



Application



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Join Us for the Summer of a Lifetime with Girl Scouts of New Mexico Trails!

Are you a high school senior, recent graduate, young adult, educator, or outdoor enthusiast looking for an unforgettable summer job? Look no further! Girl Scouts of New Mexico Trails (GSNMT) is hiring passionate and enthusiastic individuals to join our summer camp team at three incredible camp properties: **Rancho del Chaparral**, **Elliott Barker**, and **Metro Day Camp** in Albuquerque, Clovis and Santa Fe.

Whether you're passionate about outdoor adventures, working with kids, or gaining real-world professional experience, we have the perfect opportunity for you! Join us this summer and help inspire the next generation of Girl Scouts while working in some of New Mexico's most beautiful outdoor settings.

Apply today and be part of a fun, rewarding summer that you'll never forget!

Metro Day Camp

Day Camp Supervisor (Admin Staff)

Minimum Age: 21 with a valid drivers license

As the **Day Camp Supervisor**, you'll be responsible for overseeing the smooth operation of the Metro Day Camp program in Albuquerque, Clovis and Santa Fe. Responsibilities include scheduling, staff leadership, and ensuring a safe and engaging experience for campers. You will supervise Day Camp Counselors, Program Aides, and volunteers, assist in planning and facilitating daily activities, ensure cleanliness and sanitation, and maintain adherence to Safety Activity Checkpoints. You will also need to keep neat and organized records, follow camp procedures, and stay calm in emergency situations while ensuring the safety and well-being of all campers. If you're organized, enjoy working outdoors, and have a passion for empowering young girls, this is a great opportunity to grow professionally while making a lasting impact on campers' lives.

Dates: May 26, 2025 – July 25, 2025 (with days off)

Day Camp Counselor

Minimum Age: 18

Day Camp Counselors are responsible for providing direct care and facilitating engaging programs for campers in grades Kindergarten through 6th grade. This role involves creating a fun and safe environment where campers can explore, learn, and grow through various activities. It's a fantastic opportunity for individuals interested in childcare, education, psychology, outdoor recreation, or program development.

Dates: June 5, 2025 – July 25, 2025 (with days off)

Overnight Camp

Assistant Camp Manager (Admin Staff)

Minimum Age: 25 with a valid drivers license

As the **Assistant Camp Manager**, you will be responsible for the overall organization, implementation, and success of the summer camp program, ensuring daily camp activities run smoothly and meet high standards. This includes overseeing camper and staff development, fostering positive relationships with parents, and ensuring a fun, safe, and enriching experience for all. You will manage logistics, business operations, and provide administrative support, including overseeing the Trading Post, personnel record-keeping, customer service, financial records, and transportation coordination. You will also be in charge of creating, managing, and distributing all electronic communications, including rosters, parent emails, updating camper notes and profiles, and preparing paperwork for Check-In/Out. In addition, you will handle print communications, such as camper mail, counselor packets, pack-out forms, and financial paperwork (organizing receipts, filling out budget requests, etc.). This position requires strong leadership, organizational skills, and the ability to manage both camp programming and operational logistics. A knowledge of the Girl Scout program is preferred, and a passion for working with youth, team management, and outdoor education is essential.

Program Director (Admin Staff)

Minimum Age: 25 with a drivers license

The **Program Director** is responsible for developing, coordinating, and implementing camp-wide programming to provide a fun, safe, and educational experience for campers. In collaboration with the Administrative Team, the Program Director supports Unit Leaders, Counselors, and Program Specialists with scheduling, logistics, and activity facilitation. Additional responsibilities include conducting staff reviews, resolving conflicts, covering breaks, running rainy day programs, managing logistics, and communicating with parents about camper behavior as needed. The Program Director must possess strong leadership, communication, and organizational skills, along with a passion for working with youth in an outdoor environment.

Health Director (Admin Staff)

Minimum Age: 25 with a valid drivers license and certification (RN, MD, AEMT, paramedic)

The **Health Director** is responsible for overseeing the physical, emotional, and mental health and safety of both campers and staff, including health and safety in the kitchen. This includes managing sick campers, administering daily and as-needed medications, keeping the health center organized, providing emergency first aid, and performing regular checks of living units for cleanliness and safety. The Health Director will also monitor food allergies and ensure proper protocols are followed in the kitchen to prevent allergic reactions. In addition, they support staff during high-stress situations, collaborate with the administrative team on staff and camper behavior, complete required health paperwork, and assist in daily programming as needed.

Equestrian Director (Admin Staff)

Minimum Age: 25 (drivers license preferred)

The **Equestrian Director** is responsible for planning and delivering a comprehensive horseback riding and burro care program that is safe, fun, and appropriate for the campers' ages and abilities, in line with GSUSA safety standards. This position requires significant experience in Western riding, burro care, and supervisory experience in organized camps or youth riding programs. The role includes managing a herd of 10–12 horses and several burros, overseeing their daily care, feeding, and health, keeping detailed records of equipment, animals, and staff, and creating weekly schedules that meet camp standards. The Equestrian Director will supervise the barn and the leased herd of horses and burros, working closely with the Outdoor Program Camp Manager to schedule farrier and vet services, and manage the ordering of feed. Additionally, collaborate with the rest of the camp team on staff reviews, conflict resolution, and other camp duties as needed, such as covering breaks for counselors or organizing rainy day programming. Knowledge of the Girl Scout program is desired, and promote high standards, serve as a role model, and participate enthusiastically in camp activities and leadership.

