TITLE: Resident Cabin Staff Lead   
REPORTS TO: Camp Director  
DATE: Updated September 2022  
STATUS: Seasonal

GENERAL PURPOSE:

* Supervise and support Cabin Staff who live with and guide unit of 20-24 girls during 3-day, 5-day and 12-day residential camp sessions.
* Guide, council and support cabin staff in daily living, camp activities, staff and camper interactions, and problem solving in order to carry out camp goals.
* Work on a team of 1-2 other Cabin Staff Leads implementing all camp duties and responsibilities.
* Direct the work assigned to staff, volunteers, and CITs.
* Work plans and schedules are developed with the Director in conjunction with camp program goals and this job description.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Create and maintain a positive rapport and communication with campers, parents, volunteers, and staff.

* Help girls become a group in which all members are included and which appreciates and accepts individual differences.
* Make sure that each girl has at least one adult counselor who knows her by name, who knows of special problems and parent goals, and whom she can feel cares about her as an individual.
* Confer regularly with supervisees individually to improve their performance.
* Share information with supervisor that may help improve staff performance, program or process.
* Orient volunteer staff to the site and program.
* Provide support to all staff as needed or assigned.
* Present a positive image to parents and visitors through attitude, dress, and courtesy.
* Talk to parents to share information and get input and insights, and to promote a positive image of the camp.

1. Participate in and provide engaging, educational and fun programs.

* Help implement program plans to provide a quality outdoor experience for girls based on camp program goals, policies, and procedures.
* Guide planning, activities, and experiences using a democratic form of government and girl planning appropriate to age and readiness within the framework of camp goals and program descriptions.
* Use site resources.
* Incorporate camp skills and environmental awareness into the program.
* Plan activities to provide progressive learning experiences.
* Direct and supervise programs that are challenging and appropriate to age, ability, and readiness and which encourage personal growth.
* Adapt activities and methods to meet the needs of varying individuals and groups and abilities.
* Coordinate unit plans with those of the entire camp; adapt activities to weather and changing conditions.
* Supervise staff and participate with campers in their activities and kapers.
* Supervise campers at meals and all-camp activities.

1. Routinely display concern for an effective implementation of health, safety and emergency policy and procedures.

* Maintain high standards of health, sanitation, safety and security to prevent accidents and to respond appropriately in emergency situations.
* Ensure that safety procedures are practiced in all activities in accordance with camp procedures and guidelines.
* Direct campers and staff in good housekeeping and sanitation practices in the unit.  Encourage good hygiene practices by campers.
* Implement methods of discipline that are appropriate and in accordance with Council policies.
* Make staff assignments or request assistance to assure that activities are properly supervised by qualified personnel.
* Assist with Medication Administration.
* Notify the Health Supervisor of health problems/concerns.  Assure that campers receive medications as directed by the Health Supervisor, including on hikes and overnights.
* Teach and participate in emergency drills and rehearsals.
* Administer first aid until the Health Supervisor or other professionals arrive.
* Conduct daily inspection of the site for hazards.  Notify supervisor of potentially hazardous practices or conditions and take immediate steps to correct or minimize risk.
* Implement security procedures.  Report security concerns immediately.  Alert supervisor to other potentially hazardous conditions or situations as soon as possible.
* Maintain, use, and store equipment properly.  Inventory equipment as directed.  Report needed repairs.  
  Assure that campers are properly dressed for activities.
* Keep records, write reports, and submit recommendations as directed.
* Promote positive health practices to keep staff healthy.
* Respect the confidential nature of all information pertaining to staff, volunteers, or campers.
* Adhere to all safety and security procedures at all times.

1. Demonstrate responsibility, accountability and overall maturity of judgement.

* Demonstrate sensitivity to racial, ethnic, and social diversity of individuals and groups.
* Participate in pre-camp and in-service trainings, attend staff meetings and contribute to the planning and coordinating of the work of the total staff team.
* Keep such records and files as are necessary to carry out the job.
* Complete and submit trip itineraries, food and equipment requisitions, badge work records, and other reports accurately and on time.
* Direct opening and closing of the unit site and other assigned areas at the beginning and end of the season.

