

# GIRL SCOUTS OF MIDDLE TENNESSEE

## SUMMER CAMP 2017 EMPLOYMENT OPPORTUNITIES

### Our Camps

**Camp Holloway** exemplifies the rich history of Girl Scouts of Middle Tennessee. Camp Holloway, located on 80 beautiful acres just 45 minutes north of Nashville, is named after Josephine Groves Holloway, the founder of the first African American Girl Scout troop in Nashville. Activities include rock climbing, rappelling, archery, hiking trails, low challenge, tree climbing, swing by choice, swimming, creek stumping and more! Sleeping units include cabins and platform tents. The lodge is a beautiful air-conditioned building where the majority of meals are served. Camp Holloway is host to day camp, traditional resident camp and travel programs over the summer.

**Camp Sycamore Hills** is located in Ashland City, TN and provides experiences for girls between 5 - 17 years of age. The camp spans over 742 acres of beautiful bluffs, woodlands, meadows, streams and rolling hills. Activities include horseback riding, canoeing, kayaking, archery, tree climbing, art, outdoor skills, swimming, high and low challenge course and a zip line. Living units are varied with screened cabins and indoor lodges.

### Save the Dates

- March 19** Open House - Camp Holloway and Camp Sycamore Hills
- May 8-12** Leadership Team (Kitchen Manager, Program Manager and Resource Counselor), Health Team, Site & Support Team
- May 15-19** Enrichment training (Program Counselors; aquatics, adventure, Lead Program Counselors, Business Specialist, Lead Unit Counselors)
- May 21-26** Enrichment training (Program Counselors, Equestrian Counselors)
- May 28-June 2** All staff report for training
- June 4** Camp starts - Camp Holloway and Camp Sycamore Hills
- July 1-5** Optional Staff Trip
- July 5** Staff arrive back at camp by 2 p.m.
- July 6-7** Me & Mine
- July 15** Camp Holloway Staff Gathering
- July 17-19** Camp Holloway Clean up week
- July 29** Camp Sycamore Hills Staff Gathering
- July 31-August 2** Camp Sycamore Hills Clean up week

**After your start date, you are expected to remain at camp.**



**Send completed application and three (3) reference forms to:**

Lauren Reichstein  
Camp Holloway Director  
campholloway@gsmdtn.org  
Phone: (615) 460-0212  
Fax: (615) 460-0259

or

Camp Sycamore Hills  
cdirector@gsmdtn.org  
phone: (615) 460-0239  
fax: (615) 460-0259

or

Girl Scouts of Middle Tennessee  
Attn: Camp Holloway  
or Camp Sycamore Hills  
4522 Granny White Pike  
Nashville, TN 37204

# Our Traditions

We are an organization built on a rich history. For more than 100 years we have been building girls of courage, confidence and character. We invite you to become a part of this history and give our girls the experiences that will shape them into the leaders of tomorrow. Everything we do reflects the promise we use to start each day.

## Questions to ask yourself before deciding to work at Girl Scout camp:

- Are you prepared to work six days a week with energy and enthusiasm to make sure your campers are having a good time, putting their needs ahead of your own?
- Are you willing to be a role model to campers and other staff every day for up to ten weeks?
- Do you truly enjoy camping and living in outdoor, hot, rainy and sweaty environment?
- Do you get along well with most children and adults from very different backgrounds than your own?
- Are you comfortable in the dark, around bugs, spiders, snakes and night sounds?

## Girl Scout Promise

On my honor, I will try:

To serve God, and my country,

To help people at all times,

And to live by the Girl Scout Law

## Benefits of working at Summer Camp

1. Make a difference in girls' lives
2. Serve others
3. Work in the beautiful outdoors
4. Receive quality training and certifications
5. Build a strong resume
6. Create new friendships that can last a lifetime
7. Get paid
8. Save money on summer housing and food

## College Credit and Internships

We are willing to host interns, work study and independent study students. We will complete the necessary paperwork and supervision requirements.

## Our Campers

Our campers are girls between the ages of 5-17. Many campers are in Girl Scout troops, although this is not a requirement for camp. Our campers come from TN and surrounding states.

## Time Off

Each staff member has two hours off Monday through Thursday in which they may leave camp property (except during staff training and closing week). Weekend time off (dependent on position) usually is Friday 7 p.m. until Sunday 12 p.m.

## Our Camps Offer

Girls can participate in activities such as hiking, creative arts, drama, dance, swimming, creek-stomping, low and high challenge courses and tree climbing. In addition, tubing, canoeing, kayaking and horseback riding are offered at Camp Sycamore Hills.



## Sleeping Units

Staff members (as well as campers) stay in a variety of living quarters including: cabins, screened cabins and platform tents. All staff members are on duty overnight and are expected to be attentive to their campers' needs. We expect all staff to be able to sleep in a tent, screened cabin or cabin.

## Policy on Tattoos and Body Piercings

Tattoos and body piercings (including facial piercings) must be covered at all times. We prefer you remove facial piercings and wear a clear stud.