Adventure Specialist

Minimum Age: 21 (drivers license preferred)

The **Adventure Specialist** is responsible for overseeing and coordinating a variety of adventure-based activities to provide a safe, fun, and educational experience for campers. This role includes managing the low ropes course/team building program, where the specialist facilitates activities that encourage teamwork, personal growth, and leadership skills. They also lead canoeing sessions, archery activities, and backpacking trips, ensuring that all activities are age-appropriate, safe, and in alignment with Girl Scout programming. In addition, the Adventure Specialist is responsible for coordinating and leading hatchet throwing activities, maintaining equipment, and ensuring safety standards are met for all adventure programs. The position also involves planning and supervising overnight camping adventures, managing equipment, and following GSUSA safety rules and protocols for risk management. As a role model to campers and staff, the Adventure Specialist actively participates in all camp activities, promotes positive behavior, and fosters a supportive and safe environment for everyone involved.

Art Specialist

Minimum Age: 18

The **Art Specialist** is responsible for developing and delivering an arts program (crafts, arts, theater, music, etc.) that is safe, fun, and appropriate for the campers' ages and abilities, while aligning with program promises. This role involves planning, teaching, and coordinating activities that guide campers in their personal growth and skill development. This includes managing the art center, overseeing equipment and supplies, ensuring a well-stocked and organized space, as well as preparing and maintaining rainy day activity boxes for indoor programming. Knowledge of the Girl Scout program is desired, and the Art Specialist is expected to promote high standards in all aspects of the camp program. In addition to leading art activities, the Art Specialist may be assigned to a unit for coverage, supervision, and additional support of Unit Counselors as needed, participating enthusiastically in all camp activities and other duties as assigned.

Outdoor Specialist

Minimum Age: 18 (drivers license preferred)

The **Outdoor Specialist** is responsible for developing and delivering outdoor skills education that is safe, fun, and appropriate for campers' ages and abilities. They will lead activities such as campfire safety, propane stove use, backpacking, knife skills, whittling, basic knots, orienteering, campsite selection, tent camping, hiking, nature lessons, river exploration, and night hikes. All lessons must align with Girl Scout Safety Activity Checkpoints.

Wrangler

Minimum Age: 18

Working in our riding stables, **Wranglers** are responsible for delivering a safe, fun, and age-appropriate horseback riding program for campers. In addition to facilitating riding lessons, they care for both horses and burros, ensuring their well-being, proper grooming, feeding, and tack maintenance. Wranglers must be proficient in catching, grooming, tacking (using Western tack), mounting, and riding at a minimum walk and trot, as well as handling burros safely. Wranglers serve as role models to campers, promoting high standards of behavior, appearance, and conduct. Knowledge of the Girl Scout program is desired.

Unit Leader

Minimum Age: 21 (valid drivers license preferred)

Unit Leaders are responsible for overseeing the direction, supervision, and organization of campers in their living unit (via Unit Counselors) and throughout camp activities to ensure the intended camper outcomes are met. Unit Leaders directly supervise 2-4 Unit Counselors, assist in program planning, and provide general supervision. They are expected to promote high standards in all aspects of the camp program and serve as a role model to campers and staff through their actions, appearance, manners, and general conduct. Experience in group leadership, youth development, and program development is essential. Knowledge of the Girl Scout program is desired.

Unit Counselor

Minimum Age: 18

Unit Counselors are the primary caregivers for campers. They assist Unit Leaders in planning and coordinating the campers' schedules based on the Camp Program Book. Counselors are responsible for teaching activities, guiding campers in personal growth, and supporting the development of daily living skills (personal hygiene, interpersonal skills, etc.). They also assist in the direction, supervision, and organization of campers in their living unit and throughout the camp to ensure positive camper outcomes.

Kitchen Assistant

Minimum Age: 18 (Must get Food Handlers card through the State of NM)

Kitchen Assistants support all aspects of food service, including food preparation, dishwashing, cleaning, and packing out for trips and cookouts. They help manage stock and ensure high-quality food service experience. Kitchen Assistants may also assist with program activities as needed and participate enthusiastically in all camp activities.

Additional Job Details

Admin Staff work dates - May 26, 2025 - July 30, 2025 (with days off)

All other staff - May 26, 2025 - July 30, 2025 (with days off)

Basic Camp Job Requirements:

1. Experience:

- Previous experience working with youth in a camp, school, or volunteer setting preferred.
- Experience in the specific role (e.g., arts and crafts, outdoor skills, etc.) is a plus.

2. Certifications:

- **Required:** CPR and First Aid certification (or willingness to obtain prior to camp start).
- **Preferred:** Archery, Wilderness First Aid, Food Handlers or any other relevant certifications specific to the role.

3. Attributes:

- Passion for working with children and creating a positive, inclusive camp experience.
- Enthusiasm for camp activities and the outdoors. (Willingness to be silly))
- Ability to remain calm and composed in emergency situations.
- Patience, flexibility, and the ability to problem-solve in a fast-paced environment.
- Willingness to follow camp policies, including behavior management and safety protocols.

4. Physical Requirements:

- Ability to work outdoors in all weather conditions.
- Ability to lift up to 30 pounds (e.g., camp gear, equipment, supplies).
- Comfortable with physically demanding activities
- Ability to live in very rustic conditions (cots, tents, open air shelters, latrines, etc.).

5. Other:

- Must pass a background check.
- Ability to commit to the entire duration of the camp season.
- Flexibility to assist in different areas of camp as needed.