girl scouts of montana and wyoming

Lead Camp Counselor
Position Description

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

Job Summary

The Lead Camp Counselor provides a unique blend of instruction, mentoring, and leadership to campers as their primary caregiver for the week. The Lead Camp Counselor has the primary responsibilities for delivering camp programs that meet the needs and interests of campers, ensuring that campers are involved in the planning of their activities, regulating that those activities are outdoors and hands-on as often as possible, and confirming that each camper is given an opportunity to be actively involved in their own camping experience and that the experience meets the Girl Scout Leadership Experience (GSLE).

The Lead Camp Counselor ensures that staff and campers have a safe, fun, and positive 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

- Direct, supervise, and organize campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes
    - Provides a unique blend of instruction, friendship, and leadership to campers
    - Transports campers as needed, to off-site programs
- Maintain high standards of health and safety in all activities for campers and staff
    - Facilitates a safe environment for participants focusing on mental, emotional, social, and physical health
    - Teaches campers safety guidelines and uses safe practice techniques in all areas of the camp program
    - Assists in supervising unit housekeeping and sanitation
    - Assists in maintaining a clean camp environment
    - Reports any accident or illness to the Senior Outdoor Program Manager, Assistant Resident Camp Director, or Healthcare Supervisor
- Deliver a fun program that supports campers' growth
    - Foster girl-led activities, while helping campers develop appreciation and enjoyment for the great outdoors
    - Responsible for leading and assisting with the teaching a variety of activities
    - Actively participate in all program areas as assigned
- Be a role model to campers and staff in your attitude and behavior using the Girl Scout Law and Promise as a base line
    - Helps each camper in the group to understand and live up to the Girl Scout Promise and Law
    - Embraces the responsibility of the impact that will be made to the lives of the campers and other staff
    - Supports the total camp community
    - Maintains a positive attitude and treats each camper with kindness and respect, helping each maintain positive well-being and health
    - Helps with dining hall cleanup, dishes, outdoor cookouts, and oversight of camper nutrition

    - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship
    - In charge of the emotional well-being of campers, especially during times of homesickness
- 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

This position does not have any supervisory duties due to being the primary caregiver for the campers in their assigned group

Experience/Education

- High School diploma or the equivalent; three months to one year experience working with youth, or the equivalent combination of education and experience
- 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, and endurance to maintain awareness of the members in the camp community
- Able to lead and assist the camp community in an emergency (fire, evacuation, illness, injury)
- 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
- Possess the ability to resolve conflicts between self and others
- 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
- 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
- Possibility of driving in all types of weather conditions on different types of roadways
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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