

## **Summer Camp 2024 Seasonal Job Descriptions**

*Please be mindful that some job descriptions differ slightly based on the camp location you are employed at.*

<b><i>Day Camps</i></b>	<b><i>Sleep Away Camps</i></b>
<b>SR:</b> Shelly Ridge	<b>SR:</b> Shelly Ridge
<b>VF:</b> Valley Forge	<b>MW:</b> Mosey Wood
<b>MH:</b> Mountain House	<b>LW:</b> Laughing Waters
<b>PC:</b> Philly Camp	<b>WH:</b> Wood Haven

### **Sleep-Away Camp**

#### **Assistant Camp Director of Programs** (SR/MW/LW/WH)

As Assistant Director of Program, you are responsible for the supervision of camp staff members and coordination and implementation of all camp activities. Directly supervise activity managers and staff to ensure program requirements are met and camp standards are upheld. Help create programming for campers, mentor staff in developing creative ideas, teach and implement programming when needed. Minimum 5 years of experience; preferably with supervisory experience and experience in diversified content areas. Must be a hard worker, be dedicated to youth development, and be willing to be responsible for the operation of camp when the Camp Director is off site. Must be at least 21 years old and have a valid Driver's License. Must have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a seasonal salary position, from June – August, housing and meals provided.

#### **Assistant Camp Director of Units** (SR/MW/LW/WH)

As an Assistant Director of units, you will work hand in hand with the Camp Director to run an outstanding summer experience for campers and staff. Be a mentor to staff and help them to be problem solvers and find solutions to hiccups in daily camp life. Help create lines of communication among camp staff. You will be directly responsible for overseeing unit managers, unit counselors, and junior counselors. Must be a hard worker, be dedicated to youth development and willing to be responsible for the operation of camp when the Camp Director is off site. Minimum 5 years of camp experience; prior supervisory experience required. Must be at least 21 years old and have a valid Driver's License. Must have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a seasonal salary position, from June – August, housing and meals provided.

#### **Unit Manager** (SR/MW/LW/WH)

Take on a mentoring role for staff this summer as a Unit Manager. You will live and work with campers and staff, develop and implement programming, and be the point person for staff in your unit(s). This role reports to the Assistant Director of Units. Work closely with the administrative staff to facilitate counselor placements, review staff performance, and ensure that the standards of camp are upheld. Must be female who is 21 years of age or older. Must have demonstrated previous child-related and

staff supervision experience (camp related experience a plus), have a valid driver's license, be able to work strenuously in extreme hot and cold temperatures, navigate over gravel and uneven paths, be willing to drive. This is a residential camp; overnight responsibilities are required. This is a seasonal salary position, from June – August, housing and meals provided.

**Unit Counselor** (SR/MW/LW/WH)

As a Unit counselor, you will have the responsibility of supervising campers while helping them learn life skills and participate in camp activities. Your responsibilities will include but are not limited to: creating and implementing programs, supervising girls that may range in age from 5-17, managing conflict, and working with the camp staff team to uphold camp standards, up keep of cleanliness and neatness of camp, record daily and weekly paperwork. This is a residential camp; overnight responsibilities are required. Must be a female 18 years old and/or have graduated high school by the start of camp. Must be comfortable working and living outdoors, have the ability to work strenuously in extreme hot and cold temperatures, able to navigate over gravel and uneven paths, dedicated to child development, enjoy problem solving, work well with others, and be full of life and energy. This is a seasonal salary position, from June – August, housing and meals provided.

**Junior Counselor** (SR/MW/LW/WH)

As a Junior counselor, you will assist with supervising campers while helping them learn life skills and participate in camp activities. Your responsibilities will include: assisting with programming and unit life for girls that may range in age from 5-17, alerting Unit Counselors and Assistant Director of Units to conflicts, and working with the camp staff team to uphold camp standards, up keep of cleanliness and. This is a residential camp, overnight responsibilities are required. Age 16 years old and up preferred. Must be comfortable working and living outdoors, have the ability to work strenuously in extreme hot and cold temperatures, able to navigate over gravel and uneven paths, dedicated to child development, enjoy problem solving, work well with others, and be full of life and energy. This is a seasonal salary position, from June – August, housing and meals provided. \* If under 18 years old, you will need to go home on weekends and have a reliable transportation to and from camp.

