



**POSITION:** Seasonal Day Camp Director- Camp Sacajawea  
**REPORTS TO:** Assistant Director of Camp Experience  
**CLASSIFICATION:** Seasonal

#### **COUNCIL OVERVIEW**

With offices and camps in Farmingdale, Toms River and Waretown, Girl Scouts of the Jersey Shore serves approximately 10,000 girls and adults in Monmouth and Ocean counties. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

#### **Job Summary:**

Working under the Assistant Director of Camp Experience, the Seasonal Day Camp Director plays a key and integral role in the success of Girl Scouts of the Jersey Shore's Councils summer day camp experience. This position will be responsible for assisting in planning and implementing summer day camp programing that meets the changing needs and interests of summer day camp program participants.

Responsible for managing year-round program planning, supervising/managing summer camp operations, contributing to and participating in recruitment strategies and events, as well as on-site supervision of program and staff during summer day camp operations.

#### **PRIMARY ACCOUNTABILITIES:**

- Maintain an on-site presence while day camp is in session, including overnight programs or sleepovers, or arrange for an approved qualified alternate with supervisor approval.
- Assist in the design and execution of camp staff training aligned with ACA standards, GSUSA guidelines, youth development best practices, and applicable laws.
- Conduct seasonal performance reviews and evaluations of seasonal camp staff.
- Foster a positive, inclusive environment that promotes high morale among campers and staff.
- Assist with the design, coordination, and delivery of day camp open houses and camper and staff recruitment events.
- Complete evaluations and submit all required reports in a timely manner.
- Support preparations for ACA site visits, as well as county, state, and other required inspections.
- Engage with former campers and staff year-round to support retention and ongoing relationships.
- Manage day-to-day camp operations including staff supervision, scheduling, and coverage during the summer camp program.
- Actively support and promote the council's commitment to excellent customer service.
- Assist in ensuring all camp programs and activities comply with council policies and procedures, health and safety management systems, and all applicable federal, state, and local regulations (including ACA standards, GSUSA policies, and the New Jersey Youth Camp Act).
- Perform other duties as assigned.

#### **QUALIFICATIONS:**

- Willingness to register as a Girl Scout.
  - Working knowledge of the Girl Scout program, Safety Activity Checkpoints, ACA standards, Board of Health regulations, and New Jersey Youth Camp standards.
  - Ability to complete and maintain required professional development and training.
  - Minimum of two years of administrative or supervisory experience in an organized camp or equivalent setting.
  - Minimum age of 25 years (per ACA standards).
  - First Aid and CPR certification preferred.
  - Ability to work a flexible schedule, including nights and weekends as needed year-round, with consistent on-site presence during the summer day camp program.
  - Ability to lift, carry, and transport up to 35 pounds.

- Strong public speaking and presentation skills in community or professional settings.
- Experience working with youth of varying ages, primarily in outdoor environments.
- Openness to feedback and willingness to make ongoing programmatic improvements.
- Strong organizational skills with the ability to prioritize multiple tasks, manage time effectively, and proactively solve problems.
- Knowledge of outdoor program areas such as archery, ropes/challenge course facilitation, and waterfront activities preferred.
- Ability to learn and effectively use registration and communication software systems.
- Experience supervising and managing a diverse seasonal staff team.