

<b>Job Title:</b>	<b>Summer Resident Camp Counselor</b>	<b>Department:</b>	Girl Experience
<b>Reports To:</b>	Girl Experience Camp Specialist	<b>FLSA Status:</b>	Exempt
<b>Supervises:</b>	None	<b>Role Type:</b>	On Site
<b>Work Schedule:</b>	Daily and overnight Sunday through Friday with occasional Saturdays during summer camp sessions.	<b>Status:</b>	Seasonal

**NATURE AND SCOPE OF POSITION**

The Summer Resident Camp Counselor (Counselor) implements camp program activities that promote and build awareness of the Girl Scouts (GS) and GS Louisiana East Council (Council) brand and image and aligns with the program outcomes outlined in the staff manual according to the American Camp Association (ACA). This position is responsible for supervising campers daily and overnight and keeping them safe while teaching children and teenagers outdoor and recreational skills, overseeing, and planning camp activities and learning and implementing emergency protocol efforts to ensure the protection of campers.

**PRIMARY QUALIFICATIONS**

<b>Education:</b>	<ul style="list-style-type: none"> <li>A high school diploma or equivalent (GED) is required.</li> </ul>
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>A minimum of two (2) years of experience with camp activities such as horseback riding, swimming, canoeing and other outdoor camp activities is preferred. The ability to learn these skills effectively is required.</li> <li>Must have the desire and ability to work with children in the outdoors in a residential, overnight camp setting.</li> </ul>
<b>Certifications:</b>	<ul style="list-style-type: none"> <li>Must possess CPR and FA certifications or obtain shortly after hire.</li> </ul>
<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>Must perform at basic level or above with Microsoft Office Outlook and Word.</li> <li>Must possess:                             <ul style="list-style-type: none"> <li>A passion for working in a non-profit environment with youth and the public.</li> <li>Emotional maturity with a willingness to work independently and as a team player.</li> <li>The ability to communicate effectively verbally and in writing with diverse individuals and groups.</li> <li>The ability to maintain confidentiality.</li> <li>The ability to maintain a positive, collaborative attitude.</li> <li>The ability to problem-solve in a fair and diplomatic manner.</li> <li>Willingness to maintain flexibility in assignments.</li> </ul> </li> </ul>
<b>Other Considerations:</b>	<ul style="list-style-type: none"> <li>Must be age 18 years of age or older.</li> <li>Must be able and willing to remain on camp property daily, overnight and on weekends as required.</li> <li>Valid, unencumbered driver’s license and proof of vehicle insurance is required.</li> <li>Personal membership in Girl Scouts of the USA (GSUSA) is required.</li> <li>The ability to travel to and work at the GS DreamLab, GSLE Camp locations, and any other venue where GS activities are conducted.</li> </ul>

**JOB FUNCTIONS**

<p><b>Essential Functions:</b></p> <ul style="list-style-type: none"> <li>Supervise and ensure the safety of campers at all times.                             <ul style="list-style-type: none"> <li>Enforce camp rules and regulations and ensure safety in the recreational facilities.</li> <li>Remain on camp property in assigned cabins/locations overnight for the duration of the camp season or as assigned.</li> <li>Monitor campers to ensure compliance with camp rules and prevent accidents; report incidents, accidents or rule violations, to camp staff.</li> <li>Carry out established and assigned roles for supervising camper health and in enforcing camp safety regulations and emergency procedures; instruct campers in emergency procedures such as fire drills,</li> </ul> </li> </ul>
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**JOB FUNCTIONS**

- evacuating the cabin, etc.; perform first aid following prescribed procedures and contacts emergency medical personnel when required by the situation.
- Clean, maintain and ensure appropriate use of camp facilities and equipment.
- Work with other camp staff members to plan and coordinate all camp activities and events.
  - Develop Cabin or unit activity plans with participants as appropriate.
  - Supervise all assigned aspects of the campers’ day including morning and nighttime routines, cabin clean up, mealtimes, rest times, and activities.
  - Accept, be present for, and adhere to all camp schedules including daily, at night/overnight and on the weekends.
  - Greet new arrivals and introduce them to other campers; explain camp and facility rules.
  - Assist with mealtimes and ensure campers are following proper hygiene practices.
- Lead and support campers as they participate in age-appropriate recreational activities including arts, crafts, sports, games, camping, and hobbies.
  - Guide unit groups and individual campers by participating effectively in all aspects of camp activities.
  - Demonstrate use of recreational equipment and teach participants the principles, techniques, and safety procedures for each activity.
  - Help campers plan their participation in unit-wide or camp-wide programs, special events, and activities.
  - Assist in teaching or leading activities as assigned.
- Provide guidance and support to campers in their personal and social development.
  - Learn about the campers in the unit each week and understand their likes and dislikes.
  - Provide opportunities for the group so that each individual experiences success during their camp session.
  - Help each participant meet the goals established by the camp for camper development.
  - Encourage respect for personal property, camp equipment and facilities.
- Maintain a positive and inclusive environment for all campers.
  - Communicate effectively with campers, parents, volunteers and staff members.
  - Provide opportunities for discussion of individual or group problems or concerns; report camper complaints to leadership and works to resolve issues.
- Prepare for and actively participate in staff training, meetings, required training and supervisory conferences.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean up and chores, sportsmanship, and table manners.
- Actively participate in cross-training assignments as directed.

**Other Duties:**

- Represent the Council professionally, to both internal and external audiences, and provide courteous and prompt service to all internal and external parties, donors, members, volunteers, staff, and other community contacts.
- Support, comply with and adhere to all GS and Council policies in a professional manner, independently and with minimal oversight.
- Assist in achieving department initiatives and Council goals through effective and efficient performance of assigned duties and by collaborating cross-functionally as appropriate or directed.
- Perform other duties as assigned

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Requirements include but are not limited to:

- Sitting while horseback riding or canoeing for periods up to four (4) hours with breaks,
- Vigorous levels of walking, running, bending, stooping, kneeling, crouching, climbing, or crawling and using hands to finger motions.
- Moderate levels of standing.
- Communicating effectively orally and in writing,

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Hand/eye coordination skills are essential because a significant amount of physical activity is required.
- Must regularly lift and/or move boxes, materials, and products up to 50 lbs. with assistance.
- Must be able to physically participate in games, sports, and physical activities including water-based games and activities and maintain attention and high level of energy or excitement for extended periods of time.

**Work Environment:** Work environment characteristics described here are representative of those that must be met by an employee to perform the essential functions of this job successfully with or without reasonable accommodations. The work environment is considered to be that of an outdoor facility involving horse(s) that may become frightened or aggressive in unpredictable moments. Horse(s) may attempt to kick, bite or injure their handler(s). Work environment also consists of exposure to seasonal weather and outside weather conditions including extreme heat and humidity. Must be able to spend majority the of time outdoors and tolerate a variety of weather conditions. The noise level in the work environment may include loud noise.

Girl Scouts Louisiana East is an Equal Employment Opportunity organization.