

**Camp Director** - SEASONAL, PT Feb-May (average of 10 hours per week) / FT June and July (on-site). Candidate must be highly motivated with a background in camping and familiarity with Girl Scout resident camp. Position requires much independent work in the winter and spring months prior to living on site at camp for the summer season. Successful candidates will be able to facilitate and oversee all aspects of resident camp program and organization as well as recruit, hire and supervise summer camp staff. Prior knowledge of Safety-Wise guidelines and American Camp Association standards a plus. Camp is located near Floral, AR.

Please send resume to Girl Scouts - Diamonds of Arkansas, Oklahoma and Texas, 5705 Gordon Ln, Fort Smith, AR 72903, Attention: Amber Jimenez.

### **Seasonal Camp Director**

Desired Qualifications:

- Be or become a member of GSUSA.
- Willingness to maintain the standards, carry out the mission and subscribe and adhere to the policies, standards, and guidelines of GSUSA and the council.
- Willingness to complete appropriate training and to travel and work flexible hours, including frequent evenings and weekends.
- Previous experience working with children.
- Ability to supervise staff and campers.
- Demonstrated leadership ability.
- Experience in training adults.
- Ability to plan, create, organize and carry out multi-faceted workloads with minimum supervision.
- Self-motivated with good organizational and communication skills.
- Ability to deal effectively with paid staff, volunteers, parents and campers.
- Acceptance of all people and the ability to live and work with girls and adults of various races, religions, and national origins.
- Ability to lift boxes and equipment weighing 20-30 pounds.
- Hold a valid State Driver's License and ability to operate a motor vehicle.
- Bachelors degree (B.A. or B.S.), from four-year college or university; or two years administrative or supervisory experience in an organized camp; or equivalent combination of education and experience.
- At least 25 years of age

Responsible To:

Camping Services Director

### General Responsibilities:

To direct and supervise camp programs and staff. To assist the Camping Services Director in planning camp programs.

### Specific Responsibilities:

- Supervise camp staff.
  - Recruit, select, place, and release staff.
  - Conduct and evaluate portions of pre-camp staff training and on-the job-training.
  - Conduct supervisory conferences (including work reviews) with staff.
  - Interpret and administer personnel policies and practices.
- Promote resident camp by attending parent, troop, and Service Unit meetings as demand requires and through positive interaction with girls, adult volunteers, and the community.
- Assist the Camping Services Director in developing staff training.
- Conduct and evaluate staff training.
- Develop routines, schedules, and procedures for camp operation.
- Maintain high standards for leadership, program activities, and health and safety
- Positively interpret GSUSA and council policies, standards, guidelines, decisions and program resources.
- Oversee planning and carrying out of the Girl Scout program in the units.
- Contribute to the growth and development of seasonal camp staff and volunteers.
- Approve purchases and expenses within the budget; supervise business procedures and record keeping.
- Organize and/or approve trips out of camp for programs, supplies, and crisis management.
- Observe emergency procedures for camp (i.e. fire and evacuation drills, health emergency procedures).
- Develop and maintain good relationships with parents; notify them of illness or injury of campers or staff members.
- Help provide an atmosphere for developing good morale and well-being among the camp family.
- Prepare necessary reports on camp operations and activities and makes recommendations for the following season.
- Attend all staff meetings as required by the council.
- Travel and work flexible hours, including frequent evenings and weekends.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.