



Job Title: Camp/Outdoor Program Specialist  
Department: Girl Program Location: Newark  
Reports To: Director of Girl Program

FLSA Classification: Exempt X Non-exempt \_\_\_\_\_

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### **Job Summary**

The Outdoor Program Specialist is responsible for all aspects of GSCB's outdoor program experiences, as well as developing, delivering and evaluating outdoor focused resources to support volunteers and girls participating in these pathways. The incumbent is also responsible for developing and maintaining facilitators to provide groups programming related to outdoor activities. In addition, the Outdoor Program Specialist will have operational responsibility for Girl Scouts of the Chesapeake Bay camp programs. This position is responsible for implementing strategic direction that results in quality, relevant camp program opportunities to girls.

### **Essential Duties and Responsibilities**

- Designs, delivers, and evaluates year-round outdoor programs at multiple GSCB camp locations that are based on the Girl Scout Leadership Experience and new outdoor initiatives from GSUSA, meet the needs and interests of girls and designated outcomes.
- Designs, manages, and evaluates camp programs at multiple GSCB camp locations that meet the needs and interests of girls and incorporate the Girl Scout Leadership Experience.
- Serves as Camp Director from June to August including overseeing the daily operation of the camp including: food service, program, business, camper and staff supervision, and healthcare.
- Develops and implement resources and trainings for certifications such as lifeguard, zipline, canoe, paddle sports, archery, and challenge course.
- Recruits, trains, manages and retain high performing seasonal staff. Evaluate and manage team performance.
- Assists in the development of the summer program guide, evaluating current content and forms, and suggesting changes as necessary.
- Assists in the development marketing strategies to ensure increased participation of Girl Scout members and non-members in the camp pathway.
- Builds and cultivates relationships with community partners and volunteers.
- Ensures compliance with local, state and federal laws, regulations, health and building codes, OSHA guidelines, GSUSA safety guidelines, and ACA site standards. Coordinate ACA accreditation renewal process.
- Ensures site security by developing emergency systems and procedures to ensure safe usage of facilities.
- Participates in department goal setting, budgeting and planning process. Manages associated budgets, work plans and goals.

- Actively support and promote GSCB's commitment to excellent customer service, membership growth, community visibility, fundraising diversity and safety.
- Others duties as assigned.

**Competencies and areas of expertise may include:**

- Oral and Written Communication abilities (i.e. In person, verbal, written, and/or phone); expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of girls, volunteers, and staff.
- Project Management – demonstrated ability to coordinate multiple projects while managing conflicting priorities and deadlines and formulate short and long term project goals, objectives, schedules, and priorities in line with council goals; anticipates issues, obstacles, or opportunities that may impact plans or actions; has ability to coordinate multiple projects while managing conflicting priorities and deadlines; establishes courses of action for accomplishing goals while attending to and incorporating information obtained during day-to-day administrative tasks.
- Judgment and Decision-Making - recognizes when immediate action is required; recognizes when sufficient information has been obtained to make a decision; makes decisions where appropriate or refers decisions to the appropriate organizational level; makes decisions without undue delay.
- Marketing Knowledge – has demonstrated knowledge of the basic principles of marketing (for example, market identification and segmentation, interpretation and use of market data). Demonstrates comfort in presenting the value behind solutions in a way that resonