

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

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

JOB SUMMARY:

Activities Director participates in the implementation of the GSGLA day camp program at Marine Landing. The Activities Director is responsible for overseeing programs and activities as set forth by the Camp Director, as well as facilitating programs within GSGLA safety guidelines. Activities Supervisor responsibilities include, but are not limited to, creating a positive learning environment in a summer camp setting, supervising lifeguard/counselors and implementation of activities, enhancing camp program and ensuring the safety of campers at all times.

JOB ACCOUNTABILITIES:

- Assist Camp Director in the day-to-day operations of Camp.
- Partner with Camp Director to manage and meet the objectives of “Activities Program” (badge work, crafts, etc.)
- Train, supervise, support, and evaluate camp staff on activity based programming.
- Provide Camp Director with supply lists for crafts and activities.
- 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 campers and other staff, including appropriate behavior, punctuality, and good sportsmanship.
- Attend and actively participate in staff trainings and meetings.
- Lead and teach activities, including songs, games, and badge work.
- 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 staff and campers.

- Excellent communications skills; ability to effectively convey information to campers, staff, and parents.
- Strong interpersonal skills
- Ability to recognize and respond to opportunities for problem solving and/or growth within the camp environment.
- Ability to supervise a group of girls and work in a fast paced, changing environment.
- Ability to handle confidential materials and information in an appropriate manner.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- 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 set up, adjust, and monitor equipment.
- 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

Please send a cover letter and resume to marinelandingcamp@girlscoutsla.org with the job of interest in the subject line. Thank you.