**Position Title:** Program Director  
**Location:** Based at Camp Small Valley, Halifax, PA  
**Reports To:** Camp Director

**Position Summary**  
Schedules, coordinates, and oversees all camp programming. Develops and implements weekly adventure based and aquatic programming. Ensures proper procedures are being followed at the pool and on the adventure course. Assists the Assistant Camp Director with the general Counselors as needed. Plans and organizes camper badge recognitions.

**Key Responsibilities**
- Assist in writing curriculum and ensuring that staff facilitate proper programming  
- Directly supervise staff in all program activities, including lifeguards and adventure  
- Train staff on and monitor proper use of program equipment  
- Conduct initial and end of season inventory and ensure proper storage of program equipment  
- Follow all ACA and GSUSA guidelines in all activity areas  
- Oversee and maintain inventory of program equipment and repair as needed or report repairs that are needed  
- Conduct a daily review of program areas and equipment for safety, cleanliness, and good repair  
- Coordinate and evaluate all lesson plans in program areas  
- Review lesson plans with the Camp Director and Assistant Camp Director to ensure a safe and quality program  
- Conduct mid-summer and end of summer evaluations for activity staff in a timely manner  
- Coordinate orders for camp program equipment and supplies and ensure proper program supply inventories are maintained  
- Responsible for organizing and redistributing rosters to staff in a timely manner for all elective activity sessions  
- Maintain all records of the resident camp’s programs  
- Evaluate current season camp program and make suggestions for next year’s season via an end of season report  
- Assist in general camp leadership duties (i.e. running meal time, covering ratio, completing cabin inspections, staff meetings)  
- Support the check-in and check-out process  
- Participate in “all-camp” activities  
- Ensure staff are abiding by GSHPA code of conduct, rules, and expectations  
- Ensure staff are modeling the mission of Girl Scouting  
- Performs other duties as assigned
Skills & Qualifications

- Prior training and experience in camp program activities, including adventure and lifeguarding
- Minimum 21 years of age
- Prior knowledge of program management preferred
- Must be proficient with Microsoft Office or similar software
- Must hold current CPR/First Aid certifications or be able to pass the training at camp
- Ability to pass pre-camp adventure and lifeguard training
- Must be comfortable at heights of 50’ or greater
- Attend and complete pre-camp training; as a result: ability to communicate and train staff and campers in safety regulations and emergency procedures
- Ability to supervise program staff, make schedule assignments, and order supplies and equipment
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
- Ability to communicate and work with people of all ages and skill levels
- Ability to plan and facilitate an activity
- Ability to live and work in the outdoors in conditions including but not limited to loud noises, heat, rain and cool temperatures.
- Ability to walk a mile over uneven terrain
- Ability to accept guidance and supervision
- Physical strength to lift up to 50 lbs.
- Enthusiasm, a sense of humor, patience, and self-control
- Must be a team player
- Follow uniform standards and policies
- Ability to work weekends throughout the camp season
- Must pass the required background checks