

POSITION DESCRIPTION

TITLE: Program Coordinator
REPORTS TO: Camp Director
CLASSIFICATION: Seasonal, Exempt

SUMMARY

Coordinate planning, set-up and facilitation of camp-wide programs including aquatics, high adventures and arts at camp as well as offsite adventures.

ACCOUNTABILITIES

- Plan, direct and implement specialty program activities. Coordinate and oversee all camp kapers and dining hall procedures.
- Participate in weekly planning meeting with leadership staff to schedule unit, CIT, all camp, and specialty activities.
- Train, supervise, and manage assigned staff. Arrange schedules and time off. Conduct performance evaluations for assigned staff as required.
- Assist with delivery of pre-camp staff training.
- Manage inventory and record keeping of program supplies and submit a weekly supplies purchase order.
- Coordinate activities to offsite locations as well as conduct shopping as needed.
- Provide supplemental programming for all camp activities as well as theme dinners.
- Conduct initial and end of season inventory of all program supplies. Maintain program supply inventory during camp season.
- Evaluate current season and make suggestions for the following season.
- Provide a supportive atmosphere for campers. Provide a welcoming environment to campers and parents during check-in and check-out.
- Participate in all required training.
- Act as a positive role model and engage in activities with campers and staff.
- Demonstrate enthusiasm, creativity, flexibility, cleanliness, punctuality, sharing kapers, sportsmanship and table manners.
- Comply with all federal, state, GSCCC and GSUSA risk management policies and procedures to ensure the safety of girls and integrity of the Girl Scout Leadership Experience.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity and safety.

EDUCATION, EXPERIENCE & CERTIFICATIONS

- Supervisory experience required (camp setting preferred).
- Experience working with children required (camp setting preferred).
- First aid/CPR certification required (training provided).
- Girl Scout knowledge preferred.
- Must possess a valid driver's license, 5 years of safe driving experience, and be approved by our insurance provider.

ADDITIONAL QUALIFICATIONS

- Minimum age: 21
- Demonstrate a commitment and ability to interact with diverse populations and positively resolve conflict.
- Ability to lead and motivate a high performing team.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Cognitive and communication abilities to develop, plan and conduct program to achieve the developmental objectives.
- Ability and willingness to work with various age groups 6-17 years of age.
- Subscribe to the principles of the Girl Scout Movement and become a registered member.
- Successfully complete background check.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Visual, auditory, cognitive and physical abilities to identify and respond to hazards
- Ability to lift 30 lbs.
- Must reside on camp property while camp is in session.
- Live and work in an outdoor environment with exposure to heat, sun, rain, uneven terrain, and other elements.

The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of Council operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scout Council of Colonial Coast are employees "at-will". I have read and understand the responsibilities and requirements of this position.

Employee Signature/Date

