



Two Sentinels Girl Scout Camp

PO BOX 10906 PLEASANTON, CA 94588 1-866-T&CAMP-1

POSITION: **CAMP DIRECTOR**

REPORTS TO: GSNorCA Outdoor Program Director

GENERAL RESPONSIBILITY: The camp director is responsible for the yearly running of camp, the training of all staff, and all functions that promote the smooth continuance of camp from year to year

QUALIFICATIONS:

- 25 years or older
- At least 2 seasons of previous experience in administration or supervisory capacity related to organized youth activities
- Ability to select, train, and supervise staff
- Financial management skills
- Ability to make good judgments regarding personnel problems, health and safety procedures, and crisis situations
- Ability to evaluate and make desirable changes
- Flexibility and creativity
- Current first aid certification is desirable
- Strong organizational skills
- Strong oral and written communication and interpersonal skills
- Knowledge of Girl Scout program and safety practices

SPECIFIC RESPONSIBILITIES:

- Responsible for the planning, delivery, and evaluation of Girl Scout program at camp
- Ensures camp adherence to GSUSA program standards and council program policies
- Participates in a minimum of 5 hours annually of professional development that addresses the individual's needs related to the ACA core competencies
- Coordinates dates, locations, fees, and program of the camp
- Oversees recruitment and training of all staff
- Budgets and reports operating funds to Council
- Coordinates staff supervision during camp
- Coordinates equipment, utilities and supply needs
- Coordinates work parties and general maintenance of camp
- Submits an approved Operating Plan to the USFS annually
- Prepares registration materials for the registrar
- Conducts staff evaluation at the close of camp
- Schedules and conducts a staff evaluation meeting within 30 days of the close of camp
- Completes Camp Director Report to submit to council liaison before the deadline presented
- Completes other duties as assigned

ESSENTIAL RESPONSIBILITIES:

- Ability to traverse camp properties and other outdoor sites
- Willingness to comply with the council's volunteer application policy
- Willingness to register as a Girl Scout member

POSITION: ASSISTANT CAMP DIRECTOR

REPORTS TO: Camp Director

GENERAL RESPONSIBILITY: The assistant camp director is responsible for helping with the details of the yearly running of camp and all functions that promote the smooth continuance of camp from year to year

QUALIFICATIONS:

- 25 years or older
- At least 1 season of previous experience in administration or supervisory capacity related to organized youth activities
- Ability to supervise staff
- Financial management skills
- Ability to make good judgments regarding personnel problems, health and safety procedures, and crisis situations
- Ability to evaluate and make desirable changes
- Flexibility
- Takes direction well
- Current first aid certification is desirable
- Strong organizational skills
- Strong oral and written communication and interpersonal skills
- Knowledge of Girl Scout program and safety practices

SPECIFIC RESPONSIBILITIES:

- Assists the camp director in administering the Girl Scout program at camp
- Ensures camp adherence to GSUSA program standards and council program policies
- Participates in appropriate trainings as assigned by camp director
- Attends pre-camp training
- Works with the director in facilitating the pre-camp and daily operations of camp
- Assist with pre-camp staff training and opening and closing of camp
- Assumes responsibility for the camp in the absence of the camp director
- Helps to supervise unit leaders
- Assists the camp director with the staff evaluation meeting
- Assists the camp director in completing camp reports to be submitted to the council liaison as required
- Completes other duties as assigned

ESSENTIAL RESPONSIBILITIES:

- Ability to traverse camp properties and other outdoor sites
- Willingness to comply with the council's volunteer application policy
- Willingness to register as a Girl Scout member

POSITION: **REGISTRAR**

REPORTS TO: Director

GENERAL RESPONSIBILITY: The registrar handles all paperwork and registration details for staff and campers.

