



Camp Candlewood

New Fairfield, Connecticut
Girl Scouts of Connecticut

The Girl Scouts of Connecticut is looking for a Resident Director for their Aquatics Camp. After realignment, GS of Connecticut has three resident camps, so it is time to re-grow our Aquatics Camp. We are looking for a seasonal director ready to accept the challenge.

Girl Scouts of Connecticut Job Description

Job Title: Co- Director – Resident / Program
Camp: Camp Candlewood
Reports To: Camp Director / Manager

Girl Scouts of the USA

Mission Statement: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Position Purpose: This position is responsible for the supervision of the Day Camp Program and Staff.

Essential Functions:

- Interviews and hires camp staff with the advice and consent of the camp manager.
- Supervises camp programs, girl planning and ensures that campers are receiving the highest quality of program possible.
- Provides guidance, leadership, and supervision to all staff and campers.
- Supervises camp activities; keeps Camp Manager informed of camper and staff programs and progress.
- Keeps logs of personnel activities.
- Assures that ACA standards and *Safety Wise* are followed.
- Plans and implements a pre-camp training, in-service training, and weekly staff meetings throughout the summer.
- Assists in training, planning, and implementation of camper programs and daily living activities.

- Supervises program staff to ensure that staff are supported in meeting the needs of campers.
- Establishes and clearly communicates performance expectations, and ensures effective delegation.
- Provides ongoing coaching, training, support, and an atmosphere for open communication.
- Conducts mid-season and end-of-season performance reviews.
- Assures the maintenance of professional camper/staff relationships.
- Meets with each staff member in a one-on-one “check-in” meeting each session.
- Manages administrative details needed for the smooth operation of camp.
- Ensures that health, safety, and program standards are followed at all times.
- Assists with camper check-in, opening and closing ceremonies, cabin assignments, housing, contact with parents, and coordinates communications with Girl Scout office, community, etc.
- Ensures the safe and orderly closing of camp.
- Drives 15-passenger van (or other camp vehicle) with campers and staff as assigned.
- Participates in camp administration to ensure high quality program delivery.
- Performs all duties in compliance with Girl Scouts of the USA, *Safety Wise*, Girl Scout Council policies, and the American Camp Association.
- Completes an evaluation at the end of each session.
- Submits a written report of position at the end of the season.
- Participates in all regular camp activities.
- Participates in opening and closing procedures of the camp season.
- Takes part in all daily activities such as meals, all-camp programs, and other activities.
- Provides program support and direction.

Job Qualifications:

Minimum Education and Experience

- High school diploma or G.E.D. Bachelor's Degree in recreation or environmental education preferred.
- Minimum age of 25 years and current driver's license.
- Current certification in First Aid and CPR.

Knowledge, Skills and Abilities

- Knowledge of effective supervisory skills and ability to supervise others.
- Ability to develop and implement programs and coordinate activities.
- Ability to model behavior consistent with the Girl Scout Mission, Promise, Values, and Law.
- Knowledge of pluralism and diversity issues and the ability to effectively communicate and work with all people to encourage full participation in Girl Scouting.
- Ability to make sound decisions in a crisis.
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.

Working Conditions

- Platform tent unit is available if needed for housing.
- Register as a member of the Girl Scouts of the USA.
- Wear a camp staff shirt as requested by Camp Director/Manager (daily).
- The above statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.