



TITLE:	Outdoor Adventures Manager
REPORTS TO:	Program Director
CLASSIFICATION:	Exempt, Full-Time
COMPENSATION:	Negotiable
LOCATION:	Chesapeake, VA
POSTED:	October 12, 2022
CLOSING:	Until Filled

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.

ABOUT OUR ORGANIZATION

We are one of 111 councils chartered by [Girl Scouts of the USA](#), the world's leading organization dedicated solely to girls, where, in an accepting and nurturing environment, girls build character and skills for success. In partnership with caring adults, girls develop qualities to serve them all their lives: strong values, social conscience, and conviction about their potential and self-worth. We serve nearly 8,000 girls throughout southeastern Virginia and northeastern North Carolina. With the guidance of nearly 4,000 dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together.

SUMMARY OF POSITION

The outdoor adventures manager directs the design, delivery, and evaluation of all seasonal and year-round outdoor program experiences including the operations of overnight and day camps. Serves as the primary programmatic leader for components of our outdoor leadership portfolio with the goal of developing outdoor leadership skills that meet the needs and interests of the target populations, meet designated outcomes, and occur in a safe and quality manner.

ACCOUNTABILITIES

- Manage the delivery of all outdoor programs. Use national program curricula as the basis to research, design, and create program content that is current, relevant, safe, and meet outcomes and quality requirements of the overall program plan.
- Develop a framework and protocol to ensure girls have the opportunity for progressive outdoor experiences that will keep them engaged through each age level.
- Create opportunities for volunteer involvement ensuring recruitment and flexible deployment of volunteers in support of outdoor program needs.
- Create, coordinate, and assign appropriate outdoor education trainings for volunteers.
- Provide supervision and support to outdoor program volunteers, groups, and committees.
- Serve as Camp Director for council-operated overnight and day camps. Plan, coordinate, oversee, implement, and evaluate all aspects of camp services. This includes, but is not limited to, recruitment of campers and staff, program development, sales and marketing, staff training (pre-camp and in-camp),

coordination with camp rangers, food service personnel, and maintenance. Must reside on camp property during camp sessions (June-August).

- Supervise high performing camp staff. Evaluate and manage team performance. Ensure full team effort, optimal productivity levels, and attainment of goals.
- Interpret regulations and ensure compliance with Council and GSUSA risk management guidelines as well as federal and state policies. Ensure safety, health, and security of all participants.
- Create an annual outdoor program plan of work, budget, camp guide, and marketing plan to increase attendance at outdoor programs.
- Assist with the management of property resources and maintenance needs to ensure stewardship of current resources and identification of future needs.
- Create and analyze assessment tools and reports to evaluate outcomes and make changes as necessary to ensure strategic and tactical objectives are met.
- Exercise management, operational, and budgetary oversight in all areas of accountability.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

QUALIFICATIONS

Education, Experience, & Certifications

- Bachelor's degree in a related field or equivalent professional experience.
- Minimum 3 years' experience in outdoor education programming, recreation, or camp administration.
- Must have experience supervising staff and providing dynamic leadership to teams.
- Experience teaching or facilitating groups.
- 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).
- Food Management Certification (willingness to obtain).
- Knowledge of Girl Scouting preferred.

Skills & Competencies

- Excellent technical computer skills in Microsoft Office including Word, Excel, and Outlook. Ability to learn new software as required.
- Ability to project a high level of professionalism while networking in the public arena. Ability to speak passionately and with conviction about the organizational mission and its importance to the public.
- Demonstrated reasoning and negotiation skills to identify and resolve conflict.
- Demonstrated ability to handle sensitive information and maintain confidentiality.
- Demonstrated experience in the development and administration of budgets.
- Ability to clearly communicate verbally and in writing.
- Experience in writing outdoor program curricula. Strong grammar, proofreading, and editing skills.
- Ability to analyze information, formulate work plans, articulate goals, and produce required statistical reports.
- Ability to work independently and prioritize work while managing multiple deadlines.
- 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.

APPLICATION INSTRUCTIONS

Visit <http://www.gscgcc.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@gscgcc.org
Equal Opportunity Employer

