

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

**Job Title :** Assistant Camp Director, Marine Landing Day Camp—Long Beach, CA  
**Department :** Mission Delivery, Program  
**Reports To :** Camp Director/Program Specialist

**JOB SUMMARY:**

Assistant Camp Director supports the Camp Director/Program Specialist and is responsible for the day to day operation of the GSGLA day camp program at Marine Landing. The Assistant Camp Director is responsible for overall management of camper paperwork, scheduling and our CIT program, as well as facilitating programs within GSGLA safety guidelines. The Assistant Camp Director will: supervise camp staff and/or volunteers; collaborate with Program Specialist and other directors in the development of innovative program curriculum; mentor and support the CIT program; and, ensure the safety of campers at all times.

**JOB ACCOUNTABILITIES:**

- Assist in directing the day-to-day operations of Camp.
- Manage the camp program to meet objectives and the budgetary accountability of the program.
- Assist Program Specialist in development of program curriculum and effective operational procedures.
- Manage all aspects of the Counselor In Training Leadership Program at Marine Landing Day Camp, including supervising the CITs and assisting in the planning and implementation of a weekly activity.
- Communicate program, facility, or staffing needs and concerns to Program Specialist.
- Maintains accurate and organized records, including health forms.
- Willingness to promote and encourage the Girl Scout philosophy.
- Desire and ability to work with youth of different ages, backgrounds, interests and abilities.
- Serve as a role model for all campers and staff, including appropriate behavior, punctuality, and good sportsmanship.
- Willingness to lead and teach activities, including songs, games, and boating skills, on a whim if necessary.
- Responsible for care of all facilities, equipment and supplies
- Encourage respect for each other, the facility, equipment, and personal belongings.
- Demonstrate a willingness to try new things and be personally challenged.
- Facilitate opportunities of interaction between campers.
- Uphold safety, follow camp rules, reporting protocols and GSGLA guidelines, and ensure that Girl Scouts Safety Activity Checkpoints are being followed.
- Evaluate outcomes end-of-summer outcomes to ensure best practices are captured and recommendations for next year are noted.
- Must have a positive and professional attitude when participating in 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.

- Minimum of one season (8 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.
- Must be driven, self-motivated, and a strong leader to inspire and maintain effective relationships with staff and campers.
- Excellent communications skills; excellent facilitation, conflict resolution, and presentation skills.
- Ability to effectively convey information to campers, staff, and parents.
- Strong goal setting, project planning, budget management, organization, and follow-through skills.
- Strong interpersonal skills
- Ability to recognize and respond to opportunities for problem solving and/or growth within the fast-paced camp environment.
- Ability to handle confidential materials and information in an appropriate manner.
- Ability to work collaboratively in a team setting and in close proximity to others.
- Ability to visually monitor and physically assist campers weighing up to 200 lbs.
- Ability to lift and move 50lbs.
- Ability to lead aquatic programming and participate in water activities daily.
- Reliable transportation.
- Ability to work flexible hours, evenings and weekends as needed (training).
- Ability to instruct staff and campers in an emergency situation.
- Ability to pass a background check upon job offer.
- 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.

**• CERTIFICATES, LICENSES, REGISTRATIONS:**

- Current First Aid/CPR certification
- Lifeguard +Waterfront Module Certifications
- Valid driver's license and proof of insurance.

Please submit a cover letter and resume to [marinelandingcamp@girlscoutsla.org](mailto:marinelandingcamp@girlscoutsla.org) with Assistant Camp Director, Marine Landing Day Camp in the subject line.