## Trainings

Staff orientation is provided prior to campers' arrival and include the following and more:

- Homesickness
- Risk Management
- Behavior Management
- Camp Life
- Health & Wellness
- And more

## Enrichment Trainings

The following positions require training for that position: archery, canoeing, lifeguarding, challenge course and equestrian.

As a condition of employment, First Aid and CPR certifications are highly preferred. We provide the opportunity for this training for \$45 or you may obtain the certifications from a nationally recognized organization such as the American Red Cross or the American Heart Association. Proof of First Aid and CPR certifications is required. We do not accept online training for First Aid and CPR.



# Sample Schedule

(times and activities may vary)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
6:30	4:00-6:00 PM Check in	Rise & Shine	Rise Shine	Rise & Shine	Rise & Shine	Sleep In
7:00-7:45						
7:45		Flag	Flag	Flag	Flag	
8:15 - 9:30		Breakfast	Breakfast	Breakfast	Breakfast	PJ Breakfast + Closing Flag
10:00 - 11:30		Campers Choice	Archery / Take Aim	Campers Choice	Activity	Pack & Kapers Luggage
12:00 - 1:00		Campers Choice	Campers Choice	Pool	Pool	12:00 Lunch
1:30 - 2:30		Lunch	Lunch	Lunch	Lunch	1:00 All Camp Variety Show
3:00-4:00		Turtle Time	Turtle Time	Turtle Time	Turtle Time	3:30 Have a Safe Trip Home!!
4:30-5:30		Tree Climbing	Canoe	Archery / CC	High Challenge	Break 2:15-4:15
5:45-6:45		Tree Climbing	Canoe	Nature	High Challenge	
7:00	Flag	Flag	Flag	Flag	Cookout	
7:15-8:15	Sunday Picnic	Dinner/dish pit	Dinner / dish pit	Dinner / dish pit		
8:30-9:30	Opening Campfire	Unit Activity	Unit Activity	Sundae Dance Party	Campfire & Dreams	
9:30		Back to Units	Back to Units	Back to Units		
10:00	10:30	Lights	Out			

# CAMP STAFF POSITIONS

Positions are available at both Camp Sycamore Hills and Camp Holloway unless otherwise specified. Positions include housing and meals; most positions require you to live on-site. All staff must be able to direct camper behavior in positive ways and assist in emergency situations to keep the campers safe. All available positions require working in the outdoors, which includes regular exposure to weather conditions such as heat, humidity, rain and storms, as well as exposure to insects and wildlife. Staff members will be walking six to ten miles a day at a brisk pace and on uneven terrain and should be able to climb stairs and lift up to 20lbs. **Each staff member is considered a counselor with the main focus of their work being to engage with campers.**

*\*Salary range shown is weekly*

## Counseling Team

### Lead Unit Counselor

Responsible for campers and counselors in units and for managing behaviors, unit activities and staff supervision. Must have ability to supervise campers and staff members and organize and implement safe, fun and age-appropriate activities. One year of resident camp experience preferred.

Minimum age 21; Salary range: \$220-\$260

### Unit Counselor

Directly supervise a group of 6-16 campers in daily activities and foster a positive camp experience while creating a safe and welcoming environment for campers and staff. Responsible for managing camper behavior and assisting campers in maintaining their hygiene.

Minimum age 18; Salary range: \$220-\$260

## Site and Support Team

### Business Specialist

Manage camp checking and petty cash accounts, purchases and camp trading post. Submit purchase orders, invoices, and reconcile camp budget on a weekly basis. Experience in summer overnight camp and Girl Scouts is preferred. A valid driver's license is required. Must have a clean driving record.

Minimum age 21; Salary range \$220-\$350

### Facilities Counselor

Schedule requires you to work Wednesday - Monday. Responsible for Kapers, simple maintenance and cleaning program at camp. On-site living not required.

Minimum age 18; Salary range: \$220-\$260

### Support Counselor

Assist with unit daily activities and management of campers. Support 1-2 units with supervision of a group of 6-16 campers, deliver unit programming and serve as a relief counselor during breaks.

Minimum age 18; Salary range: \$220-\$260



# Health Team

## Health Officer

Administer all medications, communicate with parents, maintain health records and handle all medical concerns. Ability to evaluate medical needs. Nursing students or experienced health care professionals preferred. Applicants must have a valid driver's license and must be able to lift 50lbs. Current First Aid and CPR certifications required.

Minimum age 21; Salary range; \$250-\$500

## Program Counselors

All program counselors are responsible for delivering programs, engaging with campers and serving as camp support. Camp support includes, but is not limited to: facilities, all camps, cleaning and counseling.

### Program Counselor Adventure

Supervise and deliver high/low challenge courses, swing by choice, rappelling and tree climbing in a safe and positive manner. Experience as a participant or facilitator preferred. Assist with general unit programming and management. First Aid and CPR certification is required. Required course available during enrichment training.

Minimum age 18; Salary range \$220-\$240

### Program Counselor Aquatics

Provide a safe and fun aquatics program including, but not limited to, canoeing\*, kayaking\*, funoeing, swimming and tubing\*. Assist with general unit programming and management. Current lifeguard certification with First Aid and CPR is required. Training for small craft or swift water canoe is preferred. Required courses available during enrichment training. (\*Offered at Camp Sycamore Hills)

Minimum age 18; Salary range \$220-\$260

### Program Counselor Archery

Manage and implement a fun and safe archery program. Assist with general unit programming and management. Archery experience as a participant or facilitator preferred. Required course available during enrichment training.