**Business Manager** (SR\*/MW/LW/WH)

As the Business Manager, you'll be running the Trading Post (camp store), organizing and coding camp purchases, making purchases for camp programs, and helping to support the administrative team. You should have basic knowledge of online banking, retail software, and using computer programs to maintain budgets. *Previous retail experience is preferred.* You must maintain the trading post stock and inventory, as well as help campers make purchases. You must like working with kids and have patience. When not working in one of the roles as described above, must be willing to work in other administrative jobs as needed. The Business Manager must be well organized and take pride and ownership of your crucial role at camp. Must be at least 21 years old, have demonstrated retail and/or related business experience, have a valid Driver's License, be willing to drive, be comfortable making large shopping trips, have the ability to work strenuously in extreme hot and cold temperatures, and be able to navigate over gravel and uneven paths. This is a seasonal salary position, from June – August, housing and meals provided.

\*SR this person does not run the trading post, the Trading post is located in the Retail Shop.

**Business Assistant** (SR/MW/LW/WH)

As the Business Assistant, you are responsible for keeping families of campers informed of the happenings at camp, through use of social media. You will take pictures, write blogs, and emails regularly. You must be flexible and able to work independently, and able to coordinate with other staff to ensure regular communication with families. In addition, this role includes other administrative duties as assigned. Must have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths.

**Office Aide** (SR\*/MW/LW/WH)

This position is for females under 18 years old, who have attended camp. Completion of Camp Intern or Counselor-In-Training program a plus. Work with the directors and administrative staff to support the operations of camp. Duties include: filing paperwork, prepping camper check in and check out, sorting and distributing mail, and organization of camp supplies. Must be at least 14 years of age. \* If under 18 years old, you will need to go home on weekends and have a reliable transportation to and from camp. (Depending on location--Applicants – this may be a day only position.) \*Day Camp position at SR

**Healthcare Manager** (SR/MW/LW/WH)

Bumps and bruises, headaches and home sickness are all concerns to the health care provider. Work with the staff to provide a healthy and safe environment for both staff and campers on camp. You have to be highly motivated and able to work independently. You must be able to understand and distribute both prescription and over the counter medication, provide first aid, train staff in health center protocol, handle emergency situations with a clear and level head, and communicate with parents and guardians about medical treatment. Registered Nurse preferred (will consider other certifications based on experience), at least 21 years old, have a valid Driver's License and be comfortable driving, willing to be on call 24 hours a day during each camp session with varied time off and have experience working with youth preferably with school or pediatric experience. Must have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a seasonal salary position, from June – August, housing and meals provided.

**Healthcare Assistant** (SR/MW/LW/WH)

As the Health Care Assistant, you will work with the Health Care Manager to provide camp health care for both campers and staff. You must be highly motivated and able to work independently. Must be able to understand and distribute prescription and over the counter medicine, provide first aid, train staff in health center protocol, and communicate with parents and guardians about medical treatment. Must be at least 21 years old, have a valid Driver's License and be comfortable driving, be a Registered Nurse, EMT, Paramedic or LPN, be willing to work varying hours, have experience working with youth preferably with school or pediatric experience. Must have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a residential camp; overnight responsibilities are required. This is a seasonal salary position, from June – August, housing and meals provided.

**Food Service Manager** (SR/MW/LW/WH)

As Food Service Manager, you will oversee the kitchen, kitchen staff, dining hall, and all aspects of the meals for up to 250 people per day. You will oversee the preparation of the daily menu of kid friendly, healthy options and will be responsible for managing all dietary special needs and communicating camper and staff needs with the food service. There may be some supplemental food ordering and maintaining the food budget. Must have ServSafe Manager Certification and be at least 21 years of age. Minimum of 2 years Kitchen Supervisory experience, willingness to cook all aspects of the meals, oversee and join in the cleaning and organization of the kitchen, have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a seasonal salary position, from June – August, housing and meals provided.

**Food Service Assistant** (SR/MW/LW/WH)

As the Food Service Assistant, you will work directly with the Food Service Manager to cook meals, handle dining Hall preparation and clean up after the meals. Your role will also assist with supervision of kitchen staff. You will work to complete food orders for groups' pack out meals' and other trip related food requests. Prior kitchen and cooking experience required, must be at least 21 years old, have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. ServSafe certification and minimum two years kitchen supervisory experience required.

