

## Assistant Camp Director

**Team Leader:** Camp Director

**Status:** Seasonal Exempt

### Season Schedule

Session	Camp	Dates
Leadership Training	Tanglewood, Augusta, GA	May 21 – May 25
Team Training	Tanglewood, Augusta, GA	May 28 – May 31
Week 1 & 2	Tanglewood, Augusta, GA	June 2- June 7; June 9 – June 14
Week 3	Low, Savannah, GA	June 16 – June 21
Week 4	Martha Johnston, Macon, GA	June 23 – June 28

### Team Role

The Assistant Camp Director works collaboratively with the camp community to further the Girl Scout mission through vital leadership of Unit Team operations with an emphasis on the health and safety of all campers and team members. The Assistant Camp Director is instrumental in the overall organization and implementation of summer camp through positive support and coordination of team member preparedness and scheduling, and Unit activities.

### Daily Tasks

- Create an inclusive camp community that intentionally seeks to celebrate its members, member families, program partners, and their contributions
- Facilitate pre-camp and in-camp enrichment opportunities for Team Members that reinforce their understanding of inclusion, emergency procedures and Unit activities
- Observe Team Member efforts, identifying coaching moments and providing clear and prompt feedback
- Coordinate Team Member time off with Unit Leaders
- Ensure Units are fully stocked with a Unit Box and First Aid Kit, replenishing as needed
- Develop and implement initiatives that encourage camper and Team Member participation in the camp community and recognizes them for their efforts
- Notify Camp Director of all concerns related to facility safety and camper physical and emotional safety and follow emergency procedures correctly
- Assume responsibilities of the Camp Director in their absence
- Other daily tasks as assigned.

### Essential Requirements

- Be a registered member of Girl Scouts of the USA and believe in the mission of the movement;
- Be at least 21 years of age with one season of camp administrative experience;
- Possess a current driver's license and valid auto insurance coverage;
- Be able to endure prolonged standing, bending, stooping, walking, climbing and stretching;
- Moderate lifting (up to 25 lbs);
- Walking on uneven terrain, up and down hills for distances up to ½ mile;
- Endurance to meet emergency needs;
- Ability to live in a rustic camp setting and work irregular hours with exposure to the sun, heat, and animals such as bugs, snakes, or bats.