
Essential Job Functions at GSLC Summer in the City

For:

Department: Mission Alignment | Program: Summer in the City

All staff at Girl Scouts Heart of New Jersey are expected to model the behaviors and core values of an HNJGIRL: Honesty, Inclusion, Joyfulness, Grace, Integrity, Respect, and Leadership. For the Program Facilitator, this means translating these values into a safe, structured, high-energy, full-day summer experience for youth within an urban landscape.

The following sections outline the baseline physical, mental, environmental, and operational requirements necessary to successfully perform this role. Please review them carefully.

Cognitive, Behavioral & Interpersonal Resiliency

- Emotional Resiliency & Stress Management: Possess the mental skills and emotional stamina necessary to handle stressful situations appropriately, remain calm under pressure, and manage sudden schedule or environmental disruptions in public spaces.
- Group Dynamics & Energy: Ability to work effectively and maintain a positive attitude in loud, large group settings with high energy, both indoors and outdoors.
- Interpersonal Skills & Diversity: Ability to use communication skills to reduce stress, de-escalate conflicts, increase understanding, and promote happiness among youth participants. Must respect social and cultural diversity and maintain strict, appropriate professional boundaries.
- Confidentiality: Absolute capability to maintain the privacy of personal, medical, or behavioral information shared regarding the participants in their care.

Participant Supervision, Health & Safety

- Constant Supervision: Possess the physical and mental endurance required to maintain constant visual and auditory supervision of a consistent group of youth participants throughout the program day.
- Urban Hazard Awareness: Possess the visual and auditory acuity to immediately identify and respond to environmental hazards unique to a city setting (e.g., street traffic, crowded public venues, public transit platforms, and stranger awareness).
- Emergency Response: Ability to assist participants and fellow staff swiftly and calmly in emergencies (e.g., medical issues, extreme heat/heat stroke, sudden evacuation, severe weather, or a separated/lost participant).
- Behavior Management: Ability to continuously observe participant behavior, assess its appropriateness in public and group settings, and apply positive behavior-management techniques aligned with GSHNJ protocols.
- Health Plan Compliance: Attentiveness to monitor participant well-being, including strict adherence to provided health plans, allergies, and medication/safety protocols.

For:

Physical Demands & Environmental Adaptability

- Mobility & Stamina: Physical endurance to be on one's feet walking, bending, twisting, reaching, and being physically active for up to 4 continuous hours.
- Strength & Lifting: Ability to safely lift, carry, and manipulate up to 30 pounds of Girl Scouting products, program supplies, program kits, or water coolers.
- Dexterity: Manual dexterity and coordination to safely operate program equipment, sports gear, crafts, and basic technology/tablet devices for attendance.

Administration, Communication & Operational Duties

- Instructional Literacy: Ability to read, write, understand, and follow printed and digital instructions, safety manuals, and curriculum guides in English.
- Stakeholder Communication: Ability to communicate clearly, confidently, and professionally with parents/guardians during daily arrival/dismissal, and to relay behavioral or programmatic updates to the Program Manager in a timely manner.
- Documentation: Ability to maintain accurate, legible, and timely attendance sheets, incident documentation, and daily logs.
- Site Care & Logistics: Contributing to the overall cleaning, daily 'kapers' (chores), organization of supplies, and cleaning up of program spaces to ensure GSHNJ leaves any rented, public, or community site better than it was found.
- Pre/Post Season Operations: Participation in all required training, orientations, inventory counts, and staff meetings prior to, during, and after the active summer program weeks.

Signature _____ Date _____