



# Camp Menzies Seasonal Staff Positions

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | [www.girlscoutshcc.org](http://www.girlscoutshcc.org)

We also have short-term positions available; please see our web site [www.girlscoutshcc.org](http://www.girlscoutshcc.org) for a listing of those positions.

Position	Min. Age	Salary Range	Job Qualifications	Job Responsibilities
Assistant Camp Director 2 positions	21	\$60-75/day	Supervisory and camp experience required. Knowledge of Girl Scout programs desired. Valid driver's license and clean driving record.	Oversee development and implementation of unit programs, camp events and assigned specialty areas. Assist in training and supervision of staff. Assist with overall camp administration. Driver on out-of-camp trips.
Business and Day Trip Coordinator	21	\$50-60/day	Be organized, detail oriented and familiar with Excel. Possess California/equivalent Class B driver's license, or willingness to obtain.	Maintain financial & business records. Assists in daily operations of camp. Organize and transport girls on out-of-camp day trips. Light clerical.
Administrative Assistant 2 positions	21	\$50-\$55/day	Basic computer and clerical skills. Comfortable with digital photography and photo editing. At least 1 year of prior camp experience. Valid driver's license and clean driving record, Class B preferred.	Keep camp website photos and news updated. Assist with camp administration and development of camp events. Drives on out-of-camp trips.
Health Care Manager	21	\$75-90/day	State license or registered as a M.D., P.A., R.N., L.V.N. or E.M.T. Current First Aid training and CPR.	Works in conjunction with local physician. Perform First Aid and nursing duties. Supervises health & safety of camp. Maintains health center.
Travel Adventure Leader 2 positions	21	\$49-52/day	Possess outdoor skills and camping experience. Valid driver's license and clean driving record, Class B preferred.	Manage the planning and implementation of the camp travel programs.
Program Leader 8 Positions	21	\$48-51/day	Experience with children in groups. Supervisory experience preferred. Valid driver's license and clean driving record, preferred.	Supervises 2-4 unit staff. Teach and guide campers in program activities and group living.
Assistant Program Leader 18 Positions	18*	\$46-48/day	Experience in camping and/or group leadership.	Teach and guide girls in program activities and group living.
Leadership Program Leader 2 positions	21	\$50-53/day	Previous camp experience with skills in activity programming, teen communication, camp craft, and supervision.	Develop and implement leadership programs for teens.
Waterfront Director	21	\$50-55/day	Supervisory, waterfront and canoeing experience. Current lifeguard, First Aid & CPR certification. Previous camp experience desired.	Oversee and administer waterfront activities. Assist in the training and supervision of staff. Assist with camp administration.
Horseback Riding Assistants	16**	\$46-48/day	Documented experience working with horses. Able to pass a basic skills test.	Assist in the implementation of the horseback riding program and care of the horses.

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Waterfront Assistant 3 Positions	18*	\$48-51/day	Current lifeguard, First Aid and CPR certification. Canoeing experience helpful.	Assist with lifeguarding.
Activity Specialists 3 Separate Positions - Archery - Science & Nature - Arts & Crafts	19	\$48-51/day	Knowledge and experience related to the specific program area.	Responsible for planning and implementation of specialized program area. Aids in unit and all camp events. Organize and maintain supplies & equipment.
Kitchen Manager	21	\$75-80/day	Experience with quantity menu planning and preparation. Nutritional knowledge. Certification in food handling. Supervisory experience. Knowledge of health dept. standards.	Plan and prepare healthy meals for campers and staff. Supervise and manage kitchen/custodial staff. Maintain a clean kitchen and camp environment.
Assistant Cook	21	\$61-63/day	Experience with quantity cooking. Supervisory experience desired.	Assist Kitchen Manager in all aspects of kitchen management. Maintain a clean kitchen environment.
Kitchen/Custodial Assistants 6 Positions	16**	\$43-45/day	Experience in kitchen and cleaning.	Wash dishes, pots & pans. Assist with meal preparation and serving. Help maintain clean kitchen and camp environment.
Maintenance Manager	25	\$75-80/day	Proficiency in the safe and proper use of power equipment and tools, building materials and light and heavy duty machinery. Knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical, sewage systems and grounds keeping. Valid Driver's License.	Responsible for the maintenance and repair of the camp's buildings, grounds and equipment. Supervises one maintenance assistant.
Maintenance Support	21	\$53-55/day	Valid driver's license. Carpentry, plumbing, & electrical aptitude. Willingness to take direction.	Under the direction of the Maintenance Manager, performs all duties related to camp operations.

*\*Must be 18 and/or a high school graduate.*

*\*\*If under 18, a work permit is required unless you are a high school graduate. (All employees must turn 16 on or before their starting date).*

**International staff salaries are calculated differently; please contact the camp director for more information.**