

## Farthest North Girl Scout Council Job Description

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Position Title: Camp Director  
Accountable to: Executive Director  
Salary: \$3,800

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### Position Summary

The Camp Director is responsible to plan, direct, and supervise all camp programs and staff.

### Qualifications:

- Bachelors degree in camp administration or related degree, preferred.
- At least one season of camp administrative experience
- 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 and supervise and work with staff and campers.
- Ability to meet the public.
- Ability to plan, create, organize, and carry out daily and special programs.
- Ability to efficiently manage a set budget.
- Interest in and knowledge of Girl Scout program and *Safety-Wise*.
- Interest in and knowledge of Fairbanks and its community resources.
- Valid driver's license and clean driving record.
- Current CPR and First Aid certifications.
- Basic swimming ability.

### Key Responsibilities:

- Define camp goals and/ or define and plan program to reflect camp goals.
- Originate and carry out a system for recruiting campers and staff utilizing brochures, telephone calls, reunions, hot prospect lists, etc.
- Prepare and conduct pre-camp and in-service staff trainings.
- Order or supervise the ordering of food, supplies, and equipment, and arrange for proper distribution.
- Maintain and supervise a set budget.
- Set and supervise office procedures, opening-and closing-day procedures for staff and campers.
- Develop routines, schedules, and procedures for camp operation.
- Assign staff activities and other responsibilities.
- Supervise and evaluate, or supervise evaluations of, all operations and program staff.
- Maintain and review records and evaluations of all programs, operations, staff, and facilities.
- Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season.
- Define and monitor crisis management plan, including emergency procedures.
- Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
- Help provide an atmosphere for developing good morale and well-being.
- Willingness to perform all other duties as assigned by supervisor.