

Job Title: Camp Director
Department: Mission Delivery
Reports To: Director of Outdoor Program and Camping
FLSA Status: Seasonal Position—Summer 2020 at Camp Mitre Peak

JOB SUMMARY

This position is accountable for the direct delivery of services, programs, and evaluation of programs for Camp Mitre Peak Resident Camp. She/he directs and safely guides multiple participants through various programmed activities and events to achieve desired outcomes by way of experiential learning in a professional manner. The position oversees the overall management of the Girl Scout camp with respect to program camp activities for members of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work within a balanced budget for all programs including equipment, supplies, food, trading-post inventory and complete monthly and end of year reports as needed, including equipment, supplies, food, trading-post inventory.
- Facilitate the Girl Scout camp program activities within the context of the camp pathway to ensure that related program components are consistent with national curricula and grade level, and that content meets the needs, interests, and preferences of current and prospective girl participants.
- Facilitate pre-camp cleanup and training and post-camp closeout and cleanup activities.
- Responsible for working collaboratively with volunteer development staff to plan and deliver volunteer learning and development opportunities.
- Supervise all camp-related seasonal program staff and/or volunteers to ensure compliance with the Federal and State law, council and Girl Scouts of the USA's philosophy, policies, and procedures.
- Ensure that camp facilities meet established standards before, during, and after camp sessions. Coordinate and work with the Director of Outdoor Program and Camping and the Chief Operating Officer to identify and resolve property issues and needs.
- Oversee the implementation of schedules and procedures for camp operations; maintain and review records and evaluations of staff, volunteers, programs, operations, and related infrastructures.
- Promote a positive work environment and high staff morale through staff communication and staff development activities; ensure that a balanced level of activity is maintained.
- Ensure that a risk and crisis management plan and emergency procedures are in place and that staff is trained and proficient in the respective procedures and policies; respond to all emergencies and crisis situations as needed.
- Ensure the safety of each participant before, during, and after program and events with proper set up and take down of the activities and/or event, inspecting the location and equipment and properly instructing the use of the same to participants.
- Monitors safety protocols and procedures as they pertain to the oversight and supervision of all camper, volunteer, and staff activities.
- Ensure that diversity and pluralism are embraced and incorporated into the delivery of camp experiences.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.

- Maintain an effective recordkeeping database.
- Maintain clear and positive written and verbal communication with all internal and external sources.
- Resolve conflicts and provide advice, counsel, and information.
- Maintain records, prepare reports, and confer regularly with Director of Outdoor Program and Camping and Chief Mission Delivery Officer.
- Perform other special assignments as delegated by the Director of Outdoor Program and Camping, Chief Mission Delivery Officer, COO or CEO.

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 abilities required.

A. Education and/or Experience

- Be at least 25 years of age.
- Bachelor’s degree or equivalent of at least two (2) years of experience in administrative, supervisory camp position
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- Demonstrate ability to guide/supervise other adults
- Willingness to place the needs of girls and camp as a priority
- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Must submit health physical and health history record prior to first day of work.
- Demonstrate sensitivity to the needs of campers
- Demonstrate enthusiasm, sense of humor, patience, self-control and ability to adapt well to changing situations
- Possess strength and endurance required to maintain constant supervision
- Proficiency in Word, Excel, PowerPoint and Outlook.
- Demonstrate ability to handle sensitive information; ability to manage conflict resolution.
- Excellent administrative, organizational, time management, communication, public speaking, managing multiple tasks and duties, and leadership skills.
- Preference may be given to candidates with knowledge and experience in Girl Scout program and operations.

B. Certificates, Licenses, Registrations

- Valid Driver’s License and Girl Scouts membership required.

C. Language Skills

- Excellent, effective English language abilities, both oral and written.

D. Reasoning Ability

- Demonstrated reasoning ability, in order to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven ability to work in a collaborative, service-focused environment.
- Strong analytical skills, as well as problem-solving and conflict management capabilities.

E. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to give presentations in front of large groups.
- Ability to work a flexible schedule including nights and weekends.
- Ability to give and receive information by telephone and in person.
- Ability to sit upright for extended periods of time.
- Ability to occasionally climb or balance; and stoop, kneel, crouch, or crawl.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance and meet the council insurance company's requirements for coverage.
- Ability to work and reside periodically at 4,000 feet, including but not limited to, hiking, biking, standing, cooking, uneven terrain and other such outdoor elements.
- Ability to work in the snow, heat, sun, rain.
- Ability to work a flexible schedule, including nights, weekends, summer residential camp etc.
- Other demands, as determined by the council.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job functions primarily out of Council's Camp Mitre Peak, which is a hilly property at 4,000 plus feet. Camp Mitre Peak is subject to extreme temperature and wind.

Other Working Conditions

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

Girl Scout Core Competencies:

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.

- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

Acceptance of Job Description:

I understand and accept this job description. I understand that it supersedes any previous job description. I further understand that future performance evaluations will be based on my meeting the tenets of the job description. The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position. I acknowledge being given a copy of this job description.

Agreed to by _____
Employee Signature

Date

Print Name

Revised: 2.9.2020