



TITLE:	Outdoor Adventures Specialist
REPORTS TO:	Outdoor Adventures Manager
CLASSIFICATION:	Non-Exempt, Full-Time
COMPENSATION:	\$16-\$18 per hour (35 hour workweek)
LOCATION:	Chesapeake, VA
POSTED:	October 12, 2022
CLOSING:	Until Filled

This position will require availability to frequently work weekends.

Excellent benefit package including medical/dental insurance, health savings account, complimentary life insurance, discounted Aflac benefits, 403b/Roth with match, and a generous leave program starting your first day of employment.

Have you ever dreamed of a job where rather than looking out the window at work you actually get paid to be outside and your work vehicle is a golf cart. Live our mission each day as you help today's youth disconnect from technology and reconnect with the outdoors by developing and implementing educational and engaging seasonal and year-round outdoor programs. This is bigger than any job you have ever had. We are seeking an experienced, energetic, and self-motivated professional who demonstrates a love of the outdoors and all it has to offer.

SUMMARY OF POSITION

The Outdoor Adventures Specialist helps develop and lead programs focusing on expansion and retention of girl membership through a wide variety of outdoor program opportunities. They ensure outdoor programs are offered at all levels of member progression and in a variety of outdoor-related interests, outdoor-focused events and patch programs. Additionally, this position supports the service units by training, communicating and collaborating with the volunteers.

ACCOUNTABILITIES

- Implement a variety of outdoor programs, ensuring that these opportunities are available year-round and meet the needs of girls in all geographic areas, as well as increasing Girl Scout property utilization.
- Lead planned outdoor activities, including hikes, camping activities, and backpacking, while prioritizing girl safety.
- Interface with partners, volunteers and members to explore and develop potential program offerings for girls that are unique to Girl Scouts and support retention efforts.
- Work with local organizations to support outdoor program offerings, based on market-driven data and the identified needs and interests of current and prospective girl members.
- Support volunteers serving in program-related service team positions in assigned geographic areas. Mentor volunteers to ensure service unit level activities deliver high-quality, consistent and relevant programs that add to girls' positive Girl Scout experience.
- Collect and analyze data from participants regarding their program experiences and expectations.
- Validate member requirements for participation in programs to streamline registration process while providing excellent customer experience.
- Answer, problem-solve, manage and respond appropriately to partner, member and volunteer outdoor program inquiries via email and phone.
- Maintain all standards to meet GSUSA and GSCCC safety requirements.
- Serve as a member of the summer camp leadership team. Regular attendance is required while camp is in session. Assist with the orientation, supervision, leadership and evaluation of a diverse summer camp staff.

- Maintain accurate, detailed and thorough files concerning operational matters. Maintain records, reports, and files for risk management and business continuity.
- COMMUNITY TROOP SUPPORT: May include assisting with creation of badge kits, attending program sites if needed, and ordering supplies.
- EVENTS SUPPORT: May include assisting with pre-event logistics, ordering supplies, event check-in, as well as activities the day of the event.
- Complete check requisitions, transfers, and credit card reports for the department and ensure costs are allocated correctly.
- Assist with other council-wide administrative tasks, projects, and events as needed.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

QUALIFICATIONS

Education, Experience, & Certifications

- Associate's degree in a related field or equivalent professional experience. Higher education preferred.
- Minimum 2 years' experience in leading outdoor programs for adults and youth.
- Knowledge of Girl Scouting preferred.
- First Aid/CPR or Wilderness First Aid certification (willingness to obtain).
- Lifeguard/Lifeguard instructor certification (willingness to obtain).
- Boating/Small Craft certification (willingness to obtain).
- Ropes Course (low & high) and Challenge Adventure certification (willingness to obtain).
- Archery Instructor Certification (willingness to obtain).

Skills & Competencies

- Excellent technical computer skills in Microsoft Office including Word, Excel, and Outlook. Ability to learn new software as required.
- Excellent organizational skills, great attention to detail, and strong commitment to accuracy.
- Ability to clearly communicate both verbally and in writing.
- Strong grammar, proofreading, and editing skills.
- Ability to create and analyze statistical reports.
- Ability to assist several staff on multiple, concurrent projects and tasks in an orderly and well-paced manner.
- Demonstrated ability to handle sensitive information and maintain confidentiality.
- Demonstrated commitment and ability to interact with diverse populations.

Additional Requirements

- Ability to work a flexible schedule including evening and weekends.
- Ability to reside on camp property while camp is in session (June-August).
- Ability to travel throughout Council jurisdiction.
- Must have personal transportation, possess a valid driver's license, maintain personal auto insurance, and meet the Council insurance company's requirement for coverage.
- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- Successfully pass background investigation.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine, and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must regularly lift and/or move up to 50 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, extensive reading, and driving. Occasional high stress work may be required in dealing with campers/volunteers/staff. Employee must reside on camp property and willing to work irregular

hours while resident camp is in session and live and work in an outdoor environment with exposure to heat, sun, rain, insects, uneven terrain, and other outdoor elements.

DISCLOSURE & ACKNOWLEDGEMENT

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". By signing below, I acknowledge I have read, understand, and am able to successfully perform the responsibilities and requirements of this position as described.

APPLICATION INSTRUCTIONS

Visit <http://www.gsccc.org/Employment.aspx> to complete an online application or submit resume to:

Girl Scout Council of Colonial Coast, Human Resources
912 Cedar Road, Chesapeake, VA 23322
Phone 757-547-4405, Fax 757-547-1872,
Email: hr@gsccc.org
Equal Opportunity Employer

