girl scouts
heart of new jersey

Job Description

JOB TITLE: Assistant Camp Director	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Day Camp - $825- $950 per week Sleepaway Camp - $600 - $800 per week housing provided
REPORTS TO: Camp Director	Additional Benefits: In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave.

JOB SUMMARY:
The role of the Assistant Camp Director is to work closely with the Camp Director in the planning and implementation of program and unit activities. They are responsible to act as the central point-of-contact for staff and assist in the day-to-day operations of summer camp.

MAJOR ACCOUNTABILITIES:

- Attend, plan, lead, and successfully complete all required pre-camp staff training, program workshops, staff meetings, and supervisory sessions.
- Assist in the opening and closing of camp and weekly clean up.
- Manage change day/check in/check out procedures for the drop-off and pick-up of campers. For day camp, assist with transportation management (parent drop-off, pick-up, bus, etc.)
- Initiate and participate in parent communication for issues such as homesickness, discipline, and accident/injury.
- Complete supervisory and evaluation of staff training/orientation. Perform regular check-ins and reviews with staff throughout the summer.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- Plan programs and all-camp activities and ensure that all programs and activities are accomplished and prepared for. Assist in planning and ensure implementation of designated programs and all-camp activities.
- Maintain necessary records including time off schedules, unit/program schedules, camper/staff ratios, etc. Ensure assignments adhere to camp policies and procedures.
- Manage weekly reports including transportation, program/unit groups, and camper shirts using Excel and UltraCamp.
- For sleepaway camp, prepare weekly paperwork, including, but not limited to camper information forms, health forms, trip forms, pack out forms, etc. For day camp, prepare unit clipboards with notices, evaluations, permission slips, time cards, day-by-days, and attendance sheets.
- Assist in the purchasing, managing, distributing, and inventory of program supplies/equipment.
- Ensure all buildings are clean and secured each day. Ensure all camp areas are in safe condition in accordance with health and safety standards, rules, and policies of the camp. Report any issues to the Camp Director.
- Act for the Camp Director when she is not available.
- 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 measle, 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 21 years old.
- 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.
- Have a valid NJ driver's license.
- Ability and desire to work with girls and adults in a camp setting.
- Mature, reliable, responsible, good judgment, strong interpersonal skills, creative, energetic, self-motivated.
- Manage multiple priorities, communicate clearly, flexible, adaptable, and remain calm in an emergency.
- Experience with Microsoft programs such as Excel.
- Understanding of the capabilities, needs, and interests of children.
- Have an appreciation for nature, the outdoors, and camping.