TITLE: Instructor Staff  
REPORTS TO: Assistant Camp Director  
DATE: Updated September 2022  
STATUS: Seasonal

GENERAL PURPOSE:

* Provide programming for units of 20-24 girls during 3-day, 5-day, and 12-day residential camp sessions.
* Plan, direct and implement activities in one or more assigned specialty themes each week for a unit of 20-24 girls.
* Daily and weekly schedules are developed under the direction of supervisors and in cooperation with other unit staff, based on camp program, girl planning and camp goals.

ESSENTIAL DUTIES/RESPONSIBILITIES:

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

* Demonstrate a caring attitude and manner with campers.
* Involve girls in planning and making choices in carrying out activities.
* Orient, teach, and supervise staff assigned to assist with activities.
* Give direction to cabin staff responsible for the group.
* Act as a role model for Girl Scout principles for campers and staff.
* Support and delegates tasks to staff who accompany girls to an activity who are interested, qualified and assigned to assist.
* Orient and train staff for their responsibilities.
* Verify staff competence before assigning them supervisory roles; monitor their performance throughout the season.
* 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.
* Present a positive image to parents and visitors through attitude, dress, and courtesy.
* Identify volunteer and employed staff members with potential for future volunteer and employed positions.

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

* Implement activities in specialized program themes based on camp program goals, policies, and camp activity procedures to provide a quality outdoor education experience for campers.
* Develop and direct a program of activities based on specialty themes, which provides opportunities for girls to experience variety, challenge, and progression suitable to their age, readiness, and ability.
* Implement the written criteria for the conduct of activities; make written recommendations for change.
* Plan and coordinate activities with cabin staff; serve as a resource to cabin staff.
* Adapt activities and methods to individual and group needs and abilities.
* Incorporate camp skills and environmental awareness into the program.
* Be prepared with activities for all kinds of weather and or other changes in the usual pattern.
* Coordinate activities with those of the entire camp.
* Supervise campers at meals and all-camp activities.  Attend and participate in other camp program, such as unit campfires and cookouts and sleeping in units as assigned.

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

* Prevent accidents through maintaining high safety standards; respond appropriately in emergency situations.
* Implement and interpret Girl Scout, state, and American Camp Association (ACA) (and ACCT where applicable) standards for all program areas.
* Make assignments to staff assigned to assist after verifying their competence.
* Conduct ongoing inspection of the site for hazards.  Implement safety and security measures.
* Practice good housekeeping and sanitation practices in activity areas.
* Check area first-aid kits at least weekly and re-supply if needed; submit accurate records of illness, accident, and incident according to procedure.
* Teach emergency procedures for the activity.  Call for and participate in rehearsals.
* Give first-aid care until the Health Supervisor or other professionals arrive.
* Cancel or modify activity if weather or other hazards warrant, substituting related activities.
* Verify that equipment is in safe condition before each use, and is properly sized if this is a safety factor.
* Maintain and store equipment in good condition. Make needed repairs or written report to supervisor.
* Inventory equipment as directed.  Report and/or make needed repairs.
* Be present at all risk activities in this program area unless specifically exempted by supervisor.
* Adhere to all safety and security procedures at all times.
* Implement security procedures including walking night patrol according to schedule.

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

* Evaluate activities with campers and staff.
* Use appropriate methods of instruction and discipline in accordance with the procedures of the camp.
* Submit itineraries and food and supply requisitions accurately and on time.
* Keep records, write reports and submit recommendations.
* Demonstrate sensitivity to racial, ethnic, and social diversity of individuals and groups.
* Perform other duties to foster a cooperative climate and a smoothly operating camp.
* 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.
* Participate in supervisory conferences and in the staff evaluation process.
* Respect the confidential nature of all information pertaining to staff, volunteers, or campers.
* Open and close activity area and other areas at the beginning and end of the season as assigned.
* Act as unit counselor as assigned.

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

* Willing to maintain the standards, carry out the purpose, and adhere to the policies of the camp.
* Programming skills in one or more program areas.
* Safety standards in one or more program areas.
* Teach children in an informal outdoor setting.
* Girl Scout outdoor program.
* Developmental needs of children.
* Flexible and adaptable dealing with changing situations and settings.
* Motivate campers to participate in and try every activity.
* Inspire confidence and pride in accomplishment.
* Adaptable to the camp setting and community life.
* Motivate and work with other adults.
* Meet emergencies with good judgment.
* Work with girls and adults from diverse backgrounds.
* Recognize potentially hazardous conditions.
* Pass CBI/FBI criminal record check; document legal employment status.
* Maintain the standards, carry out the purpose, and adhere to the policies of the Girl Scout organization.
* Crisis management
* Ability to work within a budget.
* Keep accurate records.
* Ability to work under pressure.
* Physical ability to move equipment up to 30 lbs.

 EDUCATIONAL OR FORMAL TRAINING

* Current first-aid and CPR (cardio pulmonary resuscitation) certification.
* Documented training, experience or certification in program areas which satisfies ACA, ACCT, and Childcare Licensing standards where applicable.

 EXPERIENCE

* Minimum age 21 to apply.
* Must have valid driver’s license and been driving for at least 5 years.
* Work with children in groups.
* Leadership roles.
* Work with girls and adults from diverse backgrounds.
* Experience lesson planning in one or more program areas.
* Camp experience desirable.

MATERIAL AND EQUIPMENT DIRECTLY USED

* Program equipment required for the activity may include cooking equipment, challenge course elements, climbing ropes, animals, tools, toxic substances, and heat producing devices.
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* Audiovisual equipment.
* Computer.
* Radios.
* Camping gear.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

* Campers come from rural and metropolitan areas.  Many campers come from low-income areas.
* Camps are at altitudes of 8,000-9,000 feet.
* 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.
* Equipment for specialized activities is stored centrally and often must be carried to the activity site.
* Staff share quarters with other staff and/or campers.
* 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 $85 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.**