

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

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

JOB SUMMARY:

The Unit Leader (Seasonal) participates in implementation of Girl Scout programming, ensures safety of girls and encourages the success of every girl at camp; Oversees unit counselors and ensures proper communication and supervision; Responsible for instruction and scheduling rotation of activities

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
- Oversee unit counselors and serve as communication liaison to administrative team.
- Follow weekly schedules and rotation guides, responsibility of compiling craft supplies for unit each week.
- Lead or teach activities, such as: songs, games, crafts, and science.
- Participates in all activities with their unit, 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.

- 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 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 with "Day Camp Unit Leader," in the subject line.