

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

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**Date:** October 2012

**Title:** **Office/Program Assistant**

**Department:** Outdoor Program and Property Services

**Reports to:** Camp Director and/or Outdoor Program Specialist

**Position Summary:** The Office Assistant oversees the Resident Camp office, keeps orderly records of daily activities, and communicates with parents. The Office Assistant is

**Essential Duties and Responsibilities:**

- Establishes camp office in coordination with the Resident Camp Director and Outdoor Program Specialist.
- Answers telephones and records all messages accurately.
- Sorts camper's incoming mail by units and prepare outgoing mail.
- Maintains proper updating of photos, newsletter, and email system.
- Take pictures of girls daily in Units and during program slots when needed.
- Checks in all visitors to the camp; maintains visitor's log.
- Orders supplies as needed by program activity staff, maintains inventory of all supplies.
- Coordinates work coming into and out of the office (photocopying, word processing, supplies).
- Assists with travel camp preparation.
- Ensures that all vehicle records are kept updated along with the Travel Counselors.
- Maintains and implements procedures which uphold **Volunteer Essentials**, Maryland Youth Camp Regulations and the American Camp Association accreditation standards.
- Assists in creation of weekly all-camp activities.
- Provides quality customer service to girls, parents, volunteers, and all staff.
- Assists with scheduling staff to meet program needs and the girl to adult ratio requirements.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.
- Attend weekly staff meetings.
- Help maintain campgrounds.

**Skills, Education and/or Relevant Experience:**

- Incumbent must be 21 years or older.
- High School diploma and/or two years progressive experience in office procedures.
- Must possess ability to use various computer programs.
- Must use proper telephone etiquette and be able to work with individuals and groups of diverse backgrounds.
- First Aid and CPR certification desirable, or be willing and able to successfully complete training during our camp staff training.
- Must be able to lift 25 pounds.
- Must possess excellent verbal and written communication skills.
- Must be able to pass background and fingerprint checks as well as drug screening.
- Must be comfortable and able to drive large vehicles, up to and including 12-passenger vans.

**Expectations**

Camp staff works 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 Camp Director and or Outdoor Program Specialist 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 \_\_\_\_\_