



Operations Director Resident Camp

Reports to: Camp Director

Status: Seasonal Exempt

Schedule

This position runs from May 27 to July 18, 2025, requiring overnight stays onsite and travel between our camps in Savannah, Augusta, and Lizella GA. You will be required to report to your assigned camp on Sundays. For the full schedule, please review the listing on Indeed or email careers@gshg.org.

Team Role

The Operations Director plays a crucial leadership role in managing the daily logistical and operational needs of the camp while upholding the Girl Scout mission. This position ensures camp programs run efficiently by overseeing supply management, financial reconciliation, and the Camp Store (Trading Post).

Essential Duties

- Arrange vehicle(s) to transport girls.
- Arrange for purchase of program supplies, camp store merchandise and facility need in consultation with the Leadership Team
- Turn in a weekly purchase report to the Camp Director including original receipts and invoices
- Set-up and stock the camp store as needed based on weekly camper purchasing
- Keep detailed records of balances at the camp store for cash and cookie points payments
- Utilize square platform to complete camp store transactions
- Refund remaining camp store balances to campers at the end of their camp week
- Manage the Campmates program through the camp store including creation of the google form to submit orders and order fulfillment
- Facilitate completion and delivery of Camp Care Packages
- Compile Unit, activity and special event pictures for camper take home packets and social media
- Post at least once daily to the camp Facebook pages and Instagram
- Notify Camp Director of all concerns related to facility safety and camper physical and emotional safety and follow emergency procedures correctly
- Other duties as assigned.



Position 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.