

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

Job Title: Operations Supervisor, El Ranchito Day Camp- Long Beach, CA

Department: Mission Delivery, Program

Reports to: Camp Director

SUMMARY: The Operations Supervisor (Seasonal) helps to direct GSGLA's El Ranchito day camp at the Long Beach Service Center and is responsible for effective overall camp operations management within GSGLA guidelines and objectives. The Operations Supervisor will: Assist the camp director and coordinate with Activities Supervisor with day to day operations; assist in supervising camp staff employees and/or volunteers; supervise the before and after care leaders and program; oversee the completion of badge and journey requirements for each week; manage the inventory of supplies and equipment; maintain accurate and organized camp records; collaborate with the Council Program Specialist; and ensure the safety of the campers at all times.

HOW TO APPLY: Please send resume to elranchitocamp@girlscoutsla.org with **Operations Supervisor** in the subject line.

THIS IS A SEASONAL POSITION: Availability June 1- mid August

MINIMUM QUALIFICATIONS:

- One season (6-9 weeks) of experience with an organized day camp, preferably in a leadership role, or other prior experience in youth programs
- 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
- 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
- Ability to work flexible hours, evenings and weekends as needed (training)
- First Aid/CPR certified

DESIRED QUALIFICATIONS:

- Knowledge of Girl Scout philosophy, standards, program, and systems

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Camp Director and Activities Supervisor with day-to-day operations of El Ranchito summer camp
- Keep track of supplies needed and keep supply shelves and camp site organized and clean
- Submit supplies and food needs lists to the Camp Director for approval
- Coordinate and oversee staff breaks ensuring compliance with labor regulations
- Keep accurate files for each camper, including health forms, permission slips, and child release forms, and provide timely statistical and attendance reports on day camp participants
- Ensure all staff are working together to maintain care and cleanliness of the facilities, equipment and supplies
- Implement Daisy Petal, Badge and Journey programs as stated in the weekly camp description
- Set out craft supplies for daily and weekly activities

- Supervise Before and After Care leaders and activities, to ensure an engaging and fun extended care program.
- Coordinate outside group visitors to camp with the Program Specialist
- Ensure staff and campers are prepared with all necessary items for any trip off site
- Organize time for Camp Unit Pictures to be taken and ensure they are printed for Friday packets
- 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

Language Skills: Ability to effectively present information and respond to questions from groups of volunteers, leaders, and girls and the general public.

Mathematical Skills: Ability to calculate figures and keep accurate records

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Certificates, Licenses, Registrations:

- Current CPR and First Aid certification
- Verification of legal right to work in the United States
- Valid California identification
- Social security card

If you have a valid California Drivers License – proof of valid Automobile Liability Insurance

Other Qualifications: Weekend Work Required (training)

Physical Demands: 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.