

## **Girls Scouts in the Heart of Pennsylvania Position Description**

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**Position Title:** Outdoor Program Coordinator

**Department:** Program

**Location:** **Harrisburg**

**Reports To:** Outdoor Program Manager

**Salary Grade:** Exempt, 8

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### **Position Summary**

The Outdoor Program Coordinator is responsible for developing and implementing council wide programs with an emphasis on an 8-week Summer Sleep Away Camp. The coordinator will serve as on onsite camp director during the summer months.

### **Key Responsibilities**

- Plans/assists with designing, developing and directing all functions of the summer camp program; including troop adventure camp and family camp weekends
- Assist in the development and implementation of short-term and long-term strategies to increase overall usage of council camps.
- Responsible for supervision of other special outdoor programs as they develop.
- Supports or assists troop adventure camp and other specialized camp programs offered by the council.
- Administers summer staff evaluations and performs reviews midsummer and end of summer
- Oversees the summer sleep away camp programs including, but not limited to: developing and implementing a recruitment plan for staff and a promotion plan for campers; ensuring the camps have program and other supplies and resources needed to operate.
- Controls spending within identified budget
- Sets a vision for outdoor programming based on the Girl Scout mission and the intended goals and outcomes
- Onsite to oversee day to day functioning of summer camp programs
- Create and maintain accurate reports that track camp related statistics relative to utilization, satisfaction and outcomes, etc.
- Ensure that outdoor program offerings are based on girls' interests and that all offerings are consistent with GSUSA guidelines; GSUSA health and safety standards; local, state, and federal laws.
- Ensure that the council's risk management plan and ACA guidelines are followed for all program operations and ensures compliance with all safety standards.
- Travel throughout the council to meet with members and collaborate with diverse community groups; and represent the council in the community.

- Provide professional, quality customer service to member, volunteers, staff, and other community contacts.
- Lead or supervise various programs throughout the year
- Perform other duties as assigned in support of council-wide initiatives and/or cross functional teams.

### **Skills & Qualifications**

- Bachelor's degree or equivalent experience in a related field.
- At least 1 year of supervisory experience in a camp setting
- At least 2-3 years in a camp setting
- General knowledge of the American Camp Association
- Ability to effectively identify, analyze and solve problems.
- Ability to plan, organize and prioritize work, while managing multiple deadlines in a continually changing work environment.
- Experience or a willingness to learn in challenge course facilitation and climbing towers
- Ability to be creative in troubleshooting and resolving technical issues.
- Ability to use sound judgment in decision-making, and to work independently.
- Ability to adapt well to changing circumstances, direction and strategy.
- Ability to communicate clearly orally and in writing.
- Ability to work a flexible schedule and a willingness to travel throughout the council.
- Car and valid driver's license necessary to carry out assignments.
- Ability to work with individuals of diverse backgrounds and ages.
- Ability to work cooperatively in furtherance of stated goals.
- Proficient in the use of Microsoft Windows and Office software.