

Job Description Unit Leader

Summary/Objective:

Work directly with unit counselors and campers to provide an effective day, hybrid, mini resident, and/or resident camp experience. Supervise up to 8 Unit Counselors each week. Coordinate and develop camp programs, ensure active involvement in all aspects of camp, encourage self-growth and camper growth, and enthusiastically promote the Girl Scout Mission.

You are/ You have:

- Willing and excited to teach, work and relate successfully with campers and unit counselors.
- Able to coordinate a variety of program activities in a camp setting.
- Experienced in leadership roles.
- Willing to participate in training to develop physical, professional and behavior management skills.
- Ability to work with people of diverse backgrounds and abilities.
- Ability to think and act calmly in a crisis.
- Positive approach to all Camp rules, policies, and procedures.
- Demonstrated maturity, sense of humor, integrity, and flexibility.

Reports to: Administrative Staff & Camp Director

FLSA Status: Seasonal- Exempt

Pay: Daily/Weekly Rate

Essential Functions:

Physical & Mental Demands:

- Live in a variety of quarters with other staff outdoors which may include, but not limited to sleeping directly on the ground, primitive camping, rustic cabins, or dormitory cabins.
- Must possess strength and endurance, and emotional well-being required to maintain supervision of campers and other staff members.
- Ability to go without personal electronic devices for several days at a time while on duty.
- Prolonged standing, some bending, stooping, climbing, and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor and camp equipment.
- Ability to lift up to 20 lbs.
- Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Hiking or walking long distances; up to 3-5 miles per day.

Program

- Lead in the planning, coordination, and delivery of camp program for multiple units each week.
- Comfortable working with campers ages 5-18 and staff 18+
- Works collaboratively with team to ensure active involvement of campers and staff in the overall camp program.

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- Responsible for leading general activities such as arts and crafts, nature, science and sports and games if the need arises.
- Ensure the proper care, use, and maintenance of equipment or materials used for camper activities.
- Participate in pre and post camp training, inventory, and general clean-up as assigned.
- Lead fun and meaningful activities for campers.
- model constructive and enthusiastic participation in all program areas.
- Work with other Unit Leaders, Program Specialists and Administrative Staff to create weekly schedules.
- Coordinate use of facilities, supplies, and equipment to ensure unit schedules meet session goals.

****Additional opportunities to become instructor certified in lifeguarding, mountain biking, watercrafts, archery, challenge course, and/or Rockwall/Zipline- Ask for more details during your scheduled interview****

Staff & Camper Support

- Provide supervision, support, guidance, regular feedback, and support to unit counselors, other co-workers, and campers.
- Coordinate with Administrative Staff to review weekly unit counselor feedback to ensure staff are placed in appropriate working units.
- Maintain positive, professional relationships with camper and staff.
- Complete detailed and thoughtful Camper Highlights forms.
- Prioritize the needs of campers.
- Provide an environment where every camper/ Girl Scout feels welcome, safe, and included.
- Supervise all assigned aspects of the campers' day including morning wake-up, cabin clean-up, unit program, mealtimes, rest hour, evening activities, getting ready for bed, and other after-lights out duties.
- Help staff and campers to respect others, demonstrate how to appreciate differences and similarities so that campers get the most out of their stay at camp.

Health & Safety

- Ensure that unit activities are carried out in accordance with safety standards.
- Apply behavior management techniques alongside fellow counselors and leaders.
- Be familiar with the council emergency action plan and procedures.
- Utilize camp provided transportation to drive campers and staff (**if 21+ and a council approved driver*).
- Maintain the cleanliness of all facilities; including by not limited to camp staff living areas, bathrooms, restocking of necessary supplies, garbage/recycling, and campfire areas.
- Ensure camper health needs are met. This includes and is not limited to knowledge of medications schedules, allergies, dietary restrictions, monitoring campers' water intake, and use of sunscreen.

Systems & Communication

- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Instruct staff and campers in established emergency procedures such as fire drills, evacuations, etc. and understand your role in crisis management.
- Adhere to established routines, schedules, and procedures for camp operation.
- Share camper and staff photos/stories regularly with administration for camp social media purposes.

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Eligibility Qualifications:

- Minimum 18 years of age.
- First Aid and CPR certification (*provided at Staff Training*).
- At least one season (six weeks) of experience in a camp setting.
- Knowledge and experience in coordinating, implementing and supervising youth programs in an outdoor setting.
- Cognitive and communicative ability to manage multiple complex tasks and follow instruction.
- Ability to identify and respond to needs of campers, self, and other staff members.
- 6-day work week with weekends required. 24-Hour break period.
- This position is designated as a safety sensitive position.