1. Effectively support and supervise staff.

* Assist staff or other resource persons by organizing the group, maintaining discipline and assisting with instruction as needed and qualified.
* Schedule special activities and program specialist services.
* Evaluate unit programs with staff.
* Submit written recommendations for program and operations.
* Direct and supervise the work of assigned Staff, including volunteer staff, and CITs.
* Conduct regular staff meetings to plan and coordinate activities and assignments, to plan for individual and group needs, and to communicate information, and to develop the work group as a team.
* Help coordinate staff schedules.
* Participate in supervisory conferences and in the staff evaluation process.
* Conduct coaching reports for each supervisee, writing work reviews.
* Observe and evaluate staff/camper interactions.  Share evaluations with supervisees.
* Teach and model skills of working with individuals and groups.

OTHER DUTIES/RESPONSIBILITIES:

1. Upon first day of employment you will be registered as an adult member of Girl Scouts of Colorado. In becoming a member of Girl Scouts, you will be expected to uphold the policies and guidelines set forward by Girl Scouts of U.S.A. As a role model and representative of Girl Scouts of Colorado you will be expected to:

* Participate as a professional member of the total staff in providing effective staff service to the Council
* Be an active member of the Girl Scouts of the U.S.A., demonstrating the principles of the Girl Scout Promise and Law in all activities of the job.
* Contribute to positive relationships between diverse racial, ethnic, and social groups in the Council as a whole, and between the diverse individuals employed by the Council or giving volunteer service.
* Support the efforts and commitments of Girl Scouts of Colorado in the area of pluralism.
* Demonstrate sensitivity to racial, ethnic, and social diversity of individuals and groups.

In accordance with the philosophy of Girl Scouts of Colorado, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

**-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB-**

JOB QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY

* Maintain the standards, carry out the purpose, and adhere to the policies of the camp and the Girl Scout organization.
* Girl Scout outdoor program and general outdoor program skills.
* Program requirements for the safe conduct of activities.
* Recognize potentially hazardous conditions.
* Developmental needs of children.
* Group dynamics and behavior management.
* Flexible and adaptable in dealing with changing situations.
* Adaptable to the camp setting and community life.
* Organization, delegation.
* Problem solving and crisis management skills.
* Pass a CBI/FBI criminal record check; document legal employment status.
* Flexible and adaptable dealing with changing situations and settings.
* Crisis management
* Work with diverse adults and children.
* Ability to work within a budget.
* Keep accurate records.
* Ability to work under pressure.
* Physical ability to move equipment up to 30 lbs.
* Valid driver's license and driving record acceptable to the Girl Scout insurance company.
* Membership in the Girl Scout organization.

 QUALIFICATIONS: EDUCATIONAL OR FORMAL TRAINING

* Minimum age 21 to apply.
* Must have valid driver’s license and been driving for at least 5 years.
* At least four years of college or post high school work experience.
* Current first aid and CPR (cardiopulmonary resuscitation) certification.

 EXPERIENCE

* Working with children in groups of 16-30 in a leadership position.
* Directing the work of others; leadership with peers.
* Camp counseling of at least six weeks is desirable.
* Work with girls and adults from diverse backgrounds.
* Experience in record keeping and purchasing.

 MATERIAL AND EQUIPMENT DIRECTLY USED

* Program equipment, including cooking equipment, propane stoves, tents, craft supplies, game equipment.
* Records, reports.
* First aid supplies.
* Audiovisual equipment
* Computer
* Radio

 WORKING ENVIRONMENT/PHYSICAL DEMANDS

* Campers come from throughout the metropolitan area.  Many campers are recruited from low-income areas.
* Camp living and activity areas are spread over approximately 400 acres.  Staff can expect to walk several miles each day.
* Program activities are carried out in the out-of-doors and are often strenuous.
* Staff tents or living quarters are shared with other staff and/or campers.
* Equipment is generally stored in living or program areas but may need to be carried from a central area.
* Except for daily time off, counselors are with campers and fellow staff at all times.
* Ability to maintain a flexible work schedule.
* Ability to carry equipment and supplies up to 30 lbs. to outside meetings and events.
* Ability to set up tables, chairs, and any necessary equipment.
* Must be willing to submit to security check and a driving record check.

COMPENSATION & BENEFITS

* The position pays at a rate of $96 per day
* Additional compensation:
  + Room & Board
  + Meals
* Benefits:
  + Sick Leave (48 hours max)

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