**Kitchen Aide** (SR/MW/LW/WH)

Play an important role on staff this summer as you work with our camp cooks in the kitchen. Responsibilities include, help prepping meals, serving and refilling, clean up and organization of the kitchen and dining hall. Must be a hard worker, dedicated, willing to work a flexible schedule, have ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a residential camp, three meals a day are served. Must be at least 14 years of age. This is a seasonal salary position, from June – August, housing and meals provided. \* If under 18 years old, you will need to go home on weekends and have a reliable transportation to and from camp. Half-summer positions may be available.

**Aquatics/Waterfront Manager** (MW/SR/LW/WH)

MW = AQUATICS/WATERFRONT MANAGER: The lake is the place to be in the summer. As Waterfront Manager, you are responsible for the supervision of the waterfront lifeguards at swimming and boating. You will schedule, design, and oversee swimming and boating lessons, and free time, and are responsible for the continuing education of the lifeguarding staff. You must have an American Red Cross Waterfront Lifeguarding certification, WSI and LGTI a plus. Minimum five years of lifeguarding experience and one-year supervisory experience. Must be at least 21 years of age and have a valid driver's license.

LW & WH = AQUATICS MANAGER: The pool is the place to be in the summer. As the Aquatics Manager, you are responsible for supervising the lifeguard staff as well as the safety and program of the pool, as well as creating schedules, performance reviews and guidance to staff. You will implement and oversee all swim lessons, pool games, general swim, and general fun at the pool! Work with the camp ranger to keep the pool clean and chemically balanced. You must have American Red Cross certification and preferably have Water Swim Instructor (WSI) certification. Minimum 5 years Lifeguard experience; one-

year supervisory experience and can work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. Must be at least 21 years old.

SR = AQUATICS MANAGER: The pool is the place to be in the summer. As a Aquatics Manager, you are responsible for supervising the lifeguard staff as well as the safety and program of the pool. You will implement and oversee all swim lessons, pool games, general swim, and general fun at the pool! Work with the camp ranger to keep the pool clean and chemically balanced. You must have American Red Cross certification and preferably have Water Swim Instructor (WSI) certification. Minimum 5 years Lifeguard experience; one-year supervisory experience and have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. Must be at least 21 years old and have familiarity with and upholding ACA standards. Applicants – can be a day or resident position

**Aquatics/Waterfront Specialist** (MW/SR/LW/WH)

MW = AQUATICS/WATERFRONT SPECIALIST: As a Waterfront Specialist, you are responsible for overseeing the safety and well-being of campers in the water. You will administer swim tests to determine camper swim levels. You will be teaching swimming and boating lessons, guarding open swim and boating times, and overseeing the Aquatower, AquaClimb, and Wibit usage. Must be a strong swimmer and able to pass an American Red Cross Waterfront Lifeguarding course, and comfortable in small crafts. Must be at least 18 years of age, experienced with teaching children, have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. When not at the pool, you will also help the counselors supervise and mentor young girls into leaders. This is a seasonal salary position, from June – August, housing and meals provided.

SR, LW & WH = AQUATICS SPECIALIST: Spend the summer at camps most popular activity area, the pool! As an Aquatics Specialist/ Lifeguard, you are responsible for teaching swim lessons and overseeing the safety and well-being of the campers in the pool. Help create water games, relays, and water aerobics for campers. Must be 18 years old and have American Red Cross Lifeguard certification / equivalent or willing to obtain prior to hire, experience with teaching children, have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. When not at the pool, you will also help the counselors supervise and mentor young girls into leaders. This is a seasonal salary position, from June – August, housing and meals provided.

**Junior Aquatic/Waterfront Specialist** (MW/SR/LW/WH)

MW = JUNIOR AQUATICS/WATERFRONT SPECIALIST: As a Junior Waterfront Specialist, you will be teaching swimming and boating lessons, guarding open swim and boating times, and overseeing Aquatower, AquaClimb, and Wibit usage. Must be a strong swimmer and able to pass an American Red Cross Waterfront Lifeguarding course, and comfortable in small crafts. Must be at least 16 years of age, experience with teaching children, have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. When not at the pool, you will also help the counselors supervise and mentor young girls into leaders. This is a seasonal salary position, from June – August, housing and meals provided.

