Girl Scouts in the Heart of Pennsylvania
Position Description

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

Position Summary
As a Unit Leader, responsible for oversight of Assistant Unit Leaders and the Counselors-in-Training (CITs) and cabins within a particular unit. Ensures campers are safe and comfortable as well as plans evening activities for campers. Ensures all activities are fulfilled and creates a great experience for campers.

Key Responsibilities in Activity Area
- Oversight of Assistant Unit Leaders and CITs and all campers within their assigned unit
- Schedule, monitor, and support the CITs and Assistant Unit Leaders and ensure programs are creative, fun, and safe
- Mentor CITs throughout the program and review the expectations for successful completion of the program
- Provide guidance and support to CITs throughout their training, awarding the CITs with a certificate of completion at the end of the summer
- Assist in the development of program curriculum for at least one specialized activity area
- Train Assistant Unit Leaders in specialized activity areas
- Oversight of activity specialists in specialized activity area
- Encourage the implementation of Girl Scout programming
- Promotes girl planning and a progression in activities to fit campers age and experience
- Lead assigned activities during the activity periods while creating a fun, inspiring, and positive environment
- 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 programming
- Continuously engage with campers throughout activity periods
- Encourage creativity and utilization of natural materials in camp programs
- Develop a weekly inventory
- Develop 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
- Ensure staff are abiding by GSHPA code of conduct, rules, and expectations
• Ensure staff are modeling the mission of Girl Scouting

**Key Responsibilities in the Unit**

• Oversight of Assistant Unit Leaders and CITs
• Create schedules of Assistant Unit Leaders for assigned unit
• Develop evening activities and all-camp activities with the Assistant Camp Director
• Awaken campers on time and communicates proper attire for the day
• Teach camping skills and appreciation of the outdoors to campers
• Guide, plan, and carry out experiences in the unit with the help of unit staff and through use of girl planning
• Delegate responsibilities and complete all tasks at hand
• Ensure all paperwork is turned in on time
• Supervise the unit with housekeeping, sanitation, care of supplies, and equipment
• 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
• Conduct daily cabin inspections
• 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
• Submit a written evaluation of camp to the Camp Director at the end of the camp season
• Perform other duties as assigned

**Skills & Qualifications**

• Minimum 21 years of age
• Previous management/supervisory experience preferred
• Be able to develop, lead, and teach activities in assigned focus area
• Desire and ability to work with children or young adults 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 willingness to obtain
• 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
• Attend and complete pre-camp training; as a result: ability to observe camper behavior, assess 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 lift at least 50 lbs.
- Ability to work weekends throughout the camp season
- Ability to ensure that campers have fun in a safe environment
- Possess knowledge of group living skills and good communication skills
- Ability to work as a team player
- Follow uniform standards and policies
- Must be able to pass required background checks
- Ability to work a flexible schedule