

# **GSNNJ SITE MANAGER**

## **JOB DESCRIPTION**

### **Qualifications**

- Registered member of GSNNJ (must have current membership) including background check
- Problem solving and communication skills
- Detail oriented person
- Desire to work in a camp setting
- Ability to work well with others
- Certified in first aid and CPR (may be able to certify through the council)
- Valid drivers license
- Camping experience (if for troop camping)
- Knowledge of the camp

### **General Responsibility**

- Supervising and coordinating troop or group activities
- Keep bathrooms stocked and clean
- Keep site clean
- Enforce site procedures and maintain safety of all using the property
- Must be on site before troop/group arrives until they leave

### **Specific Responsibilities**

Provide information and assistance to registered troops/groups

- Check troops/groups in and assist groups in locating their sites
- Review any changes or important procedures with the troop/group leader
- Be available to monitor troops/groups by performing site checks (drive/walk around camp property to observe activities and answer questions)
- Be knowledgeable of council crisis management plan
- Check restricted areas to insure safe usage and that facilitators are present (boating, swimming, archery, challenge course)
- Set a time to open the trading post (troop camping and day use only, not for group use) if the trading post has been scheduled and you have been trained
- Enforce GSNNJ policies and procedures for property use
- Respond to emergency situations by providing first aid, directions to the hospital, or calling for police or fire
- Report accidents (or incidents) and complete reports (site manager, accident, incident, damage)
- Assist troops/groups with maintenance problems by providing supplies to site or contacting on call Ranger
- Be knowledgeable about property conditions and applicable Girl Scout Safety Wise Standards
- Find out what time each troop/group is leaving and check out their site before they leave (or as soon as possible thereafter)
- If at a camp with food service, serve as dining hall coordinator if needed.