



**Position Title:** Seasonal Resident Camp Director – January to July

**Operating Unit:** Fund Development, Property & Program

**Reports To:** CDO, Program & Properties

**Position Summary:**

Position is responsible for creating program activities that meet the diverse needs and interests of girls. Responds to the developmental needs of girls at various age levels focusing on the four pillars of Girl Scouting: Outdoors, STEM, Entrepreneurship and Life Skills. Coordinate and run summer resident camp programs, at the 3 council properties, with the capacity of 180 plus girls a week in each location. Supervise all seasonal and camp-related program staff and volunteers. Responsible for the recruitment, selection, placement, development, and release of all camp staff and volunteers. Enforce a high level of safety and health standards, following emergency procedures as outlined. Develop and manage budgets for resident camp and programs. Craft and implement a marketing plan for summer resident camp to meet the ongoing growth and demands of summer camp.

**Major Accountabilities:**

- Develop, implement and evaluate resident camp operations, direct the summer season for all council sites, and hire and supervise the seasonal staff; including the development and monitoring of the resident camp budget and conducting staff trainings and staff meetings.
- Develop and maintain procedures and policies adhering to all GSUSA and ACA standards for all programs (Girl Scout and non-Girl Scout groups).
- Serve as an advocate for the Council supporting its goals, objectives, decisions, etc when addressing consultants and volunteers. Guarantee good relationship with parents of campers and community contacts.
- Responsible for reporting maintenance needs.
- Contribute toward the effectiveness of council AA/EEO guidelines by ensuring equal *access* to all racial/ethnic groups; by acquiring knowledge and understanding of affirmative action and pluralism; and by exhibiting a nondiscriminatory attitude in all internal and external working relationships.

- Other duties as assigned.

**Position Specifications:**

- Ability to model behavior consistent with the Principles of Inclusiveness and Girl Scout Mission, Promise, Values and Law.
- Prior work experience in camp administration and outdoor program including experience in outdoor program/education design, development and implementation. Knowledge of and commitment to the unique needs of girls.
- Ability to accept supervision and guidance; be a team player and work with diverse people, organizations and situations; to be a positive role model for campers, staff, girls, and volunteers.
- Ability to work under pressure, manage multiple tasks and deadlines, detail oriented and handle confidential material professionally.
- Become a member of Girl Scouts of the USA.
- Must maintain appropriate and valid driver's license and be insurable.
- Bachelor's degree preferred
- Minimum of 3- 5 years in a leadership/administration role in summer camp with experience supervising staff.
- Experience hosting and running programs especially resident camp.
- Knowledge of youth programming, with an emphasis in outdoor education / nature studies.
- Proven ability to plan and organize.
- Ability to relate well to girl and adult audiences.
- Honest, strong work ethic, solution oriented and possess a positive attitude.
- Good communication skills, both oral and written.
- Ability to work with a variety of people and sensitivity to pluralism issues.
- Ability to pass a criminal background check.
- Must live on site a minimum of 8 weeks in summer.

**Physical Requirements:**

- Must be able to sit at a workstation and view a computer screen for up to 2 hours at a time.
- Ability to lift and carry at least 30 pounds; ability to walk at least one mile over uneven terrain.
- Exposure to seasonal weather conditions.

**JOB ACCEPTANCE**

I certify that I have read, fully understand and accept all terms and conditions of the above job description. I also acknowledge that the Council has the right to change job descriptions at any time and that should this position deviate the Council will inform me of such as it occurs.

**AT WILL CLAUSE**

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Girl Scouts Louisiana East is of an “*at will*” nature, which means that if I am hired I am free to resign at any time, with or without cause, and without prior notice. Girl Scouts Louisiana East reserves the same right to terminate my employment at any time, with or without cause and without prior notice. It is further understood that this “*at will*” employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by the CEO of this organization.

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SIGNATURE

\_\_\_\_\_  
DATE OF ACCEPTANCE

\_\_\_\_\_  
SIGNATURE OF HUMAN RESOURCES MANAGER OR IMMEDIATE SUPERVISOR

\_\_\_\_\_  
DATE