TITLE:Camp Crew

REPORTS TO: Assistant Camp Director

DATE: Updated September 2022

STATUS: Seasonal

**GENERAL PURPOSE:**

* Help with daily upkeep, cleaning, organization, and prep work in the lodge and arts & crafts room.
* Help with the general cleanliness and upkeep of all camp areas & camp vehicles and working on service projects.
* Help with daily activities of the resident camp, including mail, cabin checks, etc.
* Assist implement and run all-camp programs with support and direction from supervisors.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

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1. Create and maintain a positive rapport and communication with campers, parents, volunteers and staff.
* Gather, organize, and return requisitions as needed for all camp programming based on group size, snacks, requests, and themes.
* Responsible for getting, organizing, and sending camp mail.
* Guide girls in developing peer relationships which includes and appreciates all members and accepts individual differences.
* Work together and communicate appropriately with all staff, CITs, PAs, and volunteers.
* Demonstrate a recognition and understanding of good customer service in all dealings and interactions as an employee of Girl Scouts of Colorado by maintaining constructive relationships with co-workers, girl members, parents, volunteers, and the community.
* On check-in and check-out days assist with parking or mail drop-off. Talk to parents and campers to share information, to get input, to reassure them and to promote a positive image of camp.
* Participate in conferences with the camp directors and weekly team meetings to share information, solve problems, coordinate plans, and evaluate.
* Attend staff meetings and contribute to the planning and coordinating of the work of the total staff team.
1. Participate in and provide engaging, educational and fun programs.
* Assist, implement and help run all-camp program based on camp program goals, policies, and procedures to provide a quality outdoor education experience for girls.
* Help assure the progression of activities within the framework of individual and group interests and abilities.
* Incorporate camp skills and environmental awareness into the program.  Use site resources.
* Carry out activities to encourage personal growth, learn skills, and provide challenge appropriate to age, ability and readiness.
* Supervise campers at meals and all-camp activities.
* Help implement all-camp kaper charts for campers and staff so that common camp areas, including staff areas, are kept clean.
* Assists with the daily care and maintenance of all camp property including buildings, fences, vehicles, equipment, utilities, livestock, and natural resources.
* Assess the needs of camp and help to develop plans for service projects.
* Work on service projects for camp.
1. Routinely display concern for an effective implementation of health, safety and emergency policies and procedures.
* Helps to maintain camp facilities in clean and ready use condition.
* Help with daily upkeep, cleaning, organization, and prep work in the lodge and arts & crafts room.
* Help with the upkeep of camp site & camp vehicles, working on service projects, cleaning the dining hall etc.
* Conduct cabin and area checks daily to insure cleanliness of camp.
* Deep clean dining hall twice a week.
* Help organize and run cleaning process in dining hall after every meal.
* Conduct vehicle checks on camp vehicles every morning.
* Deep clean camp vehicles each week.
* Maintain high standards of health, sanitation, safety, and security to prevent accidents and to respond appropriately in emergency situations.
* Use safe practices in all activities in accordance with camp procedures and guidelines.
* Practice good housekeeping and sanitation practices.  Encourage good hygiene practices by campers.
* Teach and participate in rehearsals of emergency procedures.
* Administer first aid until the Health Supervisor or other professionals arrive.
* Implement security procedures.  Alert supervisor to potentially hazardous conditions or situations.
* Keep records, write reports, and submit recommendations as directed.
* Maintain, use, and store equipment and facilities properly; report needed repairs.  Inventory equipment as directed.
* Respect the confidential nature of all information pertaining to staff, volunteers, or campers.
* Adhere to all safety and security procedures at all times.
* Maintain order and cleanliness in general camp areas, including staff areas and laundry.
1. Demonstrate responsibility, accountability and overall maturity of judgement.
* Supervise and participate with campers in their activities and kapers.
* Assist instructors or other program leaders by organizing the group, maintaining discipline and assisting with the instruction if qualified.
* Present a positive image to parents and visitors through attitude, dress, and courtesy.
* Perform other duties to foster a cooperative climate and a smoothly operating camp.
* Open and close unit sites as directed, including cleaning, doing inventory, and moving and storing equipment.
* 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.
* Participate in supervisory conferences and in the staff evaluation process.

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**

* Knowledge of the Girl Scout program.
* Commitment to Girl Scout program values.
* Act as role model of the Girl Scout program.
* Able to listen to others.
* Able to write memos, instructions, and letters.
* Able to implement policies and standards through others.
* Able to work with diversity.
* Flexibility to meet changing schedules, weather, and individual needs.
* Conflict management and problem resolution skills.
* Sound judgment and ability to make decisions in crisis situations.
* Able to use creative approaches.
* Ability to carry out plans with minimum direct supervision.
* Willing to have a CBI/FBI criminal record check.

**QUALIFICATIONS: EDUCATION OR FORMAL TRAINING**

* Current CPR and First Aid certification
* Minimum age of 16 and entering senior year of high school to apply.

**EXPERIENCE**

* Experience working with children.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

* Campers come from throughout the metropolitan areas. Many campers come from low-income areas.
* Camps are at altitudes of 7,200-9,000 feet.
* Ability to maintain a flexible work schedule.
* Ability to carry equipment and supplies up to 30 lbs.
* Ability to set up any necessary equipment.
* Must be willing to submit to security check

**COMPENSATION & BENEFITS**

* The position pays at a rate of $76 per day
* Additional compensation:
	+ Room & Board
	+ Meals
* Benefits:
	+ Sick Leave (48 hours max)

**Girl Scouts of Colorado (GSCO) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: GSCO is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GSCO are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations where we operate. GSCO will not tolerate discrimination or harassment based on any of these characteristics. GSCO encourages applicants of all ages.**