

## 2025 Summer Camp – Camp Assistant Director

**Locations:** Camp McCormick, Stillman Valley, IL and Camp Dean, Big Rock, IL. This position is required to live on-site.

**Duration:** Summer – May 27 – August 3, 2025

**Salary:** \$800 Weekly

**Application Deadline:** Open until filled

**Reports to:** Camp Director

**Summary:** 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.

### Responsibilities:

- Assist in developing and implementing staff training for the season.
- Assist in developing and overseeing implementation of staff schedule.
- Assist in development of camp program activities and outcome studies.
- Assist in development and oversee administrative procedures for camp operations.
- Develop relationships with campers and parents.
- Ensures that the risk and crisis management plan and emergency procedures are in place. Ensure staff are trained and proficient in respective procedures and policies.
- Respond to all emergency and crisis situations as needed.
- Maintain health and safety regulations as noted by the Illinois Department of Public Health (IDPH), American Camp Association (ACA), and GSNI.
- Ensure staff, campers and parents follow core camp property rules set by GSNI.
- Supervise and mentor all seasonal camp related program staff, and volunteers.
- Assist in unit housekeeping, sanitation, and care of supplies and equipment.
- Perform other duties as assigned.

### 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
- Be able to walk and maneuver around camp property without assistance
- Be at least 21 years old

### Additional Requirements:

- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Be a registered member of Girl Scouts of the USA (GSUSA) and have passed a background check.
- Accept the principles and beliefs of Girl Scouting and comply with the most current policies, procedures, and guidelines of GSNI and GSUSA.
- Complete required training as assigned and provided by GSNI and GSUSA.

### Required to attend:

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

### How to Apply for More Information

To complete an application or to view other positions, please visit [www.girlscoutsni.org/summerstaff](http://www.girlscoutsni.org/summerstaff). For additional information or questions, please email GSNI Outdoor Program Manager, Mary Zielinski, at [customercare@girlscoutsni.org](mailto:customercare@girlscoutsni.org) titled: **GSNI Camp Staff: Job Title**.