- Strong interest in working with youth and teens.
- Experience in curriculum development and in developing program collaborations.
- Good computer skills including proficiency in Windows and Office Suite.
- Ability to manage multiple projects and work in a fast paced, changing environment.
- Ability to handle confidential materials and information in an appropriate manner.
- Ability to work collaboratively through teams and cross-function task groups.
- First Aid/CPR certified.
- 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:

- 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

Please submit a cover letter and resume to elranchitocamp@girlscoutsla.org with "Assistant Camp Director" in the subject line.