

ROLE DESCRIPTION

Title: **Camp Supervisor**

Purpose of the position: To serve as Camp Coordinator and First Aider for troops/groups camping on Council owned properties.

Accountability: To the Camp Committee Chair through the Camp Supervisor Coordinator.

Staff/Department: Director, Camping Services and Facilities/Camp Program

Terms of appointment: Appointed by Camp Supervisor Coordinator for one year term, may be reappointed for consecutive one year terms.

Time Commitment: 48 hours as needed

Responsibilities:

- Coordinates troops, program, and facilities
- Provides emergency first aid
- Safeguards all campers (children and adults) and property through maintenance of emergency and security guidelines
- Decides on actions regarding special emergency measures during severe storm warnings, floods, fires, etc.
- Prepares for and conducts the Leaders' Meeting, the first night of camp
- Coordinates troop/group check in and departure and scheduling of program areas and equipment
- Facilitates, interprets, and enforces Girl Scouts of the USA (GSUSA) and Girl Scouts of Eastern Missouri (GSEM) procedures and standards
- Serves as mediator when situations warrant services, helping to strengthen unity and good will throughout the Council
- Checks first aid equipment and reports needed supplies
- Communicates with Ranger throughout the weekend
- Maintains living quarters and other areas around camp
- Completes and submits, within three days records and reports
- Performs closing inspection of all facilities and program areas

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Attends Council sponsored Camp Supervisor training
- Is a currently certified Level I Red Cross First Aider
- Has licensed troop camper certification
- Apprentices one weekend with an experienced, qualified Camp Supervisor
- Attends one Camp Supervisors' Update Meeting per year
- Has attained the minimum age of 21 (individuals between the ages of 18 and 21 who complete the course and the apprentice assignment may function as Assistant Camp Supervisors)

Knowledge and skills required:

- Interest and skills in camping
- Skill in human relations and communications
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*

- Knowledge of other available GSUSA and GSEM resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Job Orientation for Camp Supervisors
- American Red Cross First Aid & Adult/Child CPR/AED (or equivalent) training
- Annual Camp Supervisor/Promoter Meeting attendance