



## **Adventure and professional work experience?**

Only at a Summer Camp job!

Spend your summer in the beautiful mountains of New Mexico. Ride horses, canoe, camp under the stars, or dye your socks and get paid doing it! Or keep your cool at Day Camp where campers will explore through play and other hands-on experiences! Obtain real world professional skills and have the summer of your life empowering the next generation.

Check out opportunities for College students, recent graduates, young adults, educators, health and outdoor professionals, and Girl Scout enthusiasts! We hire for a range of positions from kitchen help, lifeguards, day camp or overnight camp counselors, wranglers (horse staff), unit counselors, administrative team members, health supervisors, and more! Girl Scouts of New Mexico Trails (GSNMT) owns and operates three (3) camp properties.



### **Our Overnight Camps**

Both Rancho and Barker enjoy warm to hot days (70 – 90 degrees) and cool to cold nights and mornings (40-50 degrees) throughout the summer with occasional afternoon and overnight thunderstorms during monsoon season. Laundry for staff is available at both locations. Weekend camps are a 3-day session (Friday – Sunday), Overnight camps are a 5-day session (Sunday – Friday).

#### **Rancho del Chaparral (Jemez Mountains, NM)**

Located in the Santa Fe National Forest in the Jemez Mountain range between Jemez Pueblo and Cuba, NM. Rancho is a traditional, rustic camp, with 1200 acres and several outposts for overnight camping. As well as trails for horseback riding trips, a stream for “river” stomping and science exploration, and multiple fields for outdoor games. Check out the **camper program book** for more details on specific week themes and programs!

#### **Elliott Barker (Angel Fire, NM)**

Located near the town of Angel Fire. Barker hosts our pond, high and low ropes course, gaga ball pit, 550 acres for camping and hiking, and is near Carson National Forest and Eagle Nest Lake for off-site explorations! Check out the **camper program book** for more details on specific week themes and programs!

### **Our Day Camps**

Both our Barker and Albuquerque day camp locations will offer campers the chance to experience sports and games, arts and crafts, science experiments, camp songs, outdoor skills, and more!

Day Camp runs Monday – Friday.

#### **ABQ Day Camp (Albuquerque, NM)**

Based out of the Albuquerque Council Offices, our Day Camp experience exposes campers in kindergarten through 5th grade to the camp experience. Whether they're seasoned summer camp attendees or first timers this day camp experience offers several programs to explore throughout the summer.

#### **Elliott Barker (Angel Fire, NM)**

Based out of our Elliott Barker Camp location just outside of Angel Fire, NM. Our Barker Day Camp experience exposes campers in kindergarten through 5th grade to the camp experience. Whether they're seasoned summer camp attendees or first timers this day camp experience offers several programs to explore camp this summer.

**Positions Available for Summer 2024**

See more below this chart for job descriptions and minimum requirements.

	<i>Position</i>	<i>Min Age</i>	<i>Days Per Week</i>	<i>Type of Position</i>	<i>Daily Pay</i>
<b>Overnight Camp Positions (Jemez Mountains &amp; Angel Fire, NM)</b>	Program Director	25	6	contract	starting \$132.00
	Equine Director	25	6	contract	starting \$132.00
	Health Director	25	6	contract	starting \$132.00
	Business Manager	21	6	contract	starting \$128.00
	Arts Specialist	21	6	contract	starting \$128.00
	Adventure Specialist	21	6	contract	starting \$128.00
	Leadership Coordinator	18	6	contract	starting \$120.00
	Program Specialist - Wrangler	18	6	contract	starting \$120.00
	Overnight Unit Counselor	18	6	contract	starting \$120.00
	Kitchen Assistant	18	6	contract	starting \$104.00

All of the Overnight Camp positions listed above will work 5 weeks at Elliott Barker and 4 weeks at Rancho Del Chaparral, with one week to move in the middle of the season.

	<i>Position</i>	<i>Min Age</i>	<i>Type of Position</i>	<i>Daily Pay</i>
<b>Positions Specific to Elliott Barker (Angel Fire, NM)</b>	Waterfront Coordinator	21	contract	starting \$128.00
	Lifeguard	18	contract	starting \$104.00
	Day Camp Counselor	18	Seasonal, Hourly, up to 40 hours/week	

The positions listed above are specific to Elliott Barker and will work a 5 week contract. Day Camp Counselors will work M-F 8am-5pm.

	<i>Position</i>	<i>Min Age</i>	<i>Type of Position</i>	<i>Hourly Pay</i>
<b>ABQ Day Camp Positions (Albuquerque, NM)</b>	Day Camp Coordinator	21	Seasonal, Hourly, up to 40 hours/week	\$16.25/hr starting pay
	Day Camp Counselor	18	Seasonal, Hourly, up to 25 hours/week	\$14.50/hr starting pay

Weekly Schedule for Campers is M T W R F 8:30 am – 4:45 pm. Staff will arrive at least 10 minutes before their shift and leave after daily cleaning is done. Counselors will work overlapping shifts of 5 hours between 7am-6pm.

