



Assistant Camp Director, Camp Kaufmann Job Description

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:

This Role will have a potential start date of February 1, 2023

To assist the Camp Director in camp operations and implement a safe, healthy, and high-quality programming for campers, volunteers, and staff for the Girl Scouts of Greater New York.

Responsibilities

- To report to the Camp Director and work collaboratively with members of the Program Department to help achieve GSGNY goals and objectives related to camp and outdoor programming.
- Attend, coordinate and implement on-site camp events.
- Oversee the weekend camp operations with the guidance of the Camp Director
- Assist Camp Kaufmann Director in supervising and training seasonal and summer staff.
- Assist in planning, coordinating, and implementing summer camp.
- Develop routines and schedules for camp operations throughout the camp season as necessary for enrollment, staffing, girl safety, camper, and staff schedules.
- Share creative input with program implementation and lead parking lot check-in and out processes, providing exceptional customer service and safety.
- Assist in any camp program or process including, but not limited to, preparing and serving food, kitchen clean-up, program facilitation, program clean-up, program set-up, etc.
- On-site 72 hours during weekend events, understanding that you may be asked to assist in late night emergencies or incidents.
- On-site during the Summer Camp Season.
- Attend programmatic trainings including, but not limited to; First Aid and CPR, Challenge/Ropes course, aquatics, American Camping Association standards, archery, etc.
- Collaborate with other departments such as Finance, Volunteer Support, Troop 6000, and Customer Care to ensure a seamless front-end experience for members
- Provide exceptional customer service to ensure that troop leaders, parents, and girl members have a positive experience before, during, and after camp programs.
- Gain a full understanding of Department of Health and American Camping Association standards and help ensure that they are met.
- Other duties, as deemed necessary.

Location

This position will require traveling to and from Camp Kaufmann in Holmes, NY (Dutchess County) regularly, mainly on weekends. It will also involve limited time in the Council headquarters in Manhattan for staff meetings and other business as necessary.

Qualifications

- College degree, with previous experience in program development and implementation preferred.
- Must be at least 25 years of age
- Valid US Driver's license
- Experience working with volunteers a plus.
- Knowledge of outdoor and camp programming a plus.
- Excellent verbal, written and interpersonal communications skills. Ability to communicate well and work collaboratively and effectively with others.
- Ability to commit to a flexible work schedule and to travel to camp and throughout the five boroughs when necessary.
- Proficiency in working independently to identify, analyze and solve problems.
- Demonstrated time-management skills; able to manage multiple responsibilities and deadlines; perform well under pressure.
- Computer-literate, with knowledge of: Microsoft Office applications; social media outlets including Facebook and Twitter; and other web-based applications.
- Passionate about the work and impact potential of the Girl Scout movement on girl members.

Physical Demands

- Remain in a stationary position for several hours at a time.
- Ability to navigate the camp property (hilly terrain) in outdoor conditions that will vary according to the weather.
- Ability to move up to 20 lbs.

Compensation

- \$58,500 annual salary.
- Room and board while at camp, plus the cost of transportation from New York City to camp, is also included.
- Comprehensive benefits package including options for health, dental, and vision coverage, a Flexible Spending Account, commuter benefits, a 403(b) Retirement Plan, and generous PTO.

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 by start date, as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

APPLY HERE: <https://gsgny.applytojob.com/apply/xVdZGnSsOT/Assistant-Camp-Director>

Resumes submitted without a cover letter will not be considered. No phone calls, please.

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.

The Girl Scouts of Greater New York are an Equal Opportunity Employer. We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.