



Freeport • Lake Zurich • Oswego • Rockford • South Elgin 2023 Summer Camp – Camp Assistant Director

At Girl Scouts of Northern Illinois, we have a passionate and highly capable staff who believe in the mission of Girl Scouts—to build girls of courage, confidence, and character, who make the world a better place. Join us in a professional role to help girls make a meaningful impact on their communities and leave a lasting legacy in the heart of every girl you reach. Girl Scouts of Northern Illinois has an amazing opportunity for you to spend your summer at our resident camps making lifelong friends and memories while mentoring Girl Scouts. Lead through hiking, archery, canoeing, rock climbing, swimming, horseback riding, and more!

Locations: Camp Dean, Big Rock, IL
Camp McCormick, Stillman Valley, IL

Job Duration: Summer – June 1 – August 2, 2023

Salary: \$600 Weekly

Application Deadline: Open until filled.

This position is required to live on-site.

The Camp Assistant Director is responsible for overall management of all camp operations during our summer camp programming with the expectation of providing an exciting, fun, and memorable experience for our campers and families. Camp Assistant Director for Camp Dean will also travel and maintain camp staff at Camp McCormick.

Responsibilities:

- Develop and implement staff training for season.
- Develops and oversees implementation of staff schedule. Camp Director will assign staff to weekly units and daily facilitated activities while maintaining proper staff-to-girl ratio. Camp Director will also manage staff requested time off and absences.
- Develop camp program activities and outcome studies.
- Develop and oversee administrative procedures for camp operations.
- Develops relationships with campers and parents.
- Ensures risk and crisis management plan and emergency procedures are in place. Ensure staff is trained and proficient in respective procedures and policies.
- Respond to all emergencies and crisis situations as needed.
- Maintain health and safety regulations as noted by the Illinois Department of Public Health, American Camp Association, and Girl Scouts of Northern Illinois
- Ensure staff, campers, and parents are following core camp property rules set by Girl Scouts of Northern Illinois
- Works within established budget to meet operational and staffing needs of the camp including equipment, supplies, food, and staffing levels.
- Supervise and mentors all seasonal and camp-related program staff and volunteers.
- Assist in unit housekeeping, sanitation, care of supplies and equipment.
- Other duties as assigned, including travelling to Camp McCormick and running camp program.

Required Skills and Experience:

- At least one year of staff supervision, managing staff ages 17-25.
- Experience working with children ages 6-17.
- Excellent communication skills
- Ability to adjust to a wide variety of situations.
- Proficiency in team building and conflict resolution.
- Must be able to walk and maneuver around camp property without assistance.
- Must be at least 21 years old.

How to Apply for More Information

To complete an application or to view other positions, please visit www.girlscoutsni.org/summerstaff. For additional information or questions, please email GSNI Outdoor Program Manager, Angela Musial, at customercare@girlscoutsni.org titled: **GSNI Camp Staff: Job Title**.

About GSNI: Girl Scouts of Northern Illinois is an inclusive organization that welcomes girls and adults regardless of race, ethnicity, religious beliefs or socioeconomic status. Girl Scout membership is open to all girls who accept the Girl Scout Promise and Law. Equal Opportunity Employer.





Freeport • Lake Zurich • Oswego • Rockford • South Elgin Camp Assistant Director Roles & Responsibilities

Supervises, mentors, and evaluates:

- Camp Program Team
- Camp Cooks
- CIT Counselors
- Camp Assistants
- Camp Counselors
- Counselors in Training

Camp Assistant Director will observe and assist:

- Full-time camp activity facilitators
- Preferred partners, volunteers, and camp presenters

** As these are not GSNI Camp Staff, concerns can be addressed to Outdoor Program Managers

- Responsible for developing the overall vision for summer camp staff, campers and their families
- Oversees entire camp operations to include staffing, safety, scheduling, programming, administrations and more.
- Travel to Camp McCormick and direct camp program with camp staff team. Camp McCormick has a shorter schedule and is 3 weeks alongside Camp Dean.
- Create session reports with Business Administrator to provide check-in lists and rosters to all units, kitchen, and health center.
- Develops and implements successful staff training
 - Assigns staff to each training
 - Evaluates staff training and makes recommendations for change
 - Prints and assembles staff binders or has them printed
 - Reviews Camphlet, overall sessions, etc. with camp staff during training
- Supervises, mentors and evaluates seasonal and camp staff and/or volunteers
 - Ensures all camp and employee guidelines are followed
- Ensures all safety regulations are followed and held to the highest standards
 - Ensures risk and crisis management plan and emergency procedures are in place and staff is trained and proficient in respective procedures and policies
 - Responds to all emergencies and crisis situations as needed
 - Ensures ACA standards are well documented and followed
- Develops and oversees implementation of overall camp schedule to include staffing
- Develops and oversees implementation of administrative procedures for camp operations
- Develops sound relationships with parents and campers.
- Works within established budget to meet the operational and staffing needs of the camp including equipment, supplies, food, and staffing levels.
- Steps in to provide effective and appropriate discipline for misbehaving campers, CITs, and staff.
- Other duties as assigned. This may include but are not limited to: assisting all camp in opening and closing cleanup, assisting program and administrative staff in preparing for large activities, aiding kitchen during meal cleanup, stepping into roles outside of norm in emergency situations, putting campers to bed, joining another camp unit after your campers go home, relieving other counselors for personal breaks, facilitating activities for groups and rentals before, during, or post camp season, assisting in caring for camp goats, vacuuming pool, aiding in camp chores.

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Pre-Camp Responsibilities

- Staff hiring and recruitment
 - Assists Outdoor Program Manager with staff hiring to include reviewing applications, scheduling and conducting interviews and making recommendations to hire
 - Updates or creates marketing materials and displays for recruitment events
 - Attends recruitment events and follows up with attendees
 - Maintains master staff spreadsheet
- Promotes summer camp on social media outlets
- Staff responsibilities and checklists
 - Creates and/or updates daily/weekly responsibilities/tasks for each staff member
- Staff training
 - Reviews and updates previous year's staff training guide and develops training content, implementation, and schedule for camp staff.

Required to attend:

- All check-in and checkout for all sessions along with Assistant Camp Director
- All camp activities such as games, campfire, special events
- All meals, including packouts in units

Living Quarters

Camp Directors are **required** to stay at camp Sunday 12pm-Friday 6pm while camp is in session. If Camp Director must leave camp for any reason, the Outdoor Program Manager must be notified, and the Assistant Camp Director must be onsite. Additional dates may be required as agreed upon.

- Camp Dean at Foxes Den
- Camp McCormick at Welcome Center

Important Dates

- June 1, 2023 – Camp available for move-in and prepare with director team.
- June 2-4- Camp event at Camp Dean – work with GSNI Program Team in camp training
- July 5 – Camp administrative staff move in
- June 8-20 – Camp staff training and camp setup.
- June 21 – First day of campers - Camp McCormick camper schedule:
 - June 25-30, 2023 – week-long summer camp
 - June 30 – July 2, 2023 – Troop and family camp
 - July 6-9, 2023 – GSNI camp trip event
 - July 9-14, 2023 - week-long summer camp
 - July 21-23, 2023 - Troop and family camp
 - July 23-28, 2023 - week-long summer camp
- June 31 – Last day of campers
- August 2 – Final day of camp cleanup.

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