



GIRL SCOUTS OF NORTHERN NEW JERSEY
Jockey Hollow Day Camp
1579 Sussex Turnpike
Randolph, NJ 07869
973-248-8200

JOCKEY HOLLOW CAMP STAFF JOB DESCRIPTIONS 2022

ADMINISTRATION

Assistant Camp Director: Assistant Camp Director will direct and supervise unit staff in providing quality program and creating a safe and fun environment. Will assist in the development and execution of pre-camp training, and will meet with the Camp Director along with cleaning and setting up the camp office prior to the start of camp. Will evaluate staff mid-summer and at the end of the summer. Will walk through camp daily to observe staff to ensure high standard for program activities, health and safety are being met. Applicant must be organized, enthusiastic, friendly, creative and be able to communicate with staff, parents, and campers.

Program Director: Create and implement program providing the development of progressive learning experiences for campers. Weekly program should incorporate badge work for all scout levels. Director needs to supervise program specialists, coordinate Friday Fest programs, special interest day activities and programs for overnights (if applicable). Maintain Rainy Day Activity Kits for Units. Applicant should have a positive, contagious work ethic, enthusiastic, be well organized and communicate well with campers and staff.

Health Supervisor: Responsible for providing medical treatment to campers and staff in cases of illness or accident and communicate with parents. Will supervise check in of campers and notify staff of any medical needs pertaining to their campers. Needs to keep and review medical records, call parents whose child is absent and camp wasn't notified, maintain and order medical equipment for entire camp and supervise sanitation & safety practices throughout camp. Applicant must be a licensed RN or LPN.

Assistant Health Supervisor: Assist Health Supervisor with providing medical treatment to campers and staff, checking in of campers on first day of camp, calling parents whose child is absent and camp was not notified, inventorying of medical supplies and other duties as assigned by the Health Supervisor. Applicant must be a licensed RN, LPN or EMT.

Business Manager: Responsible for all business aspects of the operation of camp, including finances and transportation. Will manage all monetary transactions and keep records and inventories. Will supervise bus monitors during morning and afternoon bus activities. Execute weekly bus evacuation drills. Must be well organized and competent in money management.

Pool Director: Coordinate all swimming activities at the pool, including lessons, training and supervising of pool staff and swim records. Maintain safe standards in swimming area at all times and administer routine lifeguard drills. Supervise care and maintenance of pool equipment. Coordinate and supervise swimming program for overnights and plan alternative activities for foul weather (if applicable). Must display enthusiasm and promote high staff and camper morale. In accordance with ACA standards, applicant must be at least 21 years of age and be certified as an ARC Lifeguard and WSI.

Communications/Marketing Manager: Responsible for helping us tell the stories of what happens at camp each day. Capture and edit high quality photos and create fun and engaging content for use in digital media channels including video and email. Looking for creativity to help identify the moments and experiences that will help highlight "a day in the life." This position will work in partnership with the communications department and will be asked to follow Girl Scout brand guidelines as directed by the GSNNJ communications team. Must own DSLR camera and equipment, video camera, laptop, editing software or other relevant equipment.

Camp Store Retail Manager: Operate the camp store, including selling, maintaining accurate accounting, monitoring inventory, ordering snacks, and packing overnight care packages (if applicable). Work with Camp Marketing Director to feature items on social media. Assist in office as needed.

Administrative Assistant: Support operation of the camp through various administrative tasks including ordering supplies, answering parent calls, and copying/distributing unit paperwork. Responsible for updating unit changes and adding late add-ons to paperwork. Will assist Program Director with program needs. Will assist in the kitchen during times of high demand.

ACTIVITY SPECIALISTS

Arts & Crafts: Create and implement creative arts and crafts activities and projects for the campers and supply ideas and activities for staff to administer in their units. Provide activities for overnights and special interest days (if applicable). Maintain and order arts & crafts supplies. Applicant should be innovative, creative, organized and enthusiastic.

Archery & Games: Teach archery skills to 2nd-9th grade campers. Create and implement creative group initiatives and other inspirational games for the campers. Supply ideas and activities for staff to administer in their units. Provide activities for overnights and special interest days (if applicable). Maintain and oversee archery and sports equipment. Must be certified as a Basic Archery Instructor. Applicant should be innovative, creative and enthusiastic.

Challenge Course: Create and implement group initiative and challenge course activities. Maintain safe conditions and check course equipment daily. Provide alternative activities for rainy days. Train counselors in basic safety procedures while facilitating at course site. Provide activities for overnights and special interest days (if applicable). Must be certified as a Challenge Course Facilitator. Applicant should be innovative, creative and enthusiastic.

Environmental Education: Create and implement creative nature and environmental activities. Supply ideas and activities for staff to administer in their units. Provide activities for overnights and special interest days (if applicable). Maintain and oversee nature equipment. Applicant should be innovative, creative and enthusiastic.

COUNSELORS

Unit Leader: Supervise and provide a variety of activities for a unit of 10-20 girls in a safe and healthy environment. Create a fun environment that promotes friendships, girl planning, camping skills and an appreciation for the out-of-doors. Provide activities for rainy days. Supervise counselors and counselors' in Training in the unit. Responsible for all paperwork for the unit. Applicants must be at least 18 yrs. old, have previous camp counseling experience, be innovative, creative, enthusiastic, and able to communicate well with other unit staff.

Unit Counselor: Assist unit leader in supervising and providing a variety of activities for the unit's campers. Ensure campers have fun, stay safe and develop appreciation for the out-of-doors. Assist with providing rainy day activities and serving as waterfront watcher (if applicable). Applicants must be at least 18 years of age and should be innovative, creative and enthusiastic.

Junior Counselor: Assist unit leader in supervising and providing a variety of activities for the unit's campers. Ensure campers have fun, stay safe and develop appreciation for the out-of-doors. Assist with providing rainy day activities. Perform duties as may be assigned by the Camp Director or the Unit Leader. Applicant must have completed Counselor in Training and Counselor in Training II and be at least 16 years of age.

OTHER STAFF

Lifeguard: Assist Pool Director in organizing and administering activities at the pool. Display patience and encouragement while teaching swimming lessons. Plan and execute alternative activities for foul weather and guard the pool during free swim. Monitor safe and healthy conditions at all times. Assist in pool maintenance. Keep swim lesson records. Must have current ARC Lifeguard certification (free certification provided). Applicant must be at least 17 years of age.

Seasonal Maintenance: Assists in maintaining facilities at camp, including moving supplies, maintaining equipment, collecting trash, cleaning facilities. Must use safe practices and be willing to learn new skills.

ADDITIONAL POSITIONS (to be combined with positions above)

Bus Counselor/Bus Counselor Substitute: Assist bus driver in supervising campers to assure safety and order at all times while traveling to and from camp. Duties include taking attendance, making sure campers disembark at proper drop off stops and checking camper's temperatures in the morning. Must instill bus safety rules and report any misbehavior to Business Manager. Assist in weekly evacuation drill. Bus monitor must be at least 18 yrs. old, be certified in First Aid and CPR, and commit to all seven weeks of camp.

After Care Staff: Supervise and care for campers after camp (until 6:00pm). Plan and implement program to include games, quiet activities, arts & crafts and snacks. Responsible for all supplies needed, and safety and well being of campers until picked up by parents. After Care staff must be at least 18 yrs. old and commit to all seven weeks of camp.

Counselor in Training Unit Leader: Create and submit to Outdoor Program Director a curriculum indicating skills being taught during first week of session and update and submit a manual for CIT/CIT II programs before the start of the camp season. Unit Leader will help CITs accomplish skills such as teaching camping skills and appreciation of the out-of-doors that are age appropriate, and teaching songs, games, and arts & crafts to all age level campers. Mentor and observe the CITs during the second week when they are assigned to units. Meet regularly with them to evaluate their progress. Distribute evaluation forms to Unit Leaders to complete and return to CIT Unit leader for CITs in their unit. Review evaluations with CITs. Applicant must be a veteran JHDC staff member.

INTERNSHIP POSITION

Public Health Intern: Coordinates the COVID-19 response at our Day Camp to ensure the safety and wellness of both campers and staff. Assists with check in process to ensure Covid procedures are being followed. Works with Camp Director to follow Communicable Disease Plan. Ensure PPE and cleaning supplies are ordered and fully stocked at all times. Applicant should have a positive, contagious work ethic, be well organized, patient, and be able to communicate well with campers, staff, and parents. Applicant must be enrolled in college in the Public Health or similar field. This is an unpaid, up to 10 week internship. Email Rachel Jaffe, rjaffe@gsnnj.org, your resume if interested in applying for this opportunity.