Program Director
Position Description

Reports to: Resident Camp Director
Position Status: Full-time, Temporary
FLSA Status: Exempt
Revision Date: November 2019

Job Summary
The Program Director has the primary responsibilities of directing, delegating and supervising program activities. The Program Director assures mission compliance with physical, emotional and program needs of participants. The Program Director establishes and maintains a safe community in which girls can feel comfortable to try new things and implements programs that allow them to lead and participate in progressively challenging activities. The Program Director acts as program leader and instructor, ensuring that staff and campers have a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention. This position assists with ongoing staff development; promotes Girl Scouting in the community; and maintains a positive parent, public, and community relations.

Essential Duties and Responsibilities
- Plan and implements activities which will provide age and ability appropriate progressive learning experiences for the campers
- Schedules and coordinates the camper’s daily program activities including off-site trips
- Trains and coordinates the Counselor-In-Training (CIT) leadership program, and the Program Aide training
- Sets up program areas and responsibilities during staff training
- Provides training to staff and monitors proper use of outdoor equipment
- Coordinates orders for camp program equipment and supplies, ensuring timely arrival of materials so that supply inventories are maintained at a level that doesn’t interrupt programming
- Ensures safety of all campers and staff
- Assists with ongoing staff development
- Fills in as a Unit Counselor as needed
- Transports campers to and from off-site programs
- Helps with dining hall cleanup, dishes, outdoor cookouts, and oversight of camper nutrition
- Other duties as assigned
Supervisory Duties
This position directly supervises Counselors-in-Training and Camp Counselors, and in the absence of the Camp Director and Assistant Camp Director, supervises camp staff, carrying out supervisory responsibilities in accordance with GSMW’s policies and applicable laws. Responsibilities include assisting with recruiting, selecting, orienting, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems, maintaining a safe, secure, and legal work environment; and developing personal growth opportunities.

Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.

Experience/Education
- High School diploma or the equivalent; one year camp program related experience and/or training or the equivalent combination of education and experience
- Experience in arts and crafts, nature
- Experience working with youth preferred
- Minimum of 20 years of age preferred

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adult membership in Girl Scout organization
- Believe in the purpose and value of Girl Scouting
- Able to model behavior consistent with Girl Scout Mission, Promise, and Law and apply these principles
- Take pleasure in camping and living in a rustic outdoor setting and a camp community environment
- Organizational, planning and teaching skills
- Maintain positive parent, public, and community relations.
- Able to work well, individually and in groups, with people of diverse knowledge and experience, and to enlist their cooperative effort
- Possess integrity, sound judgment, enthusiasm, patience, and self-control, and endurance to maintain awareness of the members in the camp community
- Able to act wisely and assist campers and other staff in an emergency (fire, evacuation, illness, injury)
- Possess strong leadership skills
- Possess honesty, integrity and trust
- Able to supervise staff and campers
- Possess basic first aid and CPR certification
- Possess valid driver’s license and vehicle insurance
WORKING CONDITIONS

Physical Demands
- Frequent sitting, standing and walking
- Use of fingers, hands and arms
- Reaching, bending, stooping
- Close, distance and peripheral vision
- Able to climb, crouch and walk on uneven terrain
- Able to actively participate in physical programming with participants.
- Able to work indoors and outdoors in all types of weather
- Able to adapt to the changing demands of the position
- Exposure to potential electrical shock working with office equipment such as fax, copier, and camp equipment
- Possibility of driving in all types of weather conditions
- Able to lift and carry up to 50 lbs
- Able to stand for long periods, walk long distances, and bend and twist with or w/out carrying weight
- Visual and auditory Able to identify and respond to environmental and other hazards related to the program and/or site
- Work in a rustic camp environment at various GSMW camp locations

Environmental Conditions
While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. The environmental conditions result in access or very little access to cellular phone service, data, text, or internet

Mental Demands
There are a number of deadlines associated with this position, which may cause stress. The incumbent must also deal with a wide variety of people on various issues. The lack of cellular phone coverage and internet connectivity, among many resultant “discomforts”, may cause a sense of disconnection to home life and friends.

Safety
GSMW will provide safe working conditions for each employee. In return, GSMW expects each employee to recognize their obligation to conduct themselves with regard not only for their own safety, but also for the safety of their fellow employees/volunteers. Employee is expected to follow safety rules and procedures, including those specific to their position. Employee is expected to attend and participate in safety meetings or training, when required, and report unsafe circumstances to their supervisor or other specified individual. Employee shall perform all safety duties specific to their position.

Nothing in this position description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals
with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

I have read and received a copy of this job description.

________________________________________
Employee Signature/Date

________________________________________
Supervisor Signature/Date