

**Girl Scouts of Central Maryland
Resident Camp Position Description
Camp Conowingo**

Date: October 2011

Title: **Nature Manager**

Department: Outdoor Program and Property Services

Reports to: Camp Director

Position Summary: The Nature Manager plans, directs, implements and supervises the camp's outdoor living skills program and environmental education. The Nature Manager gives all girls participating in Girl Scouts of Central Maryland's Resident Camp program an opportunity to expand their knowledge and respect of the outdoors.

Essential Duties and Responsibilities:

- Manages and implements the resident camp's outdoor living skills program.
- Possesses the ability to instruct staff and girls in the basics of:
 - Fire building and safety
 - Minimal impact camping
 - Outdoor survival skills
 - Outdoor cooking
 - Lashing and knot tying
 - Leave No Trace principles
- Develops lesson plans to meet the needs of girls of various ages to foster the girl's outdoor living skills and environmental sensitivity. Curriculum is due prior to pre-camp training; Outdoor Program Specialist will set deadline.
- Reinforces program values, goals and mission of Girl Scouts.
- Submits requests for equipment and supplies needed to implement the nature program.
- Maintains and implements procedures which uphold **Volunteer Essentials** standards, Maryland Youth Camp Regulations and American Camp Association accreditation standards.
- Submits supply request prior to camp opening, submit additional requests in timely manner throughout the summer.
- Maintains an accurate inventory of supplies and equipment and submit an ending inventory at close of the camping season.
- Assists in developing Nature curriculum for year-round use for the Caitlin Dunbar Nature Center.
- Assists in the training of future staff members (CITI and CITII).
- Participates in ongoing session evaluation process.
- Assists in units with campers and other staff, live on-site during the season.
- Attend weekly staff meetings.
- Help maintain campgrounds.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.

Skills, Education and/or Relevant Experience:

- Training and experience in outdoor living skills and/or environmental education.
- Ability to develop and implement program for girls ages 6-17.
- Must be at least 21 years of age and have experience in the outdoor education field.
- Must desire and have the ability to work in the outdoors.
- Ability to lift 30 pounds.
- Excellent verbal and written communication skills.
- First Aid and CPR certification, or be willing and able to successfully complete training provided during staff training.
- Lifeguard, ropes (high, low), archery, and canoeing/kayaking certification or be willing and able to successfully complete one training provided during staff training.
- Must be able to pass background and fingerprint check as well as drug screening.

Expectations

Camp staff work as a TEAM to insure campers and staff enjoy their participation and employment in a fun and safe manner. The following responsibilities are shared by the entire staff:

- Accept and live by the Girl Scout Promise and Law while employed at summer resident camp.
- Use the Promise and Law as guidance in working with campers and staff.
- Serve as a positive role model to the campers and other staff by abiding by the policies, procedures, and rules at camp.
- Respect, appreciate, and accept all people ensuring all campers and staff feel welcome and part of the group.
- Encourage spontaneity in programming and assure that changes conform to established camp guidelines and procedures.
- Be prompt and encourage promptness among campers and staff.
- Consult your supervisor when you have questions, concerns or problems.
- Encourage and set the example for reasonable neatness and cleanliness in camper and staff tents, latrines, shower house, and grounds. Assume responsibility for keeping staff house and staff shower house clean.
- Actively monitor health situations and general hygiene of campers and self and keep the Camp Health Supervisor aware of needs and problems.
- Report any maintenance needs to the Camp Ranger by completing a maintenance request form that cannot be handled on the spot.
- Participate in pre-camp cleaning and set up and post-camp close out as assigned.
- Maintain an alcohol and drug free environment on camp premises.

The Girl Scout Promise
On my honor, I will try
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law
I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Girl Scout Mission Statement
Girl Scouting builds girls of courage, confidence, and character,
who make the world a better place.

Name _____ Signature _____ Date _____