Program Director

Reports to: Camp Director

Status: Seasonal Exempt

Team Role

The Program Director collaborates with the camp community to further the Girl Scout mission through vital leadership of Program Team operations with an emphasis on delivering high quality and safe program activities. The Program Director is instrumental in the overall organization and implementation of summer camp program planning, scheduling and Team Member preparedness to facilitate activities.

Daily Tasks

* Develop the overall camp activity schedule and inform all Team Members
* Ensure program components are consistent with the Girl Scout Leadership Experience and meet expectations set forth in the published camp brochure
* Coordinate activity leaders for all planned program activities and/or facilitate activities as needed
* Organize program supplies for distribution to activity locations and store properly
* Plan All Camp activities in coordination with the Activity Leads
* Facilitate pre-camp and in-camp enrichment opportunities for Team Members that reinforce their understanding of Girl Scout program and emergency procedures at specified activities
* Observe Team Member efforts, identifying coaching moments and providing clear and prompt feedback
* Coordinate Team Member time off with Activity Leads
* Notify Camp Director of all concerns related to facility safety and camper physical and emotional safety and follow emergency procedures correctly
* Other daily tasks as assigned.

Essential Requirements

* Be a registered member of Girl Scouts of the USA and believe in the mission of the movement.
* Be at least 21 years of age with one season of camp administrative experience.
* Possess a current driver’s license and valid auto insurance coverage.
* Be able to endure prolonged standing, bending, stooping, walking, climbing, and stretching.
* Moderate lifting (up to 25 lbs.).
* Walking on uneven terrain, up and down hills for distances up to ½ mile.
* Possess endurance, stamina, keen awareness, and sound judgement to respond, as appropriate, to various emergency situations.
* Ability to live in a rustic camp setting and work irregular hours with exposure to the sun, heat, and animals such as bugs, snakes, or bats.