Girl Scouts in the Heart of Pennsylvania
Position Description

Position Title: Assistant Unit Leader
Location: Based at Camp Small Valley, Halifax, PA
Reports To: Unit Leader/Program Director

Position Summary
As an Assistant Unit Leader, responsible for oversight of unit and cabins. Ensure campers are safe and comfortable as well as plans and leads activities for campers. Ensure all activities are fulfilled and create a great experience for campers.

Key Responsibilities in Activity Area
- Work with Program Director to create lesson plans based on assigned activity and the theme of the week
- Carry out activities to encourage personal growth, learned skills, and provide challenges appropriate to age, ability and readiness
- Lead assigned activities during the activity periods while creating a fun, inspiring, and positive environment
- Promotes girl planning and a progression in activities to fit campers age and experience
- Create a well-rounded and balanced program with activity specialists in the department
- Ensure multiple GS levels are being offered a variety of activities
- Ensure all documentation and reports are turned in on time
- Develop and implement Girl Scout programming
- Continuously engage with campers throughout activity periods
- Encourage creativity and utilization of natural materials in camp programs
- Develop a weekly inventory
- Adhere to a daily and weekly cleaning schedule of program area and ensure all equipment is in good repair
- Assist in inventory procedures at the opening and close of camp
- Abide by GSHPA code of conduct, rules, and expectations
- Model the mission of Girl Scouting

Key Responsibilities in the Unit
- Awaken campers on time and communicates proper attire for the day
- Teach camping skills and appreciation of the outdoors to campers
- Assist in planning and carrying out of experiences in the unit with the help of unit staff and through use of girl planning
- Work together with other members of the unit to complete all tasks at hand
- Assist in supervising the unit with housekeeping, sanitation, care of supplies, and equipment
• Help to coordinate and successfully implement group living for the unit
• Assume responsibility for the health and safety of the campers in the unit by:
  maintaining a well-equipped first aid kit, reporting accidents promptly, and keeping
  the health supervisor informed of the health status of campers and unit staff
• Help to keep written records and make formal reports as required for session
  evaluations, unit’s daily first-aid log book, and any other reports requested by the
  Camp Director
• Perform other duties as assigned

Skills & Qualifications

• Minimum 18 years of age
• Ability to develop and lead activities
• Desire and ability to work with children in an outdoor setting
• Ability to live and work in the outdoors in conditions including but not limited to
  loud noises, heat, rain and cool temperatures
• Ability to walk a mile over uneven terrain
• Current CPR and First Aid certifications or ability to pass training during pre-camp
  - Current Lifeguard certification (or approved equivalent) or ability to pass
    training during pre-camp training (Lifeguard Only)
  - Current Archery certification or ability to pass during pre-camp training
    (Archery Only)
  - Ability to pass pre-camp Adventure Course Training (Adventure Only)
• Adventure Only
  - Facilitate girls through the Adventure Course, both high and low, and provide
    instruction/programs
  - Administer adventure activities consistent with ACA and GSUSA standards
  - Experience in or ability to learn rock climbing, knot tying, and high and low
    challenge courses
• Lifeguard Only
  - Ability to communicate and work with groups participating in waterfront
    activities and provide necessary instruction to campers and staff
  - Administer pool activities consistent with ACA and GSUSA standards
  - Organize and run opening day swim tests for all campers
• Attend and complete pre-camp training; as a result: ability to assist campers in an
  emergency (fire, evacuation, illness, injury)
• Strength and endurance to maintain constant supervision of campers
• Ability to accept guidance and supervision
• Visual and auditory ability to identify and respond to environmental and other
  hazards
• Ability to work as a team player
• Ability to lift at least 50 lbs.
• Attend and complete pre-camp training; as a result: ability to observe camper
  behavior, assesses its appropriateness, enforce safety regulations and emergency
  procedures, and apply appropriate behavior management techniques
- Enthusiasm, good sense of humor, patience, and self-control
- Ability to work weekends throughout the summer
- Possess knowledge of group living skills and good communication skills
- Follow uniform standards and policies
- Must be able to pass required background checks
- Ability to work a flexible schedule