

Girl Scouts Heart of the Hudson, Inc.

Position Description

Position Title: Senior Program Manager Outdoor Experience & Resident Camp Director

Reports To: Director of Program

Classification: Exempt

POSITION SUMMARY

The Senior Program Manager - Outdoor Experience & Resident Camp Director, as part of a council wide program team, develops and implements Girl Scout Leadership Experience (GSLE) programs, camping and outdoor education programs at Girl Scouts Heart of the Hudson. S/he ensures the strength of the Girl Scout Movement, and as part of the program team, manages Pathway initiatives and program delivery. S/he ensures all activities adhere to quality and safety standards, address the needs and interest of girl members, and are consistent with the Girl Scout Mission. S/he ensures that all program, camping and outdoor education programs are equally accessible to all girls served by Girl Scouts Heart of the Hudson, Inc.

ESSENTIAL FUNCTIONS AND ACCOUNTABILITIES

- Provide input into the development of long and short-term plans and strategies for GSHH multiple program pathway strategies.
- Collaborate with the membership team and volunteers to develop and implement constituent membership enrollment in GSHH programs to ensure membership and program goals are achieved.
- Develop and implement an annual plan of work with program managers to address GSHH wide program activities including: direct program delivery, outdoor/environmental education program activities, summer camp program, special events, ensure program goals are achieved
- Coordinate the creation of the programmatic content for the council's Summer Camp Brochure.
- Recruit, train and supervise seasonal camp staff including international staff and volunteers.

- Manages the delivery of all camp and outdoor education programs.
- Performs on site Camp Director responsibilities during resident camp programs. Requires residing at resident camp during the camp season.
- Responsible for implementing and maintaining all GSUSA and Council Risk Management plans and procedures.
- Recruits volunteer committees and trainers and supervises their work efforts
- Oversees outdoor program content and delivery in partnership with Program Managers with summer camp responsibilities.
- Design, oversee, deliver and evaluate a Summer Camp program for the GSHH resident camp according to the standards of all accrediting agencies.
- Coordination of the completion and submission of all paperwork required for the NYSDOH Permit to Operate, the American Camp Association accreditation and other forms as needed for the entire GSHH Summer Camp program.
- In collaboration with the Director of Program, develop and implement a camp safety plan for all outdoor program activities including summer camp.
- Creates program materials that are current and relevant to trends and issues affecting girls, and that meet stipulated outcome and quality requirements as outlined in the overall program plan.
- Develop program activity budgets including summer camp program to ensure healthy financial outcomes.
- Regularly assess the needs and interests of girls and inform the Director of Program to ensure GSHH can respond with relevant outdoor program activities and greater facility usage.
- Interpret GSHH and Girl Scout policies, standards and practices, and ensure compliance with all program, health and safety standards.
- Develop periodic reports and/or presentations that address the progress of outdoor program initiatives: provide recommendations for continual improvement.
- Designs girl and adult trainings for camp and other outdoor programs.
- Promotes Girl Scouting in the community to enhance the understanding and appreciation of the Girl Scouts Outdoor Program.
- Ensure diversity and pluralism are embraced and incorporated into the work of GSHH.

BASIC SKILLS AND QUALIFICATIONS

- BA or equivalent work experience and at least 3 years' experience in developing outdoor programs for youth. Demonstrated success working with volunteers and leading teams. Prior experience directing a resident summer camp program is required.
- Strong interpersonal, written and oral communications skills to ensure effective interactions with diverse individuals, with all levels of the organization and with the public.
- Must have demonstrated proficiency of MS Office Suite.
- Must be able to travel throughout assigned area, possess own car and a valid driver's license and be able to work a flexible schedule including nights and weekends.
- Must be well organized, self-directed and a team player.
- Must possess strong conflict management and conflict resolution skills.
- Have the ability to give, receive and analyze information, formulate work plans, articulate goals and action plans. Experience in budget development required.
- Strong work ethic, unquestionable reputation for honesty and integrity. Must have the ability to maintain utmost confidentiality at all times.
- Job Knowledge: Competent in required job skills and knowledge; Displays understanding of how job relates to others; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; requires minimal supervision; Uses resources effectively. High-level understanding of Risk Management.
- Problem Solving: Identifies problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Resolves problems in early stages; Works well in-group problem solving situations.
- Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interest.

EDUCATION AND/OR EXPERIENCE

- Competencies in: Leadership, Child Development, ACA Standards, and Resources; Conflict Resolution and Volunteer Relations. Outdoor wilderness survival.

CERTIFICATES, LICENSES, REGISTRATIONS

(Current or willingness to obtain)

- Lifeguard
- Ropes Course (high and low)
- Archery
- First Aid/CPR
- Waterfront
- Belaying
- Boating
- Climbing wall

SELECTIVE ABILITIES & PHYSICAL DEMANDS

The incumbent must be able to perform the following qualifications.

- Organized and detailed oriented with a proven ability to multi-task and meet strict deadlines.
- Self-Starter, capable of adapting to any work environment.
- Strong interpersonal skills and team player.
- Must meet the physical demands of the position, including the ability to lift medium weights of 10-50 lbs.
- Frequent exposure to adverse environmental conditions.
- Weekends and evenings/nights are required at a minimum of 50%
- The incumbent must be able and willing to sleep over night at camps and program events in a variety of weather conditions.
- The incumbent will be on call 24/7 during camping season and other activity periods.