SR, LW & WH = JUNIOR AQUATIC SPECIALIST: Send the summer at camps most popular activity area, the pool! As a Lifeguard, you are responsible for overseeing the safety and well-being of campers in the water. You will administer swim tests to determine camper swim levels. You will review pool rules with campers/staff, encourage campers to try new things, support campers in meeting their goals and participating in camp activities, and ensure the safety, health, and security of campers. You must be at least 16 years of age, have a current American Red Cross Lifeguard certification or be willing to obtain, must enjoy working with children and working outdoors, and have the ability to lift and carry a minimum of 15 pounds. This is a seasonal salary position, from June – August, housing and meals provided \* If under 18 years old, you will need to go home on weekends and have a reliable transportation to and from camp.

**Adventure Manager** (SR/MW/LW/WH)

Work where the action is. You will be responsible for managing and supervising a team of staff to facilitate and implement adventure activities both on and off camp, as well as creating schedules, performance reviews and guidance to staff. Activities include ropes courses, teambuilding, and archery (at certain camps). Work closely with the Assistant Director of Program to create a staff schedule, observe and evaluate staff performances, implement program requirements, and create a fun learning environment for campers. Must have certification for ropes facilitation from a nationally recognized body and experience with ropes courses (Training can be provided). Must be 21 or older, have demonstrated experience in adventure activities, be certified or willing and available to take certification courses in archery at the end of May, have the ability to work strenuously in extreme hot and cold temperatures, and be able to navigate over gravel and uneven paths.

**Adventure Specialist** (MW/SR/LW/WH)

MW = Be a part of a team that will lead campers in fun and exciting activities! Adventure, teambuilding, and rope courses fill a camper's day with excitement and adventure. As part of your job at camp you will lead and teach these activities while instilling teamwork, dedication, and commitment for young girls as they grow to become tomorrow's leaders. Responsibilities include the set up and take down of elements, proper guidance and facilitation of activities as well as joining a counselor team to help supervise and mentor campers. Must be at least 18 years old and have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a residential camp and overnight responsibilities are required. This is a seasonal salary position, from June – August, housing and meals provided.

SR, LW & WH = Be a part of a team that will lead campers in fun and exciting activities! Archery, teambuilding, and rope courses fill a camper's day with excitement and adventure. As part of your job at camp you will lead and teach these activities while instilling teamwork, dedication, and commitment for young girls as they grow to become tomorrow's leaders. Responsibilities include the set up and take down of elements, proper guidance and facilitation of activities as well as joining a counselor team to help supervise and mentor campers. Must be at least 18 years old and have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a residential camp and overnight responsibilities are required. This is a seasonal salary position, from June – August, housing and meals provided.

**Archery Specialist** (MW only; *not hired every summer*)

Be a part of a team that will lead campers in fun and exciting activities! Many activities fill a camper's day with excitement and adventure. As part of your job at camp you will lead and teach Archery while instilling teamwork, dedication, and commitment for young girls as they grow to become tomorrow's leaders. Responsibilities include the set up and take down of Archery equipment, proper guidance and facilitation of activities as well as joining a counselor team to help supervise and mentor campers. Must be at least 18 years old and have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a residential camp and overnight responsibilities are required. This is a seasonal salary position, from June – August, housing and meals provided.

**Junior Adventure Specialist** (SR/MW/WH)

Teambuilding, and rope courses fill a camper's day with excitement and adventure. As a Junior Adventure Specialist, you will assist with these activities while instilling teamwork, dedication, and commitment for young girls as they grow to become tomorrow's leaders. Responsibilities include assisting with the set up and take down of elements, proper guidance and facilitation of activities as well as assisting the Adventure team to supervise and mentor campers. Must be at least 16 years old and have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a residential camp and overnight responsibilities are required. This is a seasonal salary position, from June – August, housing and meals provided. \* If under 18 years old, you will need to go home on weekends and have a reliable transportation to and from camp.

**Trip and Travel Manager** (MW/LW/WH)

As the Trip and Travel Manager you will oversee all out of camp trips. Leaving camp is a large responsibility and you must be well organized, able to think on your feet and always put the camper's safety first. In this role, you will plan and organize camp trips, secure reservations, purchase tickets, research locations, and create trip itineraries while also supervising camp staff and campers while off property. You must be organized and able to multi-task, be punctual, work independently, have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. Must be at least 21 years old and have a valid Driver's License. Current certification in boating or willing to obtain this certification is a plus. This is a residential camp and overnight responsibilities are required. This is a seasonal salary position, from June – August, housing and meals provided.