Minimum age 18; Salary range \$220-\$240

### Program Counselor Arts

Responsible for implementing age appropriate arts and crafts programs with positive energy to build excitement in the arts. Assist with general unit programming and management. Applicant must be creative and organized.

Minimum age 18; Salary range: \$220-\$240

## Assistant Health Officer (Camp Sycamore Hills)

Work with the health care team to manage health records, correspond with parents and assist with medical care. Current First Aid and CPR certifications required.

Minimum age 21; Salary range: \$220-\$325

### Program Counselor Creative Arts (Theatre/Dance/Music)

Responsible for implementing age appropriate drama, music and dance programs with positive energy to build excitement in the arts. Assist with general unit responsibilities and management. Experience with theatre, dance and music is preferred. Current First Aid and CPR certificate is required.

Minimum age 18; Salary range: \$220-\$240

### Program Counselor Equestrian (Camp Sycamore Hills)

Develop and implement a quality horseback riding program including progressive English and Western styles that is safe, fun and appropriate for the campers' ages and abilities. Assist with general unit programming and management. Must be a confident horseback rider and have knowledge of safety around horses. Riding instructor experience and/or CHA certification preferred. First Aid and CPR certification is required.

Minimum age 18; Salary range \$220-\$260



## Program Counselor Media

Responsible for photography and documenting daily camp life using an online photo gallery. Develop media presentations for parents, staff and campers. Implement age-appropriate media programs as needed. Experience with digital photography, uploading, editing and posting photos is required.

Minimum age 18; Salary range: \$220-\$260

## Program Counselor Nature/Outdoor

Create and implement an outdoor/nature skills program to include outdoor cooking, hiking, tent pitching, knots, "Leave No Trace" and nature programming. Assist with general unit responsibilities and management. Experience in outdoor education preferred. Current First Aid and CPR certificate is required.

Minimum age 19; Salary range: \$220-\$240

## Lead Adventure Counselor (Camp Sycamore Hills)

Supervise all high/low challenge course, swing by choice, rappelling and tree climbing programs. Keep records, supervise adventure counselors and coordinate weekly schedules and staff. Assist with general unit programming and management. Minimum six months of supervision in these programs is required. Current First Aid and CPR certifications required. Level 1 certification is required; course available during enrichment training.

Minimum age 21; Salary range \$220-\$260

## Leadership Team

### Program Manager

Coordinate and supervise all program activities and provide support to program staff. Supervisory, administrative skills and experience with a wide variety of programs is necessary. Two years of summer camp employment is preferred. Applicants must have a valid driver's license and First Aid and CPR certification is required.

Minimum age 21; Salary range \$250-\$400

## Lead Aquatics Counselor (Camp Sycamore Hills)

Supervise aquatic programs such as pool activities, tubing\*, kayaking\* and canoeing\*. Assist with camp wide programming and management. Lifeguard experience and certification from a nationally recognized organization as well as supervisory experience are required. Required course available during enrichment training. (\*offered at Camp Sycamore Hills)

Minimum age: 21; Salary range: \$220-\$260

## Lead Equestrian Counselor (Camp Sycamore Hills)

Assist in the development, management and delivery of a quality horseback riding program that is safe, fun and appropriate for the campers' ages and abilities. Assist in the care and maintenance of the horses and related equipment. Help supervise equestrian counselors. Assist with general unit programming and management. Current First Aid and CPR certificate is required.

Minimum age 21; Salary range: \$220-\$325



### Resource Counselor

Work directly with lead and unit counselors to coordinate and supervise camper and staff needs. Serve as support and give direction including behavior management, homesickness and staff coaching. Supervisory experience, administrative skills and customer service experience are required. Two years of summer camp employment is preferred. Applicants must have a valid driver's license and a First Aid and a CPR certification are required.

Minimum age 21; Salary range \$250-\$400

# Kitchen Team

Prepare meals for large group of campers (approximately 300 diners at Camp Sycamore Hills and 110 diners at Camp Holloway) each week. Maintain a clean and sanitary kitchen environment.

## Cook

Kitchen experience and knowledge of food safety regulations preferred. Applicant must be able to lift 50 lbs. On site living not required.

Minimum age 18; Salary range \$250-\$300

## Kitchen Manager

Supervise kitchen staff and meal preparation for large group of campers each week. Duties include planning menus, ordering food and supplies, preparing and serving food and scheduling and supervising kitchen staff and needs. Ensure that kitchen exceeds passing scores on Health Department site visits and enforce food safety regulations. Food management experience and food service training preferred. Applicant must be able to lift 50 lbs. On site living not required. Current First Aid and CPR certificate is required.

Minimum age 21; Salary range \$300-\$500

## Kitchen Staff

Assist with food preparation and service, dish washing and general kitchen duties. Must be able to lift 50lbs. No experience required. On site living not required.

Minimum age 16; Salary range \$220-\$250

