girl scouts of montana and wyoming

Specialty Program Director – Resident Camp
Position Description

Reports to: Seasonal Camp Manager
Position Status: Full-time, Seasonal
FLSA Status: Exempt
Revision Date: October 2026

Job Summary

Under the direct supervision of the Seasonal Camp Manager, the Resident Camp Specialty Program Director is responsible for ensuring an engaging, safe, and inclusive programming for campers during weekend and day camps, while also contributing to the planning and execution of activities during weeklong and short week camps. The Resident Camp Specialty Program Director leads and coordinates camp-wide activities, and ensures that all special events run smoothly. The Resident Camp Specialty Program Director will play a key part in fostering a positive camp culture through creative activities, community building, and ensuring the well-being of all campers and staff.

Essential Duties and Responsibilities

- Assist in implementing camp programming to further the Girl Scout Mission
  - Provide guidance and mentorship to Counselors-in-Training (CITs), supporting their leadership development throughout the camp season.
  - Oversee the successful execution of cookout activities, which are weather-dependent and designed to be a fun, team-building experience.
  - Ensure logistics and safety for the Yellowstone Trip for camp staff during the week of the Fourth of July.
    - Work with other staff members to create a memorable and enriching experience for all participants on the trip.
  - Coordinate and organize all field trips, including necessary paperwork, permissions, supplies, and logistics
  - Collaborate with camp staff to ensure safety and transportation for off-site activities.
  - Check that the van is properly fueled and maintained
  - Lead the All Camp activity block, a daily one-hour session where the entire camp participates in a single cohesive activity.
  - Support and be informed about the camper's choice plans
  - Organize and facilitate all camp campfires at the beginning and end of each camp session, ensuring a fun and uplifting atmosphere.
    - Coordinate songs, skits, and other interactive activities that set the tone for the camp experience and provide a memorable closing to each session.
    - Delegate tasks that will be done at the Campfire
    - Ensure that campfires are inclusive and welcoming to all campers, helping to foster a sense of community and tradition.
  - Assist with the ongoing development and execution of activities for weeklong and short week camps, contributing creative ideas and support for various camp-wide events and special programs
- Maintain Inventory, Cleanliness, and Safety
  - Stock and organize activity bins to ensure all program units have access to necessary materials.
  - Monitor inventory levels and restock supplies as needed, ensuring materials are organized and easily accessible by staff.

    - Assist with supply restocking, coordinating orders to ensure materials are available for scheduled activities.
    - Oversee the safety, cleanliness, and good repair of all program areas and equipment, including dining halls and activity spaces.
    - Ensure that program areas are free of hazards and debris, maintaining a safe environment for staff and participants.
    - Assist in the management and upkeep of camp facilities and equipment, conducting regular checks to ensure everything is in good condition.
    - Lead the setup of program areas during staff training and ensure they are ready for daily activities.
    - Provide ongoing support during staff training and development, including guidelines for the use of camp equipment.
    - Promote a safe and inclusive environment, addressing the mental, emotional, social, and physical well-being of all participants.
- General Program Support
    - Ensure that activities are age-appropriate, safe, and aligned with camp goals.
    - Coordinates the campers' daily program activities including transporting groups to off-site trips.
    - Evaluate the success of and the development of the campers' abilities and skills in various program activities.
    - Facilitates a safe environment for participants focusing on mental, emotional, social, and physical health.
    - Sets up program areas and responsibilities during staff training .
    - Assist in training staff and ongoing staff development.
    - Provide guidelines for programs utilizing camp equipment.
    - Keep Staff up to date on and needed changes in equipment and programming.
    - Deliver a safe program to campers.
- Support Camp Staff as a Representative of the Leadership Team
    - Collaborate closely with the leadership team, including camp directors and department heads, to ensure all programming aligns with the overall camp mission and goals.
    - Maintain clear and positive communication with all camp staff, campers, and families regarding event schedules and special activities.
    - Support staff as a representative of the Leadership Team.
    - Facilitate activities as needed.
    - Regularly monitor work of counselors.
    - Provide feedback and guidance to counselors.
    - Provide recommendations and concerns to camp director regarding counselor performances.
    - Provide mentorship for the leadership program.
    - Fill in as a counselor as needed.
- Promotes high standards for leadership, program activities, and health and safety
- Other duties as assigned

Council

- Represents GSMW in a professional manner at all times, modeling behavior consistent with the mission and purpose of Girl Scouting
- Interprets the Girl Scout Leadership Experience philosophy and the council's policies, procedures and standards
- Promotes and assists with Council wide programs, activities, and public relations endeavors
- Optimizes technology to support customer service for volunteers
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scouts

message of pluralism and diversity to members of the council

Supervisory Duties

In the absence of the Camp Manager and Assistant Resident Camp Director, the Resident Camp Specialty Program Director, alongside the Resident Camp Activities Director, will supervise camp staff, and carry out supervisory responsibilities in accordance with GSMW's policies and applicable laws. Responsibilities include assisting with orienting and training employees. As well as planning, assigning, and directing work, appraising performance, and addressing complaints and resolving problems. Additional responsibilities involve maintaining a safe, secure, and legal work environment and developing personal growth opportunities.

The Resident Camp Specialty Program Director fosters growth and accomplishment in staff by setting job expectations, monitoring performance, coaching, and enforcing systems, policies, and productivity standards. They also ensure that staff receive the mental, emotional, and physical support needed to enhance workplace happiness and satisfaction.

Relationships:

The Resident Camp Specialty Program Director has a direct relationship with the counseling staff by supporting them in working with their campers, schedules and cabin activities. The Resident Camp Specialty Program Director supervises activity leading to ensure the delivery of a safe and quality program.

Experience/Education

- High School diploma or the equivalent; minimum one (1) season of outdoor programming and camp administrative experience (i.e.; unit leader, assistant director, etc.), or the equivalent combination of education and experience
- Experience working with youth
- Must have two years of licensed driving experience in order to transport campers

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.

- 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
- 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, self-control, honesty, and endurance to maintain awareness of the members in the camp community
- Able to supervise staff and campers
- Possess passion and a willingness to learn and grow skills such as risk management, leadership, and communication
- Possess the recognition that mistakes are learning opportunities
- Able to lead and assist the camp community in an emergency (fire, evacuation, illness, or injury)
- Willingness to learn and practice driving passenger vans long distances on all types of roadways
- Possess a valid driver's license, vehicle insurance, and clean driving record
- Minimum of 21 years of age in the calendar year and ability to transport campers in a 12 passenger van required
- Must be able and comfortable driving campers in a 12 passenger van

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
- Possibility of driving in all types of weather conditions on different types of roadways
- Able to lift and carry up to 50lbs
- Able to stand for long periods, walk long distances, and bend and twist with or w/out carrying weight
- Visual and auditory ability 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 stressors associated with this position. 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.

Core Competencies

Accountability: Acts with a clear sense of ownership. Takes personal responsibility for decisions, actions, and failures. Establishes clear responsibilities and processes for monitoring work and measuring results.
Communication: Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
Innovation: Applies original thinking to improve processes and services.
Integrity and Trust: Widely trusted and seen as a direct, truthful individual. Able to present the truth in an appropriate and helpful manner. Keep confidences and does not misrepresent for personal gain.
Teamwork: Works with and helps others to accomplish goals.

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.

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Employee Signature/Date

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Supervisor Signature/Date