



## Unit Manager

### Girl Scouts of Greater New York Background

For over a century, Girl Scouts has been instilling generations of girls with the skills and knowledge to become young women of courage, confidence, and character, to speak out and be leaders. Today, Girl Scouts of Greater New York (GSGNY) is delivering its message of empowerment and engaging more than 38,000 girls of every race, background, and religion. GSGNY's vision is a New York City in which every girl feels empowered to lead in her community, the workplace, and the world. GSGNY has become a hub for innovation within the broader Girl Scouts movement, presenting new ways to engage and inspire the next generation of young leaders.

Recent investments and initiatives include:

- **The Leadership Institute** provides middle and high school aged girls with 21st century leadership skills and subject-specific knowledge and experiences that will help girls reshape their views on leadership and about their own potential to transform into powerful agents of change, while equipping them to succeed in school and their future careers.
- **Troop 6000** is the first Girl Scout program specially designed to serve the thousands of girls currently living in the New York City homeless shelter system.
- **Cybersecurity Programs** at Girl Scouts were designed to serve the evolving needs of New York City's girls and New York City's workforce. With the goal of encouraging girls to consider careers that require STEM skills, this program ensures girls have the tools and knowledge they need to safely navigate our increasingly tech-driven world.
- **Anti-Racist and Anti-Bias Training:** We teach girls to lead by example, and to that end, we are committed to doing the work necessary to become an anti-racist organization. We are working to partner with experts in the areas of race, inclusion, and equity to conduct a series of trainings.
- **Camp Kaufmann:** The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation serving a 100% urban population, we prioritize offering high quality outdoor education opportunities to New York City girls. We recently upgraded and enhanced facilities at our 425-acre Camp Kaufmann in Dutchess County, including the construction of a new swimming pool.

Guided by an ambitious strategic plan and its dynamic CEO, Meridith Maskara, Girl Scouts of Greater New York aims to expand to reach more girls while serving as an innovating force within the national Girl Scout movement.

### Position Description

Unit Counselors will be responsible for ensuring that campers of all ages have a safe and positive experience at camp. They will assist leadership staff and other unit counselors in planning, coordinating, and delivering high quality programs. They will live in units with the Girls Scouts and provide supervision. They will also provide campers with excellent customer service while being passionate about the mission of Girl Scouting and understanding the great impact camp can make.

Seasonal Position – Summer 2022

## Responsibilities

- Maintaining a safe and healthy environment for all campers.
- Help to coordinate and lead activities that will be done throughout the week. This includes, but is not limited to, hiking, archery, outdoor skills, set up, clean up, dining hall duty, etc.
- Serve as a liaison between the Leadership Team and counselors.
- Support counselors by providing coverage during break periods.
- Work closely with other staff members to ensure a seamless experience for campers in all areas of camp.
- Specialize in one of the following areas: Ropes, Archery, Garden and Nature, or Arts and Crafts
- Live in units with Girl Scouts and provide supervision throughout the day.
- Assist campers as needed under the direction of the Leadership Team.
- Utilize the Girl Scout Leadership Experience as a framework for delivering programs.
- Participate in structured and unstructured activities.
- Apply group management techniques to facilitate discussions between campers staying in the same unit.
- Assist in maintaining camp housekeeping, sanitation and care of camp supplies.
- Assist in keeping records and preparing reports as required.
- Demonstrate sound problem-solving techniques.
- Assist campers in emergency situations.
- Participate in all aspects of camp including staff training week and camp clean-up.
- Comply with personnel policies.
- Observe dress code guidelines, be prepared at all times, and follow camp protocols put in place by the Leadership Team.
- Subscribe to the mission of the Girl Scouts of the USA by becoming a member if not already a member.
- Provide excellent customer service to other staff members, campers, parents, guardians, and other visitors to camp.
- Accept other responsibilities as deemed necessary by the Leadership Team.

## Minimum Qualifications in accordance with ACA (American Camp Association), NYSDOH (New York State Department of Health) and GSUSA (Girl Scouts of the USA) standards:

- Minimum age: 18
- High School diploma or the equivalent.
- Willingness to abide by the policies and practices of the Girl Scouts of Greater New York
- Desire and ability to work with and relate to children and peers in an outdoor environment.
- Clearance through the Sex Offender Registry and Criminal Background Check for personnel file.

- Willingness to place the needs of campers and camp as a priority.
- The acceptance and understanding that employment is at a resident (overnight) camp and therefore, work hours are irregular.
- Possess strength and endurance required to maintain constant supervision.
- Accept and follow directions both in verbal and written form.
- Demonstrate enthusiasm, sense of humor, patience, self-control and ability to adapt well to changing situations.

### Preferred Qualifications

- Prior camp experience and/or interest in the Girl Scout Camping program helpful.
- Experience working with children preferred.

### COVID Guidelines

The health and safety of our staff, girls, and volunteer community is our highest priority. As such, the Girl Scouts of Greater New York (GSGNY) is requiring all newly hired, (and current) staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

### Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to lift 40 pounds.
- Good health and stamina necessary to work in the camp setting.
- Ability to stand and/or walk for long periods of time while leading programming.

### Required

A candidate must be available to attend ALL trainings as needed (June 26<sup>th</sup> – July 1<sup>st</sup>) in preparation for the summer program as well as be available to work for the ENTIRE 4 weeks of camp and clean up (July 3<sup>rd</sup> – July 29<sup>th</sup>). Additional certification classes may also be required. Those applicants who cannot attend these training dates will NOT be considered.

### Compensation

\$1,800 - \$2,910 for the season (June 26<sup>th</sup> – July 29<sup>th</sup>) depending on experience and certifications. Room and board are included (meaning we will provide you with a place to stay and food to eat for the duration of your employment) as well as a travel stipend of \$300.

## Schedule

Working at camp can require long hours. Staff will have a minimum of two hours off per day and will be able to participate in camp activities!

## To Apply

- Please go to <https://girlscoutsnyc.campbrainstaff.com> to apply.
- Questions? Contact Margeaux Sullivan at [msullivan@girlscoutsnyc.org](mailto:msullivan@girlscoutsnyc.org). Please include **“Counselor/Area Specialist”** in the subject line of your e-mail. No phone calls please.

***The Girl Scouts of Greater New York are an equal opportunity and affirmative action employer.***

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.