



<b>Job Title:</b>	Camp Director, Marine Landing Day Camp
<b>Department:</b>	Mission Delivery, Program
<b>Reports To:</b>	Program Specialist
<b>Location:</b>	Long Beach, CA
<b>Exemption:</b>	Non-Exempt

---

## Job Summary

Camp Director is responsible for the implementation of the GSGLA day camp program at Marine Landing. The Camp Director is responsible for overall management and supervision of all programs and activities, as well as facilitating programs within GSGLA safety guidelines. The Camp Director will: supervise camp staff and/or volunteers; collaborate with Council staff in the development of innovative program curriculum; communicate program objectives and outcomes to participants, parents, and community partners; ensuring the safety of campers at all times.

---

## Essential Duties and Responsibilities

- Direct 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.
- Train, supervise, and evaluate camp staff.
- Communicate program, facility, or staffing needs and concerns with 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, 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.
- Other duties as assigned

## Competencies and areas of expertise may include:

## Skill, Experience & Education

- 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.
- Good computer skills, including proficiency in Windows and Office Suite.
- 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.
- 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.
- Current First Aid/CPR certification
- Lifeguard +Waterfront Module Certifications
- Verification of legal right to work in the United States
- If you have a valid driver's license—proof of valid Automobile Liability Insurance

#### **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.

#### **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.

#### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually high.

- Ability to visually monitor and physically assist campers weighing up to 200 lbs.
- Ability to lift and move 50lbs.

To apply please send resume to [marinelandingcamp@girlscoutsla.org](mailto:marinelandingcamp@girlscoutsla.org) with "Camp Directot" in the subject line.

Sorry, no calls or walk-ins please