girl scouts of montana and wyoming

Assistant Director – Resident Camp
Position Description

Reports to: Seasonal Camp Manager
Position Status: Full-time, Seasonal
FLSA Status: Exempt
Revision Date: October 2026

Job Summary

The Assistant Camp Director assists in directing and coordinating the implementation of Girl Scout Summer Camp. This position assists with ongoing staff development, supervision, and evaluation of counselors. The Assistant Camp Director carries out duties as delegated by the Camp Manager. The Assistant Camp Director ensures that campers and staff have a safe, fun, and positive experience that supports membership growth and retention. This position promotes Girl Scouting in the community, and maintains positive parent, public, and community relations.

Essential Duties and Responsibilities

- Assist in implementing camp programming to further the Girl Scout Mission
    - Facilitate a range of camp activities from hiking to arts and crafts
    - Enforces proper care of camp equipment and facilities during the camp season
    - Transports groups to off-site field trips
    - Fills in as a Unit Counselor, as needed
    - Helps with dining hall cleanup, dishes, outdoor cookouts, and all other camp activities
- Assist in the administration and management of camp's day to day operation
    - Ensure that daily checks of area and equipment for safety, cleanliness and good repair
    - Assist the Senior Outdoor Program Manager in camper activity scheduling and monitoring of camper schedules
    - Assist camp directors in staff assignments for activities, cabins, daily duties and time off
- Support the success of the Camp Community
    - Facilitates a safe environment for participants focusing on mental, emotional, social, and physical health
    - Assist in implementing staff training
    - Supervise Counselors and perform evaluations
    - Ensures camp staff receive needed supports – physical, mental, and emotional
    - Brainstorm with staff to ensure programs are creative, fun, and safe
    - Maintains good relationships with parents, staff, volunteers and community members
- Promotes high standards for leadership, program activities, and health and safety
- Other duties as assigned

Council

- Represents GSMW in a professional manner at all times, modeling behavior consistent with the mission and purpose of Girl Scouting
- Interprets the Girl Scout Leadership Experience philosophy and the council's policies, procedures and standards

- Promotes and assists with Council wide programs, activities, and public relations endeavors
- Optimizes technology to support customer service for volunteers
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scouts message of pluralism and diversity to members of the council

Supervisory Duties

In the absence of the Seasonal Camp Manager, the Assistant Resident Camp Director will supervise camp staff, and carry out supervisory responsibilities in accordance with GSMW's policies and applicable laws. Responsibilities include assisting with orienting and training employees. As well as planning, assigning, and directing work, appraising performance, and addressing complaints and resolving problems. Additional responsibilities involve maintaining a safe, secure, and legal work environment and developing personal growth opportunities.

The Assistant Resident Camp Director fosters growth and accomplishment in staff by setting job expectations, monitoring performance, coaching, and enforcing systems, policies, and productivity standards. They also ensure that staff receive the mental, emotional, and physical support needed to enhance workplace happiness and satisfaction.

Relationships:

The Assistant Resident Camp Director has a direct relationship with the counseling staff by supporting them in working with their campers, schedules and cabin activities. The Assistant Resident Camp Director supervises activity leading to ensure the delivery of a safe and quality program.

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
- Must have two years of licensed driving experience in order to transport campers

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.

- Believe 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, self-control, honesty, and endurance to maintain awareness of the members in the camp community
- Able to supervise staff and campers
- Possess passion and a willingness to learn and grow skills such as risk management, leadership, and communication
- Possess the recognition that mistakes are learning opportunities
- Able to lead and assist the camp community in an emergency (fire, evacuation, illness, or injury)
- Willingness to learn and practice driving passenger vans long distances on all types of roadways

- Possess a valid driver's license, vehicle insurance, and clean driving record
- Minimum of 21 years of age in the calendar year and ability to transport campers in a 12 passenger van required
- Must be able and comfortable driving campers in a 12 passenger van

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
- Possibility of driving in all types of weather conditions on different types of roadways
- Able to lift and carry up to 50lbs
- 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 stressors associated with this position. 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.

Core Competencies

Accountability: Acts with a clear sense of ownership. Takes personal responsibility for decisions, actions, and failures. Establishes clear responsibilities and processes for monitoring work and measuring results.
Communication: Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
Innovation: Applies original thinking to improve processes and services.
Integrity and Trust: Widely trusted and seen as a direct, truthful individual. Able to present the truth in an appropriate and helpful manner. Keep confidences and does not misrepresent for personal gain.
Teamwork: Works with and helps others to accomplish goals.

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.

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Employee Signature/Date

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Supervisor Signature/Date