

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

Date: October 2011

Title: **Travel Unit Counselor**

Department: Outdoor Program and Property Services

Reports to: Camp Director

Position Summary: The Travel Camp Counselor plans, organizes and implements the Girl Scout program in a designated unit living area; giving leadership and guidance to campers for a healthful and fun Girl Scout group camping experience.

Essential Duties and Responsibilities:

- Supervises the Assistant Unit Counselors and delegates group and/or program activity responsibilities to them.
- Leads groups of girls off-site in various settings; teaches girls independence skills by using experiential education practices such as camp set-up and clean-up, food preparation and clean-up, and gear usage for activities.
- Ensures safe travel of girls and staff to appropriate sites and activities; follows given itinerary and informs Camp Director of any unforeseen situations immediately.
- Guides unit activities through allowing girl decision making, and having accountability for their decisions.
- Establishes weekly kaper chart with the girls and Assistant Unit Counselors.
- Develops schedules for daily living routine, program activity, staff time off; coordinates unit activities with other camp units and programs.
- Reinforces program values, goals and mission of Girl Scouts.
- Participates in unit and all-camp activities, teach various skills and appreciate the outdoors and environmental protection, helping campers understand and live up to the Girl Scout Promise and Law.
- Maintains proper usage of travel equipment, notifies supervisor of needed repairs or additional supplies.
- Maintains and implements procedures which uphold ***Volunteer Essentials***, Maryland Youth Camp Regulations and American camp Association accreditation standards.
- Participates in weekly evaluation of Assistant Unit Counselor performance.
- Prepares and submits records and reports to the Camp Director.
- Lives in a unit with the girls throughout the summer.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned by Camp Director.
- Attend weekly staff meetings.
- Help maintain campgrounds.

Skills, Education and/or Relevant Experience:

- Incumbent must be 23 years or older.
- Two years of college or experience as a Girl Scout troop leader, teacher, and camp counselor or recreation leader.
- Prefer candidate with Wilderness First Aid or First Responder certification.
- Experience working in an outdoor setting leading groups of teenagers.
- Ability to supervise and guide campers and adults.
- 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.
- Knowledge of interests, needs and abilities of girls of various age levels.
- Possess strength and endurance required to maintain constant supervision of campers.
- Ability to plan, organize and schedule program activities.
- Ability to lift 25 pounds.

- Must have a valid driver's license and willingness to drive a 12 passenger van.
- Must be able to pass background and fingerprint checks 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 the Camp Director 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, dining hall 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 _____