**Trip and Travel Specialist** (MW/LW/WH)

As a Trip and Travel Specialist you will help lead all out of camp trips. Leaving camp is a large responsibility and you must be well organized, able to think on your feet and always put the camper's safety first. In this role, you will assist with all aspects of planning and organizing camp trips. You must be organized and able to multi-task, be punctual, work independently, have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. You must be at least 18 years old (21 preferred). This is a residential camp; overnight responsibilities are required. This is a seasonal salary position, from June – August, housing and meals provided.

**Leadership Manager** (SR\*/MW/LW/WH)

As the Leadership Manager, you will be responsible for the Counselor-in-Training programs and other older girl leadership programs. You will be responsible for implementing the designed curriculum, as well as supervising other staff implementing the program. You will also work with other camp staff to help develop campers skills and give them many different leadership opportunities. Must be at least 21 years of age and have a valid driver's license. Must have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a seasonal salary position, from June – August, housing and meals provided. *\*This position is slightly different at SR, they oversee 3 weeks of training followed by overseeing the CPAs and Cis while supporting the Counselors.*

**Leadership Specialist** (MW/LW/WH)

As the Leadership Specialist, you will work with the Counselor-in-Training, Program Aide, and Intern programs as well as other older girl leadership programs. You will be implementing the curriculum under the guidance of the Leadership Manager. You will also work with other camp staff to help develop campers skills and give them many different leadership opportunities. Must be at least 19 years old (21 preferred) and have a valid driver's license. Must have the ability to work strenuously in extreme hot and cold temperatures, and able to navigate over gravel and uneven paths. This is a seasonal salary position, from June – August, housing and meals provided.

**Barn Manager** (LW & WH ONLY)

GSEP's horse programs draw girls of all levels of equestrian experience. This summer you will be charged with fostering their skills and love of horses. Supervise a small team creating schedules, performance reviews and guidance to staff. You will supervise a riding staff and campers, oversee the horseback riding program including the safety of campers and staff, evaluation of rider abilities, barn management, the health and welfare of up to 16 horses, the content and structure of lessons, and other tasks related to the barn. Lesson content to include: barn maintenance, grooming, horse physiology and riding techniques. Minimum of 5 years equestrian experience; 1 year of barn supervisory experience, and an instructor certification from a nationally recognized institution required. Must be at least 21 years old, have a valid Driver's License, have the ability to work strenuously in extreme hot and cold temperatures, and be able to navigate over gravel and uneven paths. Must be willing to uphold and implement camp standards. This is a seasonal salary position, from June – August, housing and meals provided.

**Horseback Riding Specialist** (LW & WH only)

Help foster a love of horses for young girls. As a Barn Specialist, you are responsible for teaching riding lessons in the ring and at the stable, covering topics of barn maintenance, grooming, horse physiology and riding techniques. You will also be responsible for the health and welfare of the horses. While not at the barn, you will also join counselors to help supervise and mentor young girls as they grow into leaders. Must be at least 18 years old, have demonstrated equestrian experience (preferably in ring teaching experience), have the ability to work strenuously in extreme hot and cold temperatures, be comfortable working long hours and able to navigate over gravel and uneven paths. This is a seasonal salary position, from June – August, housing and meals provided.



**Junior Horseback Riding Specialist** (LW & WH only)

As a Junior Barn Specialist, you will assist with teaching riding lessons in the ring and at the stable, covering topics of barn maintenance, grooming, horse physiology and riding techniques. You will also be assisting with the care and welfare of the horses. While not at the barn, you will also assist counselors to help supervise and mentor young girls as they grow into leaders. Age 16 and up preferred. Must be at least 15 years old, have demonstrated equestrian experience (preferably in ring experience), have the ability to work strenuously in extreme hot and cold temperatures, be comfortable working long hours and able to navigate over gravel and uneven paths. This is a seasonal salary position, from June – August, housing and meals provided. \* If under 18 years old, you will need to go home on weekends and have a reliable transportation to and from camp.

**Arts and Crafts Manager** (SR/MW/LW/WH)

As the Art and Crafts Manager, you are responsible for planning and teaching the camp art curriculum based on session program themes. Creativity with project creation ideas is a must. Experience in various art mediums required including but not limited to painting, drawing, jewelry making, and sewing. Supervise staff and leadership campers in their development with teaching. Must love work working with and teaching children, be a dedicated and independent worker, have the ability to work strenuously in extreme hot and cold temperatures, and being able to navigate over gravel and uneven paths. Must be at least 21 years old, with a valid Driver's License. This is a seasonal salary position, from June – August, housing and meals provided.

