

## Farthest North Girl Scout Council Job Description

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Position Title: Assistant Camp Director  
Accountable to: Camp Director  
Salary: \$2,400

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### Position Summary

The Assistant Camp Director is responsible for the coordination and supervision of camp schedule including day and evening program and ensures staff leaders have necessary supplies and equipment.

### Qualifications:

- Experience planning and implementing resident camp program activities.
- Excellent organizational abilities.
- Maturity, good judgment, and the ability to deal with emergency situations.
- Willing to work as a team member.
- Flexibility, energy, and good sense of humor.
- Ability to work with children and adults.
- Interest in and knowledge of Girl Scout program and *Safety-Wise*.
- Interest and knowledge of Fairbanks and its community resources.
- Basic swimming ability.
- Minimum age: 21 years old.
- Valid driver's license and clean driving record.

### Key Responsibilities:

- Assume responsibilities of Camp Director in Director's absence.
- Plan and conduct pre-camp, camp, and post-camp staff training and evaluations.
- Attend and participate in pre-camp training.
- Coordinate camp schedule and maintain all-camp kaper charts.
- Order and arrange for supplies and equipment to be provided to camp staff for programs within budget.
- Plan, coordinate, and deliver day and evening program.
- Support and direct staff in planning and carrying out unit program activities.
- Follow all camp policies.
- Be a positive role model for girls.
- Willingness to perform all other duties as assigned by supervisor.

Training begins July 8, 2017 if you are not CPR/ First Aid Certified.