



GIRL SCOUTS HEART OF THE HUDSON, INC. POSITION DESCRIPTION

PROGRAM MANAGER

REPORTS TO: Camp Director and Assistant Camp Director

GENERAL RESPONSIBILITIES

To establish and supervise all camp program while maintaining safe programs as directed by Girl Scouts of the USA, American Camp Association and the New York State Department of Health.

PRINCIPLE DUTIES

- Develop camp-wide and inter-unit events. Organize/supervise all special events.
- Order all program supplies.
- Establish a calendar of special camp days and supervise those days.
- Supervise staff and programs in specialty units.
- Coordinate activities for visiting camps.
- Work with Assistant Camp Director on analyzing activities and experiences of campers.
- Coordinate scheduling of specialty areas with unit staff.
- Assist with scheduling use of special equipment (i.e. TV, VCR, CD players) requests from units.
- Assist with scheduling special overnights.
- Other duties as assigned.

JOB QUALIFICATIONS

1. Successful completion of background check.
2. Must be at least 21 years old.
3. High School Diploma or equivalent.
4. Experience in a supervisory position.
5. Experience in camp programs.
6. Girl Scout experience preferred.

EMPLOYEE STATEMENT: I have read the above job description and can perform its essential functions with without reasonable accommodation. If the position requires additional skills or qualifications that are beyond my capabilities, or if I have any other questions or concerns, I understand it is my responsibility to speak with my Supervisor.

Name: Print

Signature

Date