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| Position Title: | Outdoor Program Manager | Date: | September 2022 |
| Department: | Council Program | Supervisor: | Director of Council Program |
| Location: | Seton | FLSA Status: | Exempt |

I. Position Objective: Describe the purpose of this position. This is a brief explanation as to why the position exists in the organization.

The Outdoor Program Manager is responsible for developing, implementing, leading, evaluating, and providing overall oversight and management of high quality and engaging outdoor education programming, including day and resident summer camps and year-round outdoor programs, for girls ages 5-17.

The Outdoor Program Manager is responsible for managing the Outdoor Program Specialist-Camp Director. The Manger provides the Specialist with ongoing training, support, guidance, and performance feedback to ensure they are successful in delivering girl camp experiences which alignment with council outdoor initiatives, priorities, and goals.

II. Key Duties and Responsibilities: These are the essential functions of the job.

- Develop, implement, and manage high-quality, safe, and engaging age-appropriate outdoor programming (summer and year-round), with an emphasis on girl leadership, which aligns with the interests and needs of girls and Girl Scouts of Central Maryland's vision, goals, and initiatives.
- Coach and supervise the Outdoor Program Specialist – Camp Director to ensure delivery of high-quality, safety-minded camp experiences and a collaborative working environment that permits the growth of the Outdoor Program Specialist – Camp Director, while also helping them as necessary manage camp duties and oversight.
- In collaboration with the Director of Council Program, develop and achieve council and department short-term and long-term goals.
- Ensure the safety and risk management of outdoor programs in compliance with camp accreditation, Girl Scout, local, state, and related regulatory standards.
- Manage and evaluate outdoor education programs to ensure quality outdoor program experiences which meet the needs and interests of girls ages 5-17 and that are in compliance with appropriate council, regulatory, accreditation and certification guidelines.
- Produce, analyze, and maintain accurate and timely reporting of program data.
- Hire, train, and supervise outdoor program staff (regular and seasonal) in cooperation with Human Resources and the Outdoor Program Specialist – Camp Director.
- Recruit, train, and supervise program volunteers and community partners to ensure delivery of high-quality outdoor programming.
- Work collaboratively with the Outdoor Program Specialist – Camp Director and Director of Council Program to develop and manage department and programming budgets and projections.
- Develop new and innovative ways in which to deliver on the Girl Scout Leadership Experience, with a focus on outdoor programming.
- Gather data on outdoor program participation, staffing, and budgets in order to assist in the planning, marketing and improving program delivery.
- Utilize Girl Scouts of Central Maryland's Customer Relationship Management System (i.e., Salesforce) to provide responsive and timely customer service and support to staff, parents, volunteers, community partners, program partners, and program participants.
- Partner with the Marketing and Communications Department to develop and implement a year-round marketing campaign and materials for all outdoor programming and events, particularly as it relates to the production of Great Adventures and marketing of camp programs.
- Collaborate with the Property and Facilities Department to ensure camp facilities meet or exceed regulatory and council standards for safe and effective use.
- Keep current with experiential/adventure education trends and promoting the best use and development of camp facilities.
- Manage relationships with internal staff, other departments, vendors, accrediting and related local and state agencies and staff.
- Create and foster a positive work and team environment; continuously improve/alter techniques to meet the changing needs of the staff and outdoor environment.
- Respond to and manage crises, emergencies, behavioral, and medical response, as needed.
- Manage customized outdoor program reservations (rentals, use and activities) systems, staff, and processes.
- Support the growth and development of the overarching Council Program Team and programs through the development of new outdoor programs to support the strategic direction of the team.
- Commit to diversity, inclusion and cultural awareness and promoting outdoor education programming to diverse communities and backgrounds.
- Play an active role on both the Council Program Team and Membership, Volunteerism, and Program (MVP) teams; participate in focus groups, projects, and task teams, as assigned.
- Promote the Girl Scout Mission and Girl Scouts of Central Maryland's priorities and vision.
- Perform additional duties as assigned to assist in the fulfillment of the council's mission and goals.

III. Skills/Experience/Knowledge Required: Describe the specific skills, occupational knowledge, information background, and understanding the employee must have to do the work successfully

- At least 2-years' experience leading or managing outdoor program delivery and/or camp operations for youth ages 5-17; experience leading day and/or resident camps is highly preferred.
- Knowledge and experience with organized camp accreditation processes, guidelines, and federal, state, and local regulations is preferred.
- Experience supervising and managing staff.
- Adept at working well with tight deadlines with an ability to shift priorities, as needed.
- Skill and ability to problem-solve and effectively lead others through problem resolution in a fast-paced environment with multiple priorities.
- Strong verbal, written, and interpersonal skills required.
- Self-motivated with the ability to take on tasks without immediate direction.
- Comfortable working in varying outdoor settings, locations, weather, temperatures, and conditions.
- Commitment to diversity, inclusion, and cultural awareness of the various communities in Central Maryland.
- Willingness and ability to drive to, and if necessary, reside at, resident camp properties as needed June through August annually; ability to work irregular hours and be on call weekends and all summer.
- Valid drivers' license, proof of insurance, and daily access to reliable transportation.
- Current, or willingness to obtain, lifeguard, challenge course, first-aid/CPR, or related certifications are highly desired
- Proficient in the use of Microsoft Windows and Office software; experience with Salesforce or other Customer Relationship Management (CRM), or database systems, preferred; ability to learn new programs as warranted.
- Incumbent must have a clean driving record, valid driver's license, reliable transportation, and proof of insurance.
- Ability to lift 30 pounds.
- Ability to stand and sit for extended periods of time.
- Must subscribe to the principles of the Girl Scout Movement and become a registered member of Girl Scouts of the United States of America (GSUSA).

My signature below acknowledges receipt and my acceptance of the duties outlined in this job description. I understand these duties may change at the discretion of management.

Signature: _____ Date : _____