**Arts and Crafts Specialist** (MW/LW/WH/LW; *not hired every summer*)

As an Arts and Crafts Specialist, you will provide fun, engaging and program themed art activities to the girls. You will work in a team with unit counselors and management staff to schedule camper sessions. You must be flexible and willing to complete other tasks as assigned. Experience in various art mediums required including but not limited to painting, drawing, jewelry making, and sewing. Must be 18 years old to be Arts and Crafts Specialist, be comfortable working outdoors, have the ability to work strenuously in extreme hot and cold temperatures, able to navigate over gravel and uneven paths, dedicated to child development, enjoy problem solving, work well with others, and be full of life and energy.

**Junior Arts and Crafts Specialist** (SR/MW/WH; *not hired every summer*)

As a Junior Arts and Crafts Specialist, you will assist in providing fun, engaging and program themed art activities to the girls. You must be flexible and willing to complete other tasks as assigned. Experience in various art mediums required including but not limited to painting, drawing, jewelry making, and sewing. While not working with Art, you will also assist counselors to supervise and mentor young girls as they grow into leaders. Age 16 years old preferred and comfortable working outdoors, have the ability to work strenuously in extreme hot and cold temperatures, able to navigate over gravel and uneven paths, dedicated to child development, enjoy problem solving, work well with others, and be full

of life and energy. \* If under 18 years old, you will need to go home on weekends and have a reliable transportation to and from camp.

**STEM Manager** (SR/MW/LW/WH; *not hired every summer*)

As STEM Manager, you are responsible for planning and teaching the camp STEM curriculum based on camp session themes. Creativity with project creation is a must. Experience with different STEM topics including but not limited to: coding, robotics, engineering, chemistry, and physics. You will lead interactive, captivating, theme specific STEM, Science Technology Engineering and Math, activities to the girls. Must love work working with and teach children, be a dedicated and independent worker, and be comfortable working outdoors. You must have the ability to work strenuously in extreme hot and cold temperatures, be able to navigate over gravel and uneven paths, be dedicated to child development, enjoy problem solving, work well with others, and be full of life and energy. Must be at least 21 years old, with a valid Driver's License. This is a seasonal salary position, from June – August, housing and meals provided.

**Environmental Specialist** (WH/LW; *not hired every summer*)

As Environmental Specialist, you will provide interactive, captivating, theme specific Environmental activities to the girls. You will work in a team with unit counselors and management staff to schedule camper sessions. You must be flexible and willing to complete other tasks as assigned. Experience in Environmental education is a must. Must be 18 years old to be the Environmental Specialist, be comfortable working outdoors, have the ability to work strenuously in extreme hot and cold temperatures, able to navigate over gravel and uneven paths, dedicated to child development, enjoy problem solving, work well with others, and be full of life and energy.

**Junior STEM Specialist** (SR/MW/LW/WH; *not hired every summer*)

As Junior STEM Specialist, you will provide interactive, captivating, theme specific STEM, science technology engineering and math, activities to the girls. You must be flexible and willing to complete other tasks as assigned. Experience in STEM is a must. While not at working with STEM activities, you will assist counselors to supervise and mentor young girls as they grow into leaders. Age 16 years old and up preferred. Must be comfortable working outdoors, have the ability to work strenuously in extreme hot and cold temperatures, able to navigate over gravel and uneven paths, dedicated to child development, enjoy problem solving, work well with others, and be full of life and energy. \* If under 18 years old, you will need to go home on weekends and have a reliable transportation to and from camp.

## **Day Camp Job Descriptions**

### **Assistant Director** (MH/VF/PC)

As the Assistant Director you will support the Camp Director and help oversee day camp staff. You'll participate as a member of the camp administration team to carry out responsibilities for the planning and implementation of Girl Scout program in an outdoor camp setting. Responsibilities may include but are not limited to; compiling the weekly newsletter, entering attendance data, administering camper evaluations, handling parent or camper concerns, keeping track of camp finances, completing day camp staff evaluations, purchase supplies for camp as indicated by camp director, prepare for and actively participate in staff training, meetings, and supervisory conferences, assist in pre and post-camp cleanup, be alert to potential hazardous situations and follow emergency procedures when required, and act as a role model for campers and staff in behavior and attitude, following the Girl Scout Promise and Law, and camp policies and procedures. You must be at least 21 years of age, must enjoy working with children and working outdoors, and have the ability to lift and carry a minimum of 15 pounds.

