



Position Description

Position Title: Overnight Camp & Program Manager

Department: Girl Experience

Reports to: Director, Girl Experience

Hiring Salary Range: _____ **Grade:** _____

GIRL SCOUT MISSION: To build girls of courage, confidence, and character, who make the world a better place.

POSITION SUMMARY:

The Overnight Camp & Program Coordinator is responsible for the management of overnight camp operations and programming and serves as the on-site director of the Council's premier overnight camp, Camp Farnsworth. S/he ensures program offerings are based on the Girl Scout Leadership Experience; customized to address the needs, preferences, and interests of girls and implemented to meet designated leadership program outcomes. S/he also develops and manages appropriate council systems, processes, resources, and infrastructure to support delivery of leadership and cross-cultural opportunities.

The Overnight Camp & Program Coordinator is also responsible for directing, planning, and executing Council-sponsored girl programs and adult educational programs through community partnership and volunteer engagement to support the Council's membership and to strategically expand outdoor program attendance, adults training in outdoor skills certifications, and use of Council properties. This position is accountable for managing expenses, logistics and personnel required to sustain Farnsworth camp and outdoor program operation, to increase program participation, and to meet GSGWM strategic goals and objectives.

MAJOR ACCOUNTABILITIES:

1. Ensures experiences are based on the Girl Scout Leadership Experience, customized to address the needs and interests of girls, and meet designated leadership program outcomes. Ensures that all girl experiences support badge and Girl Scout Leadership experience outcomes.
2. Responsible for the staffing of overnight camp and programs including interviews, hiring, training, supervising, and releasing both paid and volunteer staff members for Camp Farnsworth, including the completion of all federal and state mandated hiring paperwork. Ensures effective recruitment, orientation and training of summer camp staff.
3. Ensure that overnight camp program is high quality and meets the needs of campers and their families so that retention rate increases each year.
4. Oversees all associated program components to include costs, quality specifications, links to national program, staff and volunteer delivery, risk management, and logistical support for overnight camp.
5. Develops and manages appropriate council systems and processes, to support delivery of program and consistency across departments. For example: using Salesforce to log events that happen in camp, sharing program opportunities year around that other departments might benefit from participating in.
6. Guides the utilization of national curricula and supports volunteers in enriching and tailoring the leadership experience based on girl interests and needs.

7. Works with the Day Camp Coordinator to assist/oversee the development, implementation, and oversight of high-quality camp programs for all GSGWM day and overnight camps, incorporating room for girl input and choice.
8. Responsible for the enforcement of council policies and procedures including camp specific risk and crisis management procedures for all GSGWM Camps.
9. Coordinates special programs as determined by Council and girl needs that could include grant funded programs, events for families and partnerships with other non-profit organizations and schools.
10. Responsible for the management of finances, transportation, camper and staff placement, the purchase of supplies, and communication with parents for Camp Farnsworth.
11. Works in conjunction with Lead, Program to recruit volunteers and provide training to those responsible for the delivery and outcomes of outdoor programs and training. Provides consistent accountabilities and direction to volunteers; responsible for the recruitment, management and evaluation of Council-level Outdoor Trainers.
12. Work collaboratively to create a marketing plan to increase camper attendance and camp usage.
13. Assist with the management of property resources and maintenance needs to ensure stewardship of current resources and identification of future needs.
14. Promotes the GSGWM Camp Program, coordinating these efforts with the other Council staff as necessary.
15. Keeps accurate records and completes paperwork in a timely manner; including staff hiring paperwork, required reports, insurance claims, accident reports, evaluations, camper information, work reviews, and inventories.
16. Works under the supervision of the Director, Girl Experience and in conjunction with other Girl Experience Team members to ensure a balanced schedule of programming is offered, incorporating a variety of program opportunities for all girls within the Council's jurisdiction.
17. Performs budgeting, goal setting, strategic and long-range planning, and program outcomes evaluation.
18. Keeps abreast of latest safety, risk management, and program materials to ensure program compliance with all standards, applicable laws, and guidelines.
19. Provides program delivery and support for the Council product programs.
20. Provides support for fund development and Sales & Marketing activities.
21. Ensures quality customer service for staff and volunteers.
22. Performs other duties as assigned.

MINIMAL QUALIFICATIONS:

- Bachelor's degree or equivalent experience in a related field.
- Minimum age: 25 years old (ACA standard).
- Ability to work a flexible schedule including evenings and weekends.
- Two years of management experience supervising staff and volunteers.
- Two years outdoor program development experience, Girl Scout experience preferred.
- Two years supervisory experience in summer resident and/or day camp programs.
- Car and valid driver's license necessary to carry out assignments.
- Thorough knowledge of the Girl Scout program and its guiding principles
- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- Successfully pass background investigation and annual medical physical.
- Excellent, effective English language abilities, both oral and written.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess knowledge of volunteer organizations
- Knowledge of or willingness to learn Girl Scout program, policies, standards, procedures and ways of work.
- Ability and willingness to travel, work outside the normal workday, work outdoors in all seasons and weather conditions, and effectively deal with a fast paced and changing work environment.
- Combined superior communication, interpersonal, time management and persuasive skills with a proven track record in planning and program execution
- Knowledge of American Camping Association requirements preferred.

- Ability to project a high level of professionalism while networking in the public arena. Ability to speak passionately and with conviction about the organizational mission and its importance to the public.
- Demonstrated reasoning and negotiation skills to identify and resolve conflict.
- Demonstrated ability to handle sensitive information and maintain confidentiality.
- Demonstrated experience in the development and administration of budgets.
- Ability to stay calm and direct others in emergency situations.
- Ability to demonstrate initiative and resourcefulness, combined with a very strong team-oriented approach when completing work and managing staff.
- Ability to lift 50 pounds, walk 2 miles on uneven terrain, work in the heat and cold during the day and night.
- Occasional work in a high stress environment may be required to deal with parents, volunteers, and staff.

WORK SCHEDULE:

Regular full-time, non-traditional, flexible work schedule that supports incumbent's ability to manage/oversee all outdoor programs and trainings, many scheduled on nights and weekends, and to serve as the on-site Director, responsible for oversight of all overnight camp operations when in session. Scheduling of work and travel time necessary to accommodate community and volunteer commitments and Council-wide staff meetings.

EQUIPMENT/SOFTWARE USED:

General office equipment
Microsoft 365 & Office Suite
Salesforce
gsEvents

WORKING CONDITIONS:

Normal office environment & outdoor environment in all seasons and weather conditions.
Work cross functionally with other departments, as a member of a team, and individually.
Traveling 2 state jurisdiction (New Hampshire and Vermont).
Evening and weekend commitments required.
Travel for professional development training.

SUPERVISORY RESPONSIBILITIES:

of Indirect Reports: > *30 Seasonal Camp Staff

This job description describes the general nature of the position without listing every detail and is not to be considered a contract for employment, either expressed or implied, between Girl Scouts of the Green and White Mountains. Job descriptions are not all-inclusive and are not intended to be an exhaustive list of all job responsibilities. Job descriptions are subject to change at the discretion of the Council.

I have read and understand the position description listed above.

Employee Name: (printed) _____

Employee Signature

Date Signed

Manager/Director Name: (printed) _____

Manager/Director Signature

Date Signed

