

# Job Description

JOB TITLE: Unit Leader	FLSA: Seasonal
DEPARTMENT: Girl Experience	
REPORTS TO: Assistant Camp Director, Camp Director	DATE: December 2018

**JOB SUMMARY:**

The role of the Unit Leader is to lead and supervise a group of campers and unit staff within a unit/program area. They are responsible for developing, implementing, reviewing, and evaluating a weekly activity plan for a group of girls to provide a diverse camp program experience.

**MAJOR ACCOUNTABILITIES:**

- Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions
- Guide activities and experiences in the unit through girl-adult planning, with an emphasis on session and program theme, and the Girl Scout program.
- Develop, implement, and review weekly activity plan for unit, coordinate unit activities with other camp units.
- Supervise and guide all aspects of the unit's activities at camp and on off-site trips while ensuring girl/adult supervisory ratios are maintained at all times.
- Supervise unit staff, directing and guiding them in their work, and conduct unit staff performance reviews.
- Act as a role model, lead, guide, and participate with a positive outlook, interact with campers and promote participation.
- Actively engage campers in activities, including hikes, games, skits, songs, etc., as part of the camp experience.
- Assume initial responsibility for health and safety of campers, report all accidents/illnesses to Health Supervisor/Assistant.
- Keep accurate records, ensures the health and safety of campers and ensure camper's allergy plans are followed.
- Enforce safety rules, programming standards, and personnel policies when necessary and appropriate.
- Report appropriate concerns and/or problems to the administrative staff.
- Actively work to promote team building with all staff, provide support and encouragement, and help to staff to develop their leadership style.
- Actively participate in the end of the week clean up on Saturdays. (RESIDENT CAMP ONLY)
- Maintain health and safety standards, rules, and policies of the camp.
- Instruct and lead campers and unit staff in emergency procedures such as fire drills, evacuations, etc., as required.
- Complete weekly program evaluations and recommendations.
- Perform other duties as Bus Counselor, Before/After Care Counselor, and/or Overnight Counselor if needed. (DAY CAMP ONLY)
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

**JOB QUALIFICATIONS:**

- Must be at least 19 years of age.
- Current certification in First Aid, CPR, and AED child and adult.
- Previous leadership and camping experience at a Girl Scout camp, youth camp, and/or Girl Scout experience.
- Mature, reliable, responsible, good judgment, patience, strong interpersonal skills, and a sense of humor.
- Ability and desire to work with girls and adults in a camp setting.
- Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.
- Have an understanding of the capabilities, needs, and interests of children.
- Have an appreciation for nature, the outdoors and camping.
- Ability to lead a team, manage multiple priorities and creatively problem solve.