



## Camp Tanasi *Job Description*

Job Title: **Program Director**  
Classification: **Exempt**  
Reports to: *Camp Director*

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

Girl Scout Council of the Southern Appalachians (the Council) is a new Girl Scout Council created as a result of the merger of the Girl Scouts of Tanasi Council, Girl Scout Council of Moccasin Bend and Girl Scouts of the Appalachian Council, Inc. The merger was effective October 1, 2009. The new Council is headquartered in Knoxville, Tennessee, and has satellite offices in Chattanooga, Tennessee and Johnson City, Tennessee. The Council serves approximately 16,000 girls and 5,000 adult volunteers. It has a staff of approximately 70 persons and a budget of approximately \$5 million. The Council serves 46 counties in East Tennessee, Northwest Georgia and Southwest Virginia.

### Position Purpose:

To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate for rising 1<sup>st</sup>-10<sup>th</sup> graders. Supervise and motivate other camp specialists and coordinators.

### Essential Job Functions:

1. Deliver a fun program to campers.
  - ♦ Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
  - ♦ Evaluate program delivery abilities of staff.
  - ♦ Deliver progressive program activities.
  - ♦ Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - ♦ Coordinate all camp program and campfire activities with other staff.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
  - ♦ Assist in the implementation of staff training.
  - ♦ Provide guidelines for programs utilizing camp equipment.
  - ♦ 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.
  - ♦ Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
  - ♦ Ensure that program areas are kept free of hazards and debris.
4. Supervise and evaluate Program Specialists and Coordinators to develop and implement all facets of camp program activities
  - ♦ Regularly monitor work of program specialists and coordinators.
  - ♦ Provide feedback and guidance to program specialists and coordinators.
  - ♦ Provide recommendations and concerns to camp director regarding program specialists' and coordinators' performances.
5. Develop and implement schedules and records for all areas of camp program and facilities.
  - ♦ Create camper and group program and activity schedules.

- ♦ Develop and supervise staff schedule for programs and activities.
- ♦ Collect and evaluate records; report and evaluate camp program and activity areas.

Other Job Duties:

- ♦ Attend administrative staff meetings.
- ♦ Maintain clear and positive written and verbal communication with all camp staff.
- ♦ Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- ♦ 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.
- ♦ Provide ongoing program ideas to counseling and activity area staff.
- ♦ Work Saturday, June 23 during the summer camp season to assist with a council-wide special event.

Relationships:

Program Director has direct relationships with the counseling staff and supervises Counselors who also have program activity responsibility. The program director supervises the arts and crafts coordinator, challenge course coordinator, discovery coordinator, unit leaders and the nature & outdoor specialist.

Equipment Used:

The program director may use a desktop PC at times.

Qualifications: (Minimum Qualifications and Experience)

- ♦ At least 21 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.

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.