

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

Job Title : Day Camp Unit Leader-Leadership, El Ranchito
Department : Mission Delivery, Program
Reports To : Camp Director

JOB SUMMARY:

The Unit Leader-Leadership Director (Seasonal) helps direct GSGLA's El Ranchito Day Camp at the Long Beach Service Center and is responsible for effective overall camp program management within GSGLA guidelines and objectives. The Unit Leader-Leadership Director will: supervise the PA/CIT program; support the safety and procedures of campers at all times; collaborate with the Council Program Specialist, Camp Director, Assistant Camp Director, and Program and Activities Director; help to develop innovative Girl Scout Leadership curriculum; plan and schedule activities implemented by PA/CITs; oversee the completion of Leadership in Action Awards for each week.

JOB ACCOUNTABILITIES:

- Attend and actively participate in staff trainings and meetings.
- Manage all aspects of Program Aide Leadership Program at El Ranchito summer camp.
- Serves as a role model to all by demonstrating high standards of personal conduct including punctuality, sportsmanship, sharing chores, and clean up duties.
- Responsible for sign in and sign out sheet for Program Aides.
- Guide Program Aides in planning and implementing a weekly activity at camp.
- Implement Daisy Petal, Badge and Journey programs as stated in the weekly camp description
- Lead or teach activities in unit for PA/CITs
- Participates in all activities with their group, making camp fun for PA/CITs, teaching skills, providing encouragement and facilitating opportunities of interaction between campers and PA/CITs.
- Continuously try to make a positive connection with each girl participant and foster connections among the PA/CITs.
- 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 PA/CITs.
- 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.

- 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:

- Bachelor's Degree
- 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 "Day Camp Unit Leader-Leadership" in the subject line.