**Girl Scouts of San Gorgonio Council**

**Job Description**

**Position Title: Assistant Camp Director**

**Reports To:** Camp Director

**Status:** Seasonal

**job summary:**

Assists in providing directorial and supervisory support to ensure fluency in the deliverance of a safe camping season.

**essential functions:** (This list may not include all of the duties assigned)

1. Adhere to Council’s Affirmative Action Policy, which ensures that there will be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, socioeconomic status, sexual orientation, disability or age.
2. Ability to direct Program and Unit Staff in delivering Girl Scout program, provide assistance in planning and coordinating activities and programs, using resources, and evaluating camp program.
3. Ensure that all program areas are implementing activities that address the needs and interests of campers, including girl planning and appropriate badge work.
4. Help plan and conduct staff meetings and staff training as needed.
5. Directly supervise Program Coordinator, Office Coordinator, and Unit Leaders, including coaching and evaluating.
6. Assist in all areas of camp operations, as needed.
7. Ensure that all emergency procedures are observed.
8. Ensure that camp facilities and equipment are properly maintained and cared for; notify supervisor immediately if repairs or replacements are needed; see that end-of-season inventories are complete and turned in to Council office.
9. Assist in directing the opening and closing of camp.
10. Assist in directing or direct weekend camps as assigned.
11. Complete and submit all reports and evaluations on time.
12. Notify Camp Director immediately of any serious injury or illness.
13. Prepare necessary reports on camp operations and activities during the camp season and make recommendations for the following season.
14. Demonstrate and promote a climate of courtesy and professionalism to coworkers, the volunteers served by this council, and others with who her/his job put her/him in contact.
15. Maintain strict confidentiality and professionalism when handling sensitive information.
16. Adhere to all council policies and procedures.
17. Maintain the standards of the American Camp Association and local and state agencies.
18. Other duties as required.

**job requirements**

1. Manage time effectively, work independently and handle several projects at the same time.
2. Ability to prioritize and problem solve.
3. Some background knowledge in overnight camp programming.
4. Knowledge of overnight camping, group leadership and supervisory experience.
5. Ability to lift 50 pounds and physically meet the demands of camp life.
6. Maintain throughout employment a valid CA driver’s license and insured vehicle in good working order. Must provide a DMV printout and proof of insurance.
7. Must successfully complete a criminal history background check.

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Print Employee Name Employee Signature Date