TITLE: Resident Camp Tagalong Staff
REPORTS TO: Camp Director
DATE: Updated September 2021
STATUS: Seasonal

GENERAL PURPOSE:

* Provide childcare to leadership & administrative staff children during the residential camp season while providing age appropriate childcare.
* Support and counsel children in daily living, activity and developing peer relationships while carrying out supervision.
* Create fun and engaging program for staff children.
* Daily and weekly goals and schedules are developed with the support of the camp director in cooperation with children’s families.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Create and maintain a positive rapport and communication with children, families, volunteers and staff.
* Guide children in developing peer relationships which includes and appreciates all members and accepts individual differences.
* Get to know assigned children and their interests by meeting with families regularly, observing & listening to children, in order to gage their special interests and problems.
* Consistently show interest in the campers.
* Work in conjunction with Director & families to provide 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, children, families, volunteers, and the community.
1. Participate in and provide engaging, educational and fun programs.
* Implement childcare based on discussed personalized goals, camp policies, and procedures to provide a quality experience for children & families.
* Adapt and adjust activities and methods to individual and entire group ages, needs and abilities.
* Help assure the progression of activities within the framework of individual and group interests and abilities.
* Incorporate environmental awareness into planned activities & program.  Use site resources.
* Carry out activities to encourage personal growth, learn skills, and provide challenge appropriate to age, ability and readiness.
* Supervise & provide care at meals and evenings as needed.
1. 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 children.
* 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 families, Director, and Health & Wellness Supervisors the needs of children as necessary.  Assure that children receive medications as directed by the Health Supervisor, including while on trips.
* See that campers are properly dressed for specialized activities.
* Administer general first aid daily & emergency first aid until the Health Supervisor or other professionals arrive.
* Implement security procedures.  Alert Director 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 children and their families.
* Adhere to all safety and security procedures at all times.
* Maintain order and cleanliness in all shared living areas, including staff areas and laundry.
1. Demonstrate responsibility, accountability and overall maturity of judgement.
* Supervise and participate with children in their daily activities.
* Work with fellow co-workers by organizing the group, maintaining discipline and assisting with the instruction if qualified.
* Present a positive image to families and staff through attitude, dress, and courtesy.
* Perform other duties to foster a cooperative climate and a smoothly operating camp.
* Participate in select in-service trainings, attend staff meetings as directed 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. When not supervising/providing childcare, Tagalong Staff will help with units as general Cabin Staff, as directed by Camp Director. (Cabin Staff Job Description will be provided as necessary).
2. 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:

* Willing to obtain Pediatric & Adult First Aid/CPR/AED, Medication Administration, Recognition & Reporting of Child Abuse training, during camp staff training

KNOWLEDGE, SKILLS AND ABILITIES

* Experience working with young children (under 8 years).
* Enjoy working in the outdoors.
* Knowledge of the 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 families of diverse backgrounds.
* Knowledge of general group dynamic & 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.

EDUCATIONAL OR FORMAL TRAINING

* At least 18 years of age and graduated from high school or equivalent.

MATERIAL AND EQUIPMENT DIRECTLY USED

* Program equipment, including cooking equipment.
* Personal hand-held radios

WORKING ENVIRONMENT/PHYSICAL DEMANDS

* Camp living and activity areas are spread over approximately 400 acres on rugged mountain terrain. Staff can expect to walk several miles each day.
* Program activities are carried out in the out-of-doors and are often strenuous.
* Staff living quarters are shared with other staff and/or children.
* Equipment is generally stored in living or program areas, however, may need to be carried from a central area.
* Except for daily time off (typically evenings), counselors are with children at all times.
* Ability to maintain a flexible work schedule.
* Ability to carry equipment and supplies up to 30 lbs.
* Must be willing to submit to security check and a driving record check.

COMPENSATION & BENEFITS

* The position pays at a rate of $59.83 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.**