

## Job Description

<b>JOB TITLE:</b> Site Director	<b>FLSA:</b> Non exempt
<b>DEPARTMENT:</b> GSHNJ Camps	<b>SALARY RANGE:</b> \$50 block increments
<b>REPORTS TO:</b> Camp Director	<b>Date:</b> April 2026

As Girl Scouts, we are committed to the mission of the organization. Our core values guide us in our everyday actions as we strive to fulfill the mission. We uphold these core values in our own work and promote them to our volunteers. They represent what we believe in, what we stand for, and how we approach everything we do. 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.

### **JOB SUMMARY:**

The Site Director is responsible for overall site safety, including emergency response coordination, enforcement of property rules, and ongoing communication with the Camp Director of the assigned camp, as needed.

### **MAJOR ACCOUNTABILITIES:**

- Serve as the primary on-site authority and organizational representative
- Conduct arrival orientations and safety briefings as appropriate
- Ensure compliance with property rules, rental agreements, safety procedures and personnel policies
- Monitor site use and respond to safety or behavioral concerns
- Ensure standards of quality are met regarding conditions of the facility and equipment
- Coordinate emergency response efforts and communicate with emergency services
- Document and report incidents, injuries, or property damage and other concerns to Camp Director
- Serve as the point of contact for renters and organizational leadership
- Enforce safety rules, programming standards, and personnel policies when necessary and appropriate.
- 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.

### **JOB QUALIFICATIONS:**

- Must be at least 18 years of age.
- Current certification in First Aid, CPR, and AED child and adult or willing to attend required training.
- Exhibits maturity, reliability, responsibility, sound 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.
- Ability to lead a team, manage multiple priorities and creatively solve problems.
- Become a registered member of Girl Scouts and maintain membership for duration of employment.

Girl Scouts Heart of New Jersey is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability, or any other federal, state or local protected class.

Employer reserves the right to change the job descriptions at any time.