QUALIFICATIONS:

- 21 years old or older
- Financial management skills
- Tact in dealing with people
- Accuracy with details
- Good oral and written communication skills
- Strong organizational skills
- Strong computer skills

SPECIFIC RESPONSIBILITIES:

- Implements camp registration procedures as established by the Director and approved by the Council
- Ensures camp adherence to GSUSA program standards and council program policies
- Participates in all staff meetings with director(s) prior to registration
- Responsible for accurate account of all registrations and fees, including cookie credits and financial assistance requests
- Provides camp director with registration data
- Ensures that unit rosters are prepared and delivered to director and unit leaders
- Provides health supervisor with medical histories
- Keeps accurate records during camp and forwards them to the camp director within 15 days of the close of the camp season
- Completes other duties as assigned

ESSENTIAL RESPONSIBILITIES:

- Ability to traverse camp properties and other outdoor sites
- Ability to visit the site periodically during the summer to deliver paperwork and data
- Willingness to comply with the council's volunteer application policy
- Willingness to register as a Girl Scout member

POSITION: **UNIT LEADER**

REPORTS TO: Director

GENERAL RESPONSIBILITY: Unit leaders are responsible for their group of campers, for overseeing their unit staff, and general supervision of the daily routine of the unit while ensuring its safe and smooth function.

QUALIFICATIONS:

- 21 years or older, OR completed OSB Counselor training and 2 years experience as staff
- Ability to teach and guide girls
- Knowledge of Girl Scout program and safety practices or willingness to learn
- Leadership and organizational skills
- Ability to give guidance to other adults and work as a team

- Previous experience working with children in a group setting desired
- Current first aid certification is desirable

SPECIFIC RESPONSIBILITIES:

- Provides supervision and program coordination of unit staff and campers in assigned unit
- Ensures camp adherence to GSUSA program standards and council program policies
- Attends pre-camp staff training
- Attends entire camp session
- Works with program director to implement program schedule
- Works with unit staff to delegate responsibilities
- Organizes the unit to ensure girl planning
- Attends all staff meetings during camp
- Prepares program and food request forms and forwards to appropriate administrative staff
- Completes other duties as assigned

ESSENTIAL RESPONSIBILITIES:

- Ability to traverse camp properties and other outdoor sites
- Ability to lift and carry 40-50 pounds
- Willingness to comply with the council's volunteer application policy
- Willingness to register as a Girl Scout member

POSITION: **UNIT STAFF / COUNSELOR**

REPORTS TO: Unit Leader

GENERAL RESPONSIBILITY: Unit staff are responsible for their group of campers and oversee the daily routine of the unit while ensuring its safe and smooth function.

QUALIFICATIONS:

- 19 years or older, OR have completed our OSB Counselor training
- Ability to teach and guide girls
- Knowledge of Girl Scout program and safety practices or willingness to learn
- Leadership and organizational skills
- Ability to give guidance to other adults and work as a team
- Current first aid certification is desirable

SPECIFIC RESPONSIBILITIES:

- Assists the unit leader with program coordination and supervision of girls in assigned unit
- Ensures camp adherence to GSUSA program standards and council program policies
- Attends pre-camp staff training
- Provides programming to the unit
- Works with the unit leader to ensure girl planning and input
- Completes other duties as assigned

ESSENTIAL RESPONSIBILITIES:

- Ability to traverse camp properties and other outdoor sites
- Ability to lift and carry 40-50 pounds
- Willingness to comply with the council's volunteer application policy

POSITION: **HEALTH SUPERVISOR**

REPORTS TO: Director

GENERAL RESPONSIBILITY: The health supervisor oversees the camp's health care program.

QUALIFICATIONS:

- 21 years old or older
- Current RN, MD, NP, or PA certification, plus current CPR certification
- Tact in dealing with people. Knowledge of typical emotional and physical needs of campers
- Accuracy with details
- Ability to make good judgment regarding health and safety procedures and crisis situations
- Good oral and written communication and interpersonal skills
- Knowledge of Girl Scout program and safety practices
- Strong understanding of appropriate medical facility protocols and standards of care

SPECIFIC RESPONSIBILITIES:

- Oversees the camp's health care program
- Ensures camp adherence to GSUSA program standards and council program policies
- Participates in pre-camp staff training
- Works with camp director to prepare and update risk management plan and infirmary protocols
- Maintains camper/staff health records. Informs unit leader of any special considerations
- Establishes and maintains the infirmary, ensuring it is appropriately staffed at all times
- Administers first aid and dispenses medications
- Keeps first aid log of injuries and treatment, and informs director and parents of any injuries sustained or treatments rendered
- Prepares insurance forms as necessary
- Prepares medical forms and logs for secure archiving
- Assists with fire and emergency drills
- Completes other duties as assigned

ESSENTIAL RESPONSIBILITIES:

- Ability to traverse camp properties and other outdoor sites
- Willingness to comply with the council's volunteer application policy
- Willingness to register as a Girl Scout member