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**Girl Scouts Western Pennsylvania**  
– *Camp Staff Job Descriptions* –  
**Program Director**

**Reports To:** Camp Director

**Supervises:** Program Instructors

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Purpose**

Under minimal supervision, provide an effective overnight camp program by directly supporting and supervising Program Instructors, managing all program areas and needs at overnight camp, assisting the administrative team and Camp Director, and assisting with planning, development, and implementation of camp logistics, staff training, and program.

## **Essential Functions**

### **Administrative**

- Assist the Administrative Team in day-to-day logistics and act in the Assistant Camp Director or Camp Director capacity as needed
- Works in conjunction with Program Instructors and Unit Leaders to create weekly schedules for girl-driven, safe, creative, and educational programs for campers
- Coordinates use of facilities, supplies, equipment, and activities to ensure unit schedules meet session goals and activities are balanced and geared toward campers' ages, interests, and abilities
- Responsible for leading and assisting fun and meaningful activities for campers; model constructive and enthusiastic participation in all program areas
- Be available on the radio at all times while on-site
- Effectively oversee and manage program supply budget and program inventory
- Manage the ordering, purchasing, and distribution of program supplies for the camp season

### **Staff/Camper Support**

- Assist in the daily, weekly, and seasonal management of camp staff, including:
  - Development and implementation of staff training, program, evaluation, and feedback
  - Meeting regularly with Program Instructors (1-3 times weekly) to provide and take feedback to better enhance the program offerings available at camp
- Maintain strict confidentiality and professionalism when handling sensitive information regarding business affairs, programs, campers, or staff members
- Interact daily with campers and work to provide a safe and consistent environment
- Understand and know staff and campers—help them to respect the diversity of others and appreciate differences and similarities so that campers get the most out of their stay at camp

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## Program

- In coordination with the Camp Director, create a program development plan for the summer with weekly emphasis points to ensure the quality of program offerings
- Organizes camp session program binders, complete with suggested activities and lesson plans
- In coordination with Unit Leaders, manages and oversees the awarding of campers with accolades earned at camp, completes weekly Camper Highlights, and coordinates any additional program needs
- Assist in the planning, development, and implementation of summer camp programs including:
  - Weekly camp sessions, camper check-in/out, daily and weekly routines, daily and weekly schedules, and all camp procedures
- Works in conjunction with the Unit Leaders and Program Instructors to create weekly schedules for girl-driven, safe, creative, and educational programs for campers.
- Manages program planning oversight for all program areas at the respective overnight camp (this may include: Challenge Course, Equestrian, Shooting and Throwing Sports, Nature, STEM, Aquatics, or others) and all-camp activities, campfires, and evening activities
- Responsible for leading and assisting fun and meaningful activities for campers; model constructive and enthusiastic participation in all program areas.

## Health and Safety

- Instruct staff and campers in established emergency procedures such as fire drills, evacuating the cabin, etc., and understand their role in crisis management
- Ensure that all activities are carried out in accordance with safety standards set forth by GSUSA
- Ability to observe camper and staff behavior, assess and enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Knowledge of common camper illnesses and proper sanitation in group living communities
- Management of the cleaning and sanitization of all program equipment and program areas

## Positive Relationships

- Contributes to the diversity of the council by ensuring that all materials, activities, and programs are sensitive to and reflective of the interests, values, and needs of people of all racial/ethnic groups, cultures, belief systems, and abilities
- Support and promote campers and fellow staff to take risks and seek challenges

## Requirements and Desired Qualifications

### *Requirements –*

- Minimum 19 years of age
- Willingness to adhere to principles of Girl Scouting, Girl Scout Law, and Girl Scout Promise
- Current First Aid/CPR certification (or willingness to obtain)
- At least one season (six weeks) of experience in a supervisory capacity (preferably in organized youth activities)
- Ability to learn and willingness to develop skills in a variety of program activities
- Ability to think and act calmly in a crisis
- Ability to keep accurate, legible records
- Ability to prioritize the needs of campers and communicate with and provide direction to campers and staff of varying age and skill levels

- Ability to provide constant supervision of campers and help campers navigate emotional well-being during their time at overnight camp
- Ability to function as a camp staff team member and work effectively with peers
- Ability to identify, respond, and adapt to environmental or other hazards related to camper supervision
- Ability to share living quarters with other staff (may include directly on-ground, primitive camping, rustic cabins, platform tents, or lodges)
- Ability to establish and maintain boundaries with campers and fellow staff
- Ability to endure prolonged standing, bending, walking, hiking, sun exposure, heat, and other weather conditions.
- Willingness to learn and adapt to new situations, surroundings, and circumstances in a quick and effective manner
- Ability to go without electronic devices for several hours or days at a time while on duty (excluding medically necessary devices)
- Provide at least three professional references

*Desired Qualifications –*

- Knowledge of Girl Scout Leadership Experience and the Girl Scout National Portfolio
- Desire and ability to teach, work, and relate successfully with campers and fellow staff members
- Passion and excitement for the outdoors, programs offered (climbing, horseback riding, sailing, archery, hiking, etc.), and providing an exceptional overnight camp experience to each camper
- Demonstrated maturity, sound judgment, integrity, and flexibility
- Enthusiasm, patience, and a sense of humor

***Physical Working Conditions -***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must have the:

- Ability to endure prolonged standing, bending, reaching, walking, and hiking
- Willingness to work outdoors with exposure to all weather conditions including sun, heat, rain, humidity, etc.
- Understanding of and being comfortable navigating around wildlife animals, i.e., insects, reptiles, mammals, etc.
- Capability to lift or move objects up to 10 pounds on a regular basis and occasionally lift or move objects of up to 50 pounds
- Noise level is usually minimal to moderate