

**Girl Scouts of Central Maryland
Resident Camp Position Description
Camp Conowingo**

Date: September 2018

Title: **Program Director**

Department: Membership, Volunteerism and Programs

Reports to: Camp Director

Position Summary: The Program Director assists in the administration, management and supervision of the delivery of Girl Scout program at Girl Scouts of Central Maryland's summer Resident Camp. The incumbent will implement and promote programs that are exciting and challenging. The Program Director is responsible for ensuring all camp policies and procedures are communicated and followed by staff and campers. The Program Director must model and clearly communicate the expected behavioral conduct of campers and staff. Core duties of the position emphasize the ability to ensure programs are implemented as planned and developed, and monitoring and evaluating camp staff in compliance with GSUSA *Volunteer Essentials* standards, Maryland Youth Camp regulations, and American Camp Association accreditation standards. Incumbent must live on site during Resident Camp operations.

Essential Duties and Responsibilities:

- Provides supervision of program/specialty staff.
- Assists with travel camp preparation.
- Provides good customer service and a positive face of camp ensuring all pictures, videos and text are edited, filtered and organized prior to making them available online for campers and parents.
- Quickly acclimates to constantly changing circumstances involving everything from campers afraid of bugs to troubleshooting a non-functioning freezer. Using a can-do attitude, takes on new tasks with only a moment's notice!
- Maintains an upbeat and positive campy persona when encountering emergency situations, heat indexes of 100+, concerns, questions and complaints from parents, campers and staff, and freak unexpected thunderstorms
- Acts as the Assistant Camp Director in their absence.
- Assists with scheduling staff to meet program needs and the girl to adult ratio requirements.
- Works with the staff in implementing Girl Scout program activities and ensuring reinforcement of Girl Scouts program, goals and mission as well as American Camp Association mission.
- Assists in planning and conducting pre-camp training, staff meetings and in-service opportunities as well as assist in scheduling of staff and campers, including time in between sessions.
- Ensures that the staff conducts the Girl Scout program in a way that creates the highest quality Resident Camp experience for all girls.
- Maintains and implements procedures, which uphold *Volunteer Essentials* standards, Maryland Youth Camp Regulations and American Camp Association accreditation standards.
- Assists with the open and closing day procedures, bus schedules and processes are implemented in a way that ensures the utmost safety and efficiency for the girls and staff.
- Prepares written performance reviews for program/specialty staff throughout summer.
- Assists in creation of weekly all-camp activities, themes and closing day activities.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.

Skills, Education and/or Relevant Experience:

- College degree or demonstrated experience in leadership and supervision of resident camp program activities or similar experience.
- Current First Aid and CPR certification, or be willing and able to successfully complete training prior to start date.

- Must possess excellent interpersonal skills and enjoy the opportunity to successfully interact with individuals and groups of diverse background.
- Ability to lift 35 pounds and physically meet the demands of camp life. (i.e. work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.)
- Must possess excellent verbal communication skills.
- Must possess the strength and endurance required to maintain constant supervision of staff and campers.
- Visual, auditory and physical ability to identify and respond to environmental and other hazards related to the activity and emergencies on camp.
- Must have a valid driver's license, with clear driving record, proof of insurability and willingness to drive a 12-passenger van.
- Lifeguard, ropes (high, low), archery, and canoeing/kayaking certification or be willing and able to successfully complete one training provided during staff training.
- Must be able to pass background and fingerprint check as well as drug screening.

Expectations

Camp staff work as a TEAM to insure campers and staff enjoy their participation and employment in a fun and safe manner. The following responsibilities are shared by the entire staff:

- Accept and live by the Girl Scout Promise and Law while employed at summer resident camp.
- Use the Promise and Law as guidance in working with campers and staff.
- Serve as a positive role model to the campers and other staff by abiding by the policies, procedures, and rules at camp.
- Practice respect, appreciation, and acceptance for all people ensuring all campers and staff feel welcome and part of the group.
- Be flexible and open to spontaneity in programming to assure that unforeseen changes to established schedules, camp guidelines, and procedures create minimum disruption to the experience of the staff and campers.
- Be prompt and encourage promptness among campers and staff.
- Consult your supervisor when you have questions, concerns or problems.
- Encourage and set the example for reasonable neatness and cleanliness in camper and staff tents, latrines, shower house, and grounds. Assume responsibility for keeping staff house and staff shower house clean.
- Actively monitor health situations and general hygiene of campers and self and keep the Camp Health Supervisor aware of needs and problems.
- Report any maintenance needs that cannot be handled on the spot to the Camp Ranger by completing a maintenance request form.
- Participate in pre-camp cleaning and set up and post-camp close out as assigned.
- Maintain an alcohol and drug free environment on camp premises at all times.

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

The Girl Scout Promise
**On my honor, I will try
 To serve God and my country,
 To help people at all times,
 And to live by the Girl Scout Law.**

The Girl Scout Law
**I will do my best to be
 honest and fair,
 friendly and helpful,
 considerate and caring,
 courageous and strong, and
 responsible for what I say and do,
 and to
 respect myself and others,
 respect authority,
 use resources wisely,
 make the world a better place, and
 be a sister to every Girl Scout.**

Name_____ **Signature**_____ **Date**_____