girl scouts
heart of new jersey

Job Description

JOB TITLE: Unit Leader	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Day Camp - $500- $650 per week Sleepaway Camp - $425 - $500 per week housing provided
REPORTS TO: Assistant Camp Director, 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 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.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- 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. (SLEEPAWAY CAMP ONLY)
- 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.
- 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 18 years of age.
- 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.
- 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.