

Seasonal Program Manager

Position Description

Position summary

The Program Manager has the primary responsibilities of directing, delegating and supervising the leadership program participants (Counselors-in-Training (CITs), Wranglers-in-Training (WITs), Program Aides (PAs), and Camp Aides (CAs) and any and all ancillary staff assigned to the unit, while establishing a cohesive camp community. The Program Manager will assure mission compliance with physical, emotional and program needs of leadership program participants. The Program Manager will establish and maintain a safe community in which girls can feel comfortable to try new things and will work with girls to plan and implement program that allows them to lead and participate in progressively challenging activities. The Program Manager will act as program leader and instructor in area(s) as assigned, ensuring that staff and campers have a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention.

Responsibilities including but not limited to:

1. Plan and implement a safe, enriching camp program:
 - a. Establish a safe and enriching camp unit community that allows girls to feel comfortable leading and participating in new and progressively challenging activities.
 - b. Ensure unit program activities meet the developmental, educational, emotional and social needs and interests of the girls, while meeting the intended and advertised description of each titled camp session.
 - c. Ensure activities are outdoors and hands-on whenever possible.
 - d. Ensure each girl has an opportunity to be actively involved in all aspects of her camp experience, including activity planning and implementation, by: providing staff guidance, the framework for unit government, the necessity and scheduling of unit kapers, and program activities.
 - e. Enforce a high level of safety and health standards for all campers and ancillary staff including: the supervision and assistance with unit housekeeping, sanitation, and care of supplies and equipment.
 - f. Develop and maintain a schedule of programming for a unit of campers, which may include one or more session titles and age levels.
 - g. Coordinate, plan, and execute all off-site trip locations for assigned unit—primarily on weekends.
 - h. Drive campers and staff to off-site trip locations.
 - i. Participate in general camp program activities.
 - j. Become familiar with the girls in the unit and facilitate group activities which foster effective community living where each member is involved and valued, respects the rights of themselves and others, and understands the value of differences and similarities of other campers.
 - k. Recognize and work to alleviate homesickness, camper conflicts, illness or other potential problems. Keep the Camp Director advised of all problems/concerns and the steps taken to resolve them.
 - l. Lead by example for leadership session participants.

2. In conjunction with the efforts of the Camp Director, supervise functions of assigned staff, including: rule and policy education and enforcement, intra-unit placement, and development:
 - a. Coordinate, deliver and participate in pre-camp and in-service trainings as requested.
 - b. Guide and assist assigned staff in implementation of Girl Scout program emphases through advice or

- assistance in planning activities, using resources, coordinating activities and processing experiences.
- c. Create and maintain a “time-off” schedule for assigned staff.
 - d. Provide team leadership and supervise ancillary staff.
 - e. Become familiar with assigned staff, and coach them to become effective and creative leaders.
 - f. Immediately correct performance issues of assigned staff (in private) for actions that have the potential to put the health and safety of a camper or other staff at risk.
 - g. Document and report to Camp Director any and all performance concerns
 - h. Provide consistency and support for staff supervised.
 - i. Promote high morale in all staff and campers.
3. Manage daily, weekly and seasonal unit functions:
- a. Ensure campers are prepared and punctual for all aspects of camp programming including: meals, ceremonies, and scheduled activities, by supporting unit staff.
 - b. Know and communicate proper attire and equipment necessary for the day and activity.
 - c. Eat with campers and supervise table clean-up after meals. Coordinate with all staff to supervise after-meal activities.
 - d. Contribute to the camp community by helping where needed, keeping the needs of the girls first, and maintaining a publicly positive attitude.
 - e. Attend management meetings for the purpose of sharing and gathering information pertinent to assigned staff, campers and the entire camp. Actively participate in administrative decisions as they are presented.
 - f. Maintain a weekly log and compile data for a weekly report to be submitted to the Camp Director at the close of each session.
 - g. Compile data from weekly log and reports for a final report to be submitted to the Assistant Camp Director and/or Camp Director at the conclusion of camp.
 - h. Complete and submit evaluations of ancillary staff and leadership program participants at the conclusion of each titled camp session.
 - i. Participate in mid-season and final staff evaluations as requested.
 - j. Help build good relationships with visitors and parents/guardians at camp.
 - k. Coordinate, attend and participate in the opening and closing of the camp property at the commencement and conclusion of the camp season.
 - l. Perform other duties as assigned by the Camp Director.

Essential Functions

Applicants for the Program Manager position should, at minimum, have the ability to:

- Successfully complete all pre-employment and post-employment screenings including, but not limited to, background check.
- Obtain/retain registration as a member of the Girl Scouts of the USA.
- Obtain/retain a valid driver’s license and vehicle insurance with the ability to maintain legal compliance in the safe transport of girls and staff in a Multi Passenger van.
- Obtain/retain basic first aid and CPR with AED Training from the American Red Cross or other nationally recognized health and safety organization.
- Follow, maintain and enforce appropriate safety regulations and behavior management techniques.



- Manage assigned staff and campers in the event of an emergency situation.
- Ability to climb, crouch and walk on uneven terrain and demonstrate, teaches, monitor and correct deficiencies in safe and proper use of a variety of programing equipment.
- Ability to actively participate in physical programing with participants.
- Ability to work indoors and outdoors in all types of weather
- Ability to lift and carry up to 50 pounds
- Adapt to the changing demands of the position.
- Apply independent discretion within the boundaries of the position.
- Work various days and hours including weekends and evenings, while maintaining strength and endurance required for living and working in a rustic environment.
- Effectively communicate verbally and in writing with staff, volunteers, campers, parents and guardians.

Reporting relationship

The Program Manager is supervised by the Camp Director.

Qualifications

The ideal candidate for the position of Program Manager should at minimum possess:

- Bona Fide Occupational Qualification of at least 21 years of age to drive a multi Passenger van in the safe transport of girls and staff compliant with council insurance requirements .
- Experience and desire to work extended hours and in close proximity with children and other diverse individuals.
- One (1) year experience at a residential camp/youth facility working with and serving diverse populations.
- Experience and desire to spend extended periods of time working with adolescent campers.
- Developed and demonstrated people and project management skills, with ability to build relationships, present concepts and recommendations, and motivate and inspire others.
- Documented experience in adventure trip planning, guiding, and evaluation.
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles, and standards, as well as the mission and vision of GSMWLP.
- Strong leadership skills.
- Honesty, integrity and trust while performing all job duties