



Girl Scout Council of the Southern Appalachians, Inc.
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GSCSA Summer Camp Job Description

Job Title: Programs Manager

Classification: Exempt

Girl Scouting builds girls of courage, confidence and character, who make the world a better place. Here at GSCSA, we each consistently follow the Girl Scout Law and Girl Scout Promise in our daily lives. We thrive in a fast-paced and changing environment of go-getters, risk-takers, innovators, and leaders.

Position Purpose

To further the mission of the camp through management of program activities and events. Oversees program activities that are safe, fun, and appropriate for rising 1st-12th graders.

Essential Job Functions

1. Deliver a safe and fun program to campers including oversight of tower, archery, waterfront, and pool.
 - a. Collaborate with camp director to implement lesson plans that meet camp outcomes and the abilities of the campers.
 - b. Evaluate program delivery abilities of staff.
 - c. Deliver progressive program activities.
 - d. Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
 - e. Coordinate camp activities with camp director.
 - f. Coordinate activity staff's time off each day.
 - g. Schedule day staff.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
 - a. Assist in the implementation of staff training.
 - b. Provide guidelines for programs utilizing camp equipment.
 - c. Ensure campers and staff follow safety procedures in all program areas.
3. Assist in the management and care of the physical facilities and equipment in all program areas.
 - a. Oversee checks of activity area and equipment for safety, cleanliness, and good repair.
 - b. Ensure that program areas are kept free of hazards and debris.

Other Job Duties

- Attend administrative staff meetings.

- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in camp activities, providing support and guidance to those assigned as leads.
- Provide ongoing program ideas to activity area staff.
- Assist in the planning and/or execution of any special events.
- Collaborate with Resident Units Manager and camp director on daily camp life.

Equipment Used

The program director may use a desktop PC at times, phone, copiers, , and equipment associated with activities.

Qualifications (Minimum Qualifications and Experience)

- At least 21 years of age (preferred 25 years of age).
- Experience in administrative roles.
- Experience in the development and delivery of programs and activities for similar population.
- Current instructional certification in program or related experience.
- Current certification in first aid and CPR (provided at Staff Training if needed).

Knowledge, Skills, and Abilities

- Training and experience in teaching program to adults and children.
- Desire and ability to work with children outdoors.

Physical Aspects of the Position

- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements of this position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.

Drug Testing is required.

Salary: \$650 per week.