### **Assistant Director of Programs** (MH/VF/PC)

As the Program Director you will participate as a member of the camp administration team to carry out responsibilities for the planning and implementation of the Girl Scout program in a day camp setting. Responsibilities may include but are not limited to; overall planning and implementation of all-camp programs and activities, overseeing the Girl Scout Leadership program for girls 5-17, running the specialty arts and crafts sessions, purchasing supplies for camp as indicated by camp director, communicate with camp staff team to provide information for special all-camp program and activities, maintain camp program supplies and manage use, and assist in conducting pre-camp and in-service staff training, especially related to program . You must be at least 21 years of age, must enjoy working with children and working outdoors, and have the ability to lift and carry a minimum of 15 pounds.

### **Day Camp Counselor** (MH/VF/SR/PC)

As a Counselor, you'll be in charge of a group of 15-20 girls ages 5-15. You'll often share responsibility with a co-counselor as you lead them through activities on a daily basis. Together, you will ensure they are safe, learning something new, and most importantly, having FUN! You will encourage campers to try new things, support campers in meeting their goals and participating in camp activities, create and put into action activities specific to your assigned age level and theme (varies each week), and ensure the safety, health, and security of campers. Some counselor positions will also provide fun and engaging activities in specialized program areas such as archery, low ropes challenge course, arts and crafts, sports, and games. Age 16 years or older preferred; must enjoy working with children and working outdoors and have the ability to lift and carry a minimum of 15 pounds.

### **Lifeguard/ Day Camp Counselor** (MH/VF/SR/PC)

As a Lifeguard, you are responsible for overseeing the safety and well-being of campers in the pool. You will administer swim tests to determine camper swim levels. You will review pool rules with campers/staff, encourage campers to try new things, support campers in meeting their goals and participating in camp activities, and ensure the safety, health, and security of campers. While off

lifeguard duty, you will act as a Day Camp Counselor. As a Counselor, you'll be in charge of a group of 15-20 girls ages 5-15. You'll often share responsibility with a co-counselor as you lead them through activities on a daily basis. Together, you will ensure they are safe, learning something new, and most importantly, having FUN! You must be at least 18 years of age; have a current American Red Cross Lifeguard certification or be willing to obtain, must enjoy working with children and working outdoors, and have the ability to lift and carry a minimum of 15 pounds.

### **Lifeguard** (SR/VF)

As a Lifeguard, you are responsible for overseeing the safety and well-being of campers in the pool. You will administer swim tests to determine camper swim levels, maintain and clean the pool area, and work as a team with the other lifeguards. You will review pool rules with campers/staff, encourage campers to try new things and support them in meeting their goals, and ensure the safety, health, and security of campers at all times. You will also assist with other camp activities as necessary. You must be at least 16 years of age, have a current American Red Cross Lifeguard certification or be willing to obtain, must enjoy working with children and working outdoors, and have the ability to lift and carry a minimum of 15 pounds.

### **Health Care Supervisor/ Day Camp Counselor** (MH/VF/PC)

As the Health Care Supervisor and Day Camp Counselor, you'll be responsible for the health care of campers and staff. You will intake and update camper health history and other forms, conduct first day health screenings, and maintain the infirmary and first aid kit inventory. You will provide First Aid to campers and staff and ensure the safety, health, and security of campers. As a Counselor, you'll be in charge of a group of 15-20 girls ages 5-15. You'll often share responsibility with a co-counselor as you lead them through activities on a daily basis. Together, you will ensure they are safe, learning something new, and most importantly, having FUN! You will encourage campers to try new things, support campers in meeting their goals and participating in camp activities, create and put into action activities specific to your assigned age level and theme (varies each week), and ensure the safety, health, and security of campers. Some counselor positions will also provide fun and engaging activities in specialized program areas such as archery, low ropes challenge course, arts and crafts, sports, and games. You must be at least 18 years old and have a valid Driver's License, have a current First Aid/CPR certification, currently enrolled in a nursing degree program or related field, must enjoy working with children and working outdoors, and have the ability to lift and carry a minimum of 15 pounds.