

Farthest North Girl Scout Council Job Description

Position Title: Assistant Camp Director

Accountable to: Camp Director

Term: In June, as needed by to coordinate program with Camp Director;

July 12- August 1, 2010*

Salary: \$600/ week x 3 weeks= \$1,800 + \$400 setup= \$2,200

Position Summary

The Assistant Camp Director is responsible for the coordination and supervision of camp schedule including day and evening program and ensures staff leaders have necessary supplies and equipment.

Qualifications:

- Experience planning and implementing resident camp program activities.
- Excellent organizational abilities.
- Maturity, good judgment, and the ability to deal with emergency situations.
- Willing to work as a team member.
- Flexibility, energy, and good sense of humor.
- Ability to work with children and adults.
- Interest in and knowledge of Girl Scout program and *Safety-Wise*.
- Interest and knowledge of Fairbanks and its community resources.
- Basic swimming ability.
- Preferred Minimum age: 21 years old.
- Valid driver's license and clean driving record.

Key Responsibilities:

- Assume responsibilities of Camp Director in Director's absence.
- Plan and conduct pre-camp, camp, and post-camp staff training and evaluations.
- Attend and participate in pre-camp training.
- Coordinate camp schedule and maintain all-camp kaper charts.
- Order and arrange for supplies and equipment to be provided to camp staff for programs within budget.
- Plan, coordinate, and deliver day and evening program.
- Support and direct staff in planning and carrying out unit program activities.
- Follow all camp policies.
- Be a positive role model for girls.
- Willingness to perform all other duties as assigned by supervisor.

* Training begins July 11, 2010 if not CPR/ First Aid Certified.