

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

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**Date:** October 2011

**Title:** **Sports Manager**

**Department:** Outdoor Program and Property Services

**Reports to:** Camp Director

**Position Summary:** The Sports Manager directs, supervises and manages the sports, games and rock wall programs. The Sports Manager ensures the health and safety of campers and staff when they are participating.

**Essential Duties and Responsibilities:**

- Prepares inventory and inspects equipment and facilities for safety and maintenance during pre-camp and post-camp training. Documents, submits, and follows up on any needed repairs.
- Ensures that all safety procedures are conveyed to resident camp staff and campers.
- Maintains and implements procedures which uphold **Volunteer Essentials** standards, Maryland Youth Camp Regulations and the American Camp Association accreditation standards.
- Documents, submits, and follows-up with any incident reports.
- Conducts daily checks and completes documentation on equipment for safety, cleanliness and wear.
- Creates, facilitates, and updates sports and games programs in accordance with Girl Scout programs and pertinent badge requirements.
- Maintains proper use and safety of the portable rock wall.
- Follows proper requisition of needed supplies throughout summer.
- Assists in creation and implementation of all-camp activities and theme weeks.
- Provides written evaluation of the sports and games program and make recommendations for program changes, as well as needed equipment and supplies.
- Lives and works in a unit with campers and other staff.
- 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:**

- Incumbent must be at least 21 years old.
- 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 training provided during staff training.
- Ability to supervise and instruct campers and staff, while maintaining health and safety standards.
- Ability to lift 80 pounds.
- 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 \_\_\_\_\_