

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

**Job Title :** Before/After Care Leader, El Ranchito  
**Department :** Mission Delivery, Program  
**Reports To :** Assistant Camp Director

**JOB 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 during extended care hours (7-9am and 4-6 pm).

**JOB ACCOUNTABILITIES:**

- 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.
- Understand and implement check-in and registration procedures for before/after care.
- Initiate conversations with parent, serve as liaison between parent and Unit Leader/Counselor for communication of day-to-day activities, camper behaviors, and camp announcements.
- Lead or teach activities, such as: songs, games, crafts, and science.
- Participates in all activities with 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.
- May conduct camper health screenings.
- 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.

- Knowledge of California State organized camp laws and American Camp Association standards.
- Excellent communications skills; excellent facilitation, conflict resolution, and presentation skills.
- Strong goal setting, project planning, budget management, organization, and follow-through 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.
- Experience and demonstrated sensitivity in working with people from various ethnic, religious, and economic backgrounds.
- Knowledge of Girl Scout program desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Current First Aid/CPR certification

Please submit a cover letter and resume to [elranchitocamp@girlscoutsla.org](mailto:elranchitocamp@girlscoutsla.org) with "Before/After Care Leader" in the subject line.