- Work dates and staff pay are subject to change at any time before hiring is complete. Changes will be communicated to you in a timely manner.



## Camp Staff Work Dates

Staff training requirements will differ based on position. Some training will need to be completed prior to the listed start date.

### Overnight Camps

- Work Dates: May 26-July 31
- First Camp (Barker)
  - June 2- June 30
- Second Camp (Rancho)
  - July 5- July 31
- Staff Training
  - Admin: May 23 & 24
    - @Council in Albuquerque
  - All Staff: May 26 – June 1
    - @Barker
  - All Staff: July 3 & 4
    - @Rancho

### Barker Specific Positions

- Work Dates: May 26- June 30
- Staff Training
  - All Staff: May 26- June 1
    - @ Barker

### Albuquerque Day Camp

- Work Dates: June 5– July 19
- Staff Training
  - Admin/Coordinator: June 4-7
  - All Staff: June 5-7
    - @ Council in Albuquerque
- Camp
  - June 10-July 19
    - @ Council in Albuquerque



## 2024 Position Summaries

### Day Camp Coordinator (Admin Staff)

**(ABQ Day Camp Only)**

Minimum Requirements: At least 21 years of age, 2+ years supervision of adult staff, 2+ years working with youth.

Description: The Day Camp Coordinator serves to further the mission of camp by preparing and monitoring all day camp activities to ensure that they meet the mission and outcomes of camp. They will oversee and assist in general programming, in direct partnership with the Camp Director. They will maintain, facilitate, and delegate all aspects of the day camp program including such things as: organization, implementation, and maintenance of day camp program and records, camper and staff development, and maintaining good relationships with caregivers and other Girl Scout of New Mexico Trails staff and camp volunteers.

### Program Director (Admin Staff)

**(Rancho del Chaparral and Elliott Barker)**

Minimum Requirements: At least 25 of age, 2+ years supervisory experience and program development, 2+ years of working with youth.

Description: The Program Director serves to further the mission of camp by monitoring all camp activities to ensure that they meet the mission and outcomes of camp; particularly in the areas of camp wide programming (All Camp games, pack outs, etc). The Program Director oversees the Unit Counselors. They will assist the rest of the Administrative Team in all aspects of the summer camp program including such things as: organization, implementation, and maintenance of summer camp program, camper and staff development, and maintaining good relationships with families.

## **Equestrian Director (Admin Staff)**

***(Rancho del Chaparral and Elliott Barker)***

Minimum Requirements: At least 25 of age, 2+ years supervisory experience, 8+ years horseback riding and 2+ years of stable or horse/herd management experience

Description: The Equine Director serves to further the mission of the camp through the planning and delivery of a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. Provide management to the physical operation of the horseback riding facilities and equipment. The Equine Director supervises a team of 3-6 individual staff members aged 18+.

## **Health Director (Admin Staff)**

***(Rancho del Chaparral and Elliott Barker)***

Minimum Requirements: At least 25 years of age, DR, PA, NP, RN, LPN/LVN, and/or EMT (B or P), must hold a current license in New Mexico or compact state

Description: The Health Director is responsible for overseeing the physical, emotional, and mental health and safety of all campers and staff. This includes, but is not limited to: distribution of daily medications, documenting and monitoring food consumption is safe and within dietary restrictions due to sensitivities or allergies, inventory and re-stock of small and large first aid kits, response to emergency calls, and per session inspections of living units.

## **Business Manager**

***(Rancho del Chaparral and Elliott Barker)***

Minimum Requirements: At least 21 years of age, Experience with Microsoft products (outlook, word, excel), printer/copiers, retail sales experience, great customer service and conflict management skills, ability to work proactively and independently, good time management, and some experience with scheduling preferred.

Description: The Office Manager is responsible for receiving and organizing check in and check out paperwork, to disseminating correct information to camp staff from council or the registration software; organizing individual camper's paperwork as needed; running trading post, balancing receipts, and the cash box; utilizing software to process registration information; receiving, scanning, and delivery of surveys between camp and council; and general back up support for the Administrative staff ("Admin") and camp team. The Office Manager will assist in general camp programming, covering breaks, leading lessons or activities, or assisting in the dining hall.

## **Adventure Specialist**

***(Rancho del Chaparral and Elliott Barker)***

Minimum Requirements: At least 21 years of age, 2+ year experience working on an industry certified high ropes course, 1+ year supervising or teaching archery, High Ropes and Archery Certification.

Description: The Adventure Specialist is responsible for creating and running educational, fun, and safe curriculum relating to adventure programming (ropes course, archery, hikes, etc). The Adventure Specialists will provide training, guidance, and specific curriculum for each program session throughout the summer season to both campers and staff. The Adventure Specialist is not the main supervision for campers; although they may be asked to cover for a counselor when necessary.

## **Arts Specialist**

***(Rancho del Chaparral and Elliott Barker)***

Minimum Requirements: At least 21 years of age, 1+ years teaching experience and experience working with different kinds of arts

Description: The Arts Specialist is responsible for creating and running educational, fun, and safe curriculum in the Art Center. The Arts Specialist provides training, guidance, and specific curriculum for each program session throughout the summer season. They are also in charge of the organization and cleanliness of their main

program area. They may be asked to cover breaks (in their program areas) as needed by the staff team; this will be determined during weekly scheduling.

### **Waterfront Coordinator (Supervisory Staff)**

***(Elliott Barker Only)***

Minimum Requirements: At least 21 years of age, Swim instructor, boating, or watercraft certification (or equivalent experience); 1+ years supervisory experience.

Description: The Waterfront Coordinator is responsible for coordination and supervision of a comprehensive, educational, safe, and fun aquatics program. They oversee all aspects of the waterfront program including training, facilitation (primary or delegated) of the program, and maintenance of equipment. The Waterfront Coordinator oversees the Program Specialist-Lifeguard(s) and Camp Counselor(s) during waterfront activities.

### **Wrangler (Riding/Barn Staff)**

***(Rancho del Chaparral and Elliott Barker)***

Minimum Requirements: At least 18 years of age, 5+ years continuous horseback riding and stable or herd management experience.

Description: The Wrangler position will further the mission of the camp through the delivery of a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. Provide management to the physical operation of the horseback riding facilities and equipment including feeding, grooming, and general care for horses and burros. Wranglers are the primary program facilitators and caregivers for each camper when at the barn, and are responsible for facilitating activities and guiding campers in horse programming.

### **Overnight Unit Counselor**

***(Rancho del Chaparral and Elliott Barker)***

Minimum Requirements: At least 18 years of age, open minded, willing to learn, dedicated to teaching and empowering youth, and adaptable.

Description: Overnight Unit counselors are the primary program facilitators and caregivers for each camper. The counselor is responsible for the planning and facilitating of activities and guiding campers in their personal growth and daily living skills.

### **Leadership Coordinator**

***(Rancho del Chaparral and Elliott Barker)***

Minimum Requirements: At least 18 years of age, 1+ year supervisory experience, 1+ year experience facilitating team building

Description: The Leadership Coordinator serves to further the mission of camp by monitoring the Leadership Programs offered at camp. The Leadership Coordinator will oversee and lead the programs for the leadership campers (OPAs, ITs, WITs, SITs). They will help the leadership campers learn what it is like to work at camp, and show them the ropes of life as camp staff, while still ensuring leadership campers get to have fun being campers themselves. They will assist the rest of the Administrative Team in documenting the leadership campers' work ethic, attitude, willingness to learn, and ability to be a team player, as well as completing end of year recommendation reports for each leadership camper.

### **Lifeguard**

***(Elliott Barker Only)***

Minimum Requirements: At least 18 years of age, Red Cross, YMCA, or equivalent lifeguard certification.

Description: Lifeguards are responsible for the safety of campers and staff during all waterfront and aquatics activities. They will assist the Waterfront Coordinator as needed in the creation and implementation of programming.

## Day Camp Counselor

**(ABQ Day Camp and Elliott Barker)**

Minimum Requirements: At least 18 years of age, open minded, willing to learn, dedicated to teaching and empowering youth, and adaptable.

Description: Day Camp counselors are the primary program facilitators and caregivers for each camper. The counselor is responsible for the facilitating of activities and guiding campers in their personal growth and daily living skills.

## Kitchen Assistant

**(Rancho del Chaparral and Elliott Barker)**

Minimum Requirements: At least 18 years of age, food handling certification per state Environmental Department

Description: To assist the food service team (cooks and assistant cooks) in preparing and serving nutritious meals, maintaining the cleanliness and sanitation of the kitchen and dishwashing area, cleaning up and washing/sanitizing all dishes after each meal, "packing out" for trip and cook-out experiences, managing stock and ensuring the highest quality food service experience. Additional duties (helping in unit or program area activities, office tasks, etc) will be assigned based on discussion and mutual decision with the Camp Director and administrative team.

**Lifeguards (Red Cross or equivalent) and Kitchen Assistants (NM Food Handlers Certification) must come to camp with their own certifications. All staff will have the opportunity to receive Wilderness First Aid certification and/or Red Cross First Aid/CPR training prior to starting.**



**Apply online today!**

**Application**

<https://www.jotform.com/form/233234200031131>



**Website**

<https://www.nmgirlscouts.org/en/members/for-girl-scouts/camp-and-outdoors/summer-camp.html>



**Meg "McGee" Simpson- Parrott**  
Director of Outdoor Program & Property

Email: [mparrott@nmgirlscouts.org](mailto:mparrott@nmgirlscouts.org)  
Call: (505) 343-1040

**Chelsea "Coach" Wain**  
Camp Director

Email: [cwain@nmgirlscouts.org](mailto:cwain@nmgirlscouts.org)  
Call: (505) 343-1040