

TITLE: Resident Camp Mid-Season Cabin Staff
REPORTS TO: Cabin Staff Lead
EMPLOYMENT DATES: July 8 - August 11, 2020
STATUS: Seasonal

GENERAL PURPOSE:

- Live with and guide unit of 20-24 girls during 3-day, 5-day and 12-day residential camp sessions.
- Support and counsel unit of girls in daily living, camp activities and developing peer relationships all while carrying out camp goals.
- Work on a team of 2-3 other cabin staff implementing all camp duties and responsibilities.
- 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.
 - Guide girls in developing peer relationships which includes and appreciates all members and accepts individual differences.
 - Get to know assigned girls by reading the parent information, talking to parents and listening to girls. Know their names, special interests and problems. Consistently show interest in the campers.
 - Work in conjunction with Program Instructors, CITs, PAs, and Volunteers providing adequate support.
 - 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.
 - Talk to parents to share information, to get input, to reassure them and to promote a positive image of camp.
 - Provide support to volunteer staff as needed.
2. Participate in and provide engaging, educational and fun programs.
 - Implement program based on camp program goals, policies, and procedures to provide a quality outdoor education experience for girls.

- Guide planning, activities, and experiences in the unit to carry out program goals using democratic government and girl planning appropriate to age and readiness.
- Adapt and adjust activities and methods to individual and group ages, needs and abilities.
- 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.
- Create and evaluate unit program with campers and staff.
- Supervise campers at meals and all-camp activities.

3. Routinely display concern for an effective implementation of health, safety and emergency policies and procedures.

- 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.
- Use methods of discipline that are appropriate and in accordance with policies of Girl Scouts of Colorado.
- Teach and participate in rehearsals of emergency procedures.
- Notify your unit staff and Cabin Leads of health needs of girls. Assure that campers receive medications as directed by the Health Supervisor, including on hikes and overnights.
- See that campers are properly dressed for camp activities.
- 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.

4. 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, SKILLS AND ABILITIES

- Outdoor programing
- Developmental needs of children
- Flexible and adaptable
- Adaptable to the camp setting and community life
- Work as a team member with other adults.
- Able to meet emergencies calmly.
- Work with girls and adults of diverse backgrounds.
- Group dynamics.
- Behavior management.
- Program requirements for the safe conduct of activities.
- Recognize potentially hazardous conditions.
- Pass CBI/FBI criminal record check.
- Documentation of legal employment status.
- Calmly deal 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.

EDUCATIONAL OR FORMAL TRAINING

- At least one year of college or equivalent work experience or high school graduate and completion of CIT training.
- **Current first aid and CPR (cardiopulmonary resuscitation) certification required.**

EXPERIENCE

- Experience working with children in groups of 16-30.
- Camp experience as a camper or counselor desirable.
- Working with girls and adults from diverse backgrounds.
- Leadership of groups of children or peers.
- Experience in record keeping and purchasing.
- A desire to want to work with children.

MATERIAL AND EQUIPMENT DIRECTLY USED

- Program equipment, including cooking equipment, activity equipment, and camping gear.
- Audiovisual equipment
- Radios
- Computers

WORKING ENVIRONMENT/PHYSICAL DEMANDS

- Campers come from throughout rural and metropolitan areas. 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 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.