

JOB DESCRIPTION

TITLE: Outdoor Program Manager

REPORTS TO: Director of Program

Classification/FLSA Status: Regular, Full-time, Exempt

LOCATION:

POSITION SUMMARY: Responsible for developing and administering program and summer camp opportunities and support systems to meet the needs and interest of girl members. She/he works collaboratively with the Engagement team. She/he oversees all ACA, (American Camping Association accreditation) resident camp, day camp and programming. Works with Service Units to encourage and plan service unit encampments and council or regional jamborees and overnight camping experiences.

Essential Duties & Responsibilities

1. With the support of the Director of Programs create a needs-based, data driven, comprehensive council-wide offering of programs including specialized outdoor programming events i.e., Volunteer Conference, Outdoor Training, 1st Aid / CPR Training, Older Girl Training, Resident Camp, Weekend Camps, Outdoor Program.
2. Plans, coordinates, and implements council events to provide fun, engaging participation options for all girl members, and supports council program revenue.
3. Cultivates relationships with appropriate community partners to support girl programming, and events.
4. Interprets and ensures that the Girl Scout Leadership Experience is present in all girl events.
5. Recruits, trains, and manages volunteers for the effective delivery of events and outdoor programming.
6. Creates and implements an outdoor program strategy in collaboration with camp staff.
7. Stays abreast of all outdoor program opportunities from GSUSA.
8. Prepares, coordinates, and reports budgets for events and outdoor programming.
9. Support local Service Unit events as needed.
10. Ensures Girl Scouting is open and accessible to all girls and adults by delivering the Girl Scout message of diversity, equity, inclusion, and access.
11. Promotes and assist with council-wide programs, activities, public relation, and fund development endeavors.
12. Supports volunteer-led day and overnight camp programming
13. Travels throughout the council's jurisdiction to meet with members and collaborate with diverse community groups; represents the council in the community; gives public presentations to increase awareness of the benefits of Girl Scouting.
14. Ensures that GSDSW properties and procedures comply with GSUSA practices, ACA accreditation standards, and local government health standards
15. Provides direction and leadership for specific summer camp functions as determined on an annual basis. These include, but are not limited to camper safety, hiring, and supervising seasonal staff, budgeting, program development, scheduling and overseeing day-to-day operations of camp programs and camp marketing and recruitment.
16. Support council functions through promotion of council-sponsored activities. Promote the Girl Scout culture of philanthropy by cultivating and building relationships with donors and vendors.
17. Active participation in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.

Education and Experience:

1. Bachelor's or higher or equivalent experience with four years of directly related work experience, and at least two years of managerial experience.
2. Experience working with youth required.
3. Understanding of budget development and general financial/administrative practices; computer literate with familiarity with word processing, spreadsheets and database management preferred.

Required Skills/Abilities:

1. Ability to work a flexible schedule including evenings and weekends.
2. Travel throughout council jurisdiction up to 20% of the time.
3. Capability to provide own transportation and maintain valid operator license.
4. Ability to prioritize work, train and delegate to others.
5. Ability to work under pressure and shift priorities in response to changing needs.
6. Ability to take initiative, to organize and implement a multi-faceted workload with minimum supervision and function well as a member of a team.
7. Ability be certified in and train trainers in First Aid / CPR.

Physical Requirements:

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

1. Prolonged periods sitting at a desk and working on a computer.
2. Operate office equipment manually.
3. Must be able to lift and/or move up to 25 pounds at times.

Core Competencies

- Leadership and Stewardship
- Relational Intelligence
- Social Justice and Inclusion (DEI)
- Customer Centric
- Critical Thinker
- Learning and Innovation
- Business First Mindset
- Communicator
- Digital, Virtual and Technical Proficiency
- Financial Acumen

*Registration as a member of Girl Scouts of the Desert Southwest.