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| <b>Job Title:</b>  | Activities Supervisor, El Ranchito |
| <b>Department:</b> | Mission Delivery, Program          |
| <b>Reports To:</b> | Camp Director                      |
| <b>Location:</b>   | Long Beach, CA                     |
| <b>Exemption:</b>  | Non-Exempt                         |

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## Job Summary

The Activities Supervisor (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 Activities Supervisor will: supervise camp staff and Program Aides; oversee the safety and procedures of activity areas and campers at all time; collaborate with the Council Program Specialist and Camp Director; help to develop innovative camp program curriculum.

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## Essential Duties and Responsibilities

- Supervise the Activity Instructors and Unit Leaders, including the Leadership Unit Leader, in their day to day program implementation.
- Oversee activity areas, archery, low ropes, team building, and climbing wall. Ensure proper policies and procedures are being followed by Activity Instructors.
- Ensure that daily checks are being completed by staff to guarantee a safe and clean environment.
- 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.

## Competencies and areas of expertise may include:

### Skill, Experience & Education

- One season (6-9 weeks) of experience with an organized day camp, ideally with supervisory experience or other prior experience in youth programs
- Knowledge of California State organized camp laws and American Camp Association standards.
- Ability to manage multiple projects and work in a fast paced and changing environment.
- 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.
- Must be driven, self motivated, and a strong leader to inspire staff and girls.
- Strong interest in working with youth and teens.
- Ability to handle confidential materials and information in an appropriate manner.
- Ability to work collaboratively through teams and cross-function task groups.
- Ability to work flexible hours, evenings and weekends as needed (training).
- First Aid/CPR certified.

**DESIRABLE QUALIFICATIONS:**

- Knowledge of Girl Scout philosophy, standards, program, and systems.
- Prior experience supervising adults and/or teens
- Preferred but not required knowledge or experience of archery, low ropes, rock climbing and belay procedures.
- Experience facilitating team building, or group initiatives

**Additional Organizational Requirements**

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.