

Girl Scouts of Connecticut

Position Title: **Camp Director – Pre Season**

Reports To: **Camp Manager**

Type of Camp: **Day Camp**

Location: **To Be Determined**

Position Summary:

This position works with the Camp Manager and is responsible for planning the Day Camp program at a specific council day camp. He/she participates in the hiring and training of all staff at camp, and developing the camp program to ensure all theme criteria are met.

Major Accountabilities:

- Attend monthly meetings with the other day camp directors.
- Review applications, check references, and recommend the hiring of camp staff appropriate to the programs offered.
- Ensure that appropriate vendors are scheduled to meet session requirements.
- Ensure that all required paperwork is submitted to Human Resources before the beginning of the camp season.
- Work with the camp manager to develop a comprehensive pre-camp training that includes all required topics.
- Ensure that all staff attends necessary training and have the skills to be successful in their position at camp.
- Meet with a member of the property staff to do a pre-camp walk through to ensure that all repairs are noted and repaired for the opening of camp.
- Maintain communication with the camp manager to ensure accurate staff rosters for each camp session.
- Assist with camper promotion including but not limited to camp open houses, informational nights, and camp fairs.
- Review and make recommendations concerning camp materials including but not limited to camp confirmations, staff manuals, ACA materials, forms and letters needed for the successful operation of camp.

Skills and Competencies:

The Camp Director must be at least 25 years of age.

Bachelors Degree preferred.

The ideal candidate will possess experience in outdoor program responsibilities; management of children and staff, and communication skills. He/she will successfully demonstrate good judgment in anticipating and preventing accidents, and possess the ability to make sound decisions in a crisis. The candidate must exhibit willingness to abide by the policies and practices of the Girl Scouts of Connecticut.