Assistant Director
Position Description

Reports to: Camp Director / Resident Director
Position Status: Full-time, Temporary
FLSA Status: Exempt
Revision Date: November 2019

Job Summary
The Assistant Director has the primary responsibility of assisting the Resident Director in directing and coordinating the implementation of the Girl Scout program, as well as the mission and vision of Girl Scouts of Montana and Wyoming (GSMW) and the successful delivery of the Girl Scout Leadership Experience (GSLE). This position assists with ongoing staff development. The Assistant Camp Director carries out duties as delegated by the Resident Director and Camp Director. The Assistant Director ensures that campers and staff have a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention. This position promotes Girl Scouting in the community; and maintains a positive parent, public, and community relations.

Essential Duties and Responsibilities
• Assists the Resident Director in all phases of the camp operation including camp programs and camp staff
• Maintains good relationships with parents, staff, volunteers and community members
• Promotes high standards for leadership, program activities, and health and safety
• Communicates camp programs and procedures, safety regulations, emergency procedures, and outdoor training information
• Ensures camp staff receive needed supports — physical, mental, and emotional
• Supervises camp staff to ensure programs are creative, fun, and safe
• Reviews and approves daily programs and all camp activities with the Resident Director
• Assists Resident Director and Camp Counselors with program ideas and implementation
• Oversees and maintains inventory of camp equipment
• Enforces proper care of camp equipment and facilities during the camp season
• Ensures safety of all campers and staff
• Fills in as a Unit Counselor, as needed
• Helps with dining hall cleanup, dishes, outdoor cookouts, and oversight of camper nutrition
• Other duties as assigned

**Supervisory Duties**
This position, in conjunction with the Camp Director, directly supervises all staff, except the Camp Director, carrying out supervisory responsibilities in accordance with GSMW’s policies and applicable laws. Responsibilities include assisting with orienting, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems, maintaining a safe, secure, and legal work environment; and developing personal growth opportunities.

Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards. Ensures staff receive needed mental, emotional, and physical supports to increase workplace happiness and satisfaction.

**Experience/Education**
• High School diploma or the equivalent; minimum one (1) season of outdoor programming and camp administrative experience (i.e.; unit leader, assistant director, etc.), or the equivalent combination of education and experience
• Experience working with youth required
• Supervisory experience preferred
• Experience driving passenger vans preferred (CDL not required)
• Minimum of 21 years of age preferred

**Qualifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Adult membership in Girl Scout organization
• Belief in the purpose and value of Girl Scouting
• Able to model behavior consistent with Girl Scout Mission, Promise, and Law and apply these principles
• Take pleasure in camping and living in a rustic outdoor setting and a camp community environment
• Able to work well, individually and in groups, with people of diverse knowledge and experience, and to enlist their cooperative effort
• Possess integrity, sound judgment, enthusiasm, patience, and self-control, and endurance to maintain awareness of the members in the camp community
- Able to act wisely and assist campers and other staff in an emergency (fire, evacuation, illness, injury)
- Able to supervise staff and campers
- Possess strong leadership skills
- Possess honesty, integrity and trust
- Possess organizational skills, analytical skills, and attention to detail
- Possess basic first aid and CPR certification or willingness to obtain
- Possess valid driver’s license and vehicle insurance
- Able to drive large passenger vans long distances on all types of roadways

WORKING CONDITIONS

Physical Demands
- Frequent sitting, standing and walking
- Use of fingers, hands and arms
- Reaching, bending, stooping
- Close, distance and peripheral vision
- Able to climb, crouch and walk on uneven terrain
- Able to actively participate in physical programming with participants
- Able to work indoors and outdoors in all types of weather
- Able to adapt to the changing demands of the position
- Exposure to potential electrical shock working with office equipment such as fax, copier, and camp equipment
- Possibility of driving in all types of weather conditions on different types of roadways
- Able to lift and carry up to 50 lbs
- Able to stand for long periods, walk long distances, and bend and twist with or w/out carrying weight
- Visual and auditory ability to identify and respond to environmental and other hazards related to the program and/or site
- Work in a rustic camp environment at various GSMW camp locations

Environmental Conditions
While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. The environmental conditions result in access or very little access to cellular phone service, data, text, or internet

Mental Demands
There are a number of deadlines associated with this position, which may cause stress. The incumbent must also deal with a wide variety of people on various issues. The lack of cellular phone coverage and internet connectivity, among many resultant “discomforts”, may cause a sense of disconnection to home life and friends.
Safety
GSMW will provide safe working conditions for each employee. In return, GSMW expects each employee to recognize their obligation to conduct themselves with regard not only for their own safety, but also for the safety of their fellow employees/volunteers. Employee is expected to follow safety rules and procedures, including those specific to their position. Employee is expected to attend and participate in safety meetings or training, when required, and report unsafe circumstances to their supervisor or other specified individual. Employee shall perform all safety duties specific to their position.

Nothing in this position description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

I have read and received a copy of this job description.

__________________________________________
Employee Signature/Date

__________________________________________
Supervisor Signature/Date