

## Job Description

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|----------------------------------------------------|------------|
| JOB TITLE: Camp Coordinator                        | FLSA:      |
| DEPARTMENT: GSHNJ Camps                            | PAY GRADE: |
| REPORTS TO: Assistant Camp Director, Camp Director | DATE:      |

### JOB SUMMARY:

The role of the Camp Coordinator is to work closely with the Camp Director and Assistant Camp Director in the planning and implementation of programs and unit activities. They are responsible for the day-to-day administrative operations of summer day camp, including Trading Post and weekly camp photography.

### MAJOR ACCOUNTABILITIES:

- Attend all required training, program workshops, staff meetings, and supervisory sessions.
- Assist in the opening and closing of camp. Assist with staff training/orientation.
- Generate weekly reports including transportation, program/unit groups, and camper shirts using Excel and CAMPWISE.
- Manage day-to-day transportation changes and communicate to unit and bus staff. Oversee bus drop-off/pick-up each day, including first-day bus drills. (DAY CAMP ONLY)
- Act as point person for program/unit staff supply requisitions.
- Manage program supply orders, maintain accurate inventory of program supplies/equipment, and distribute accordingly to program/unit areas. Notify Camp Director of need to reorder.
- Keep accurate records and provide all receipts/order summaries for supply/equipment expenses to Camp Director.
- Do weekly supply runs as needed, including trips to stores and council service centers.
- Collect and review food requisitions and menus to check for scheduling, space, and equipment constraints.
- Manage distribution of food and cooking equipment for unit cookouts, evening cookouts, and food programs.
- Oversee weekly camp photography and manage online photo albums in PixieSet.
- Manage Trading Post order forms and distribution of purchases.
- Maintain accurate records, receipts, and inventory in Trading Post. Ensure Trading Post area is clean and organized.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measles, rabies, and COVID-19.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

### JOB QUALIFICATIONS:

- Must be at least 18 years of age.
- Have a valid NJ driver's license.
- Experience with Microsoft programs such as Word and Excel.
- Current certification in First Aid, CPR, and AED child and adult or willing to attend required training.
- Previous leadership and camping experience at a Girl Scout camp, youth camp, and/or Girl Scout experience.

- Appropriate certifications or experience for the specialty area.
- Ability and desire to work with girls and adults in a camp setting.
- Understanding of the capabilities, needs, and interests of children in related area.
- Ability to manage multiple priorities and problem solve creatively.
- Mature, reliable, responsible, good judgment, patience, strong interpersonal skills, and a sense of humor.
- Good judgment in anticipating and preventing accidents, quickness in emergencies.
- Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.