girl scouts
heart of new jersey

Job Description

JOB TITLE: Staff Supervisor	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Day Camp - $750- $800 per week
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 Staff Supervisor is to act as the central point-of-contact for staff, supporting them and ensuring the success of the staff team. The Staff Supervisor will work closely with the Camp Director and Assistant Camp Director facilitating 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.
- Assist with transportation management (parent drop-off, pick-up, bus, etc.) as needed.
- Complete supervisory and evaluation of staff training/orientation. Perform regular check-ins and reviews with staff throughout the summer.
- Meet regularly and as needed with staff to offer support and resources, skill development, and behavior management assistance.
- Oversee the arrival, departure, and assimilation of international staff. Meet with international staff regularly to ensure their needs are being met and assist with any transportation challenges.
- Maintain necessary records including time off schedules, before/after/bus/overnight duty assignments, camper/staff ratios, etc. Ensure assignments adhere to camp policies and procedures.
- Assist with generating weekly reports including transportation, program/unit groups, and camper shirts using Excel and UltraCamp.
- 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.
- As a member of the administrative team, act for the Assistant Camp Director, Program Director, or Health Supervisor when they are not available.
- Assist with Trading Post operations as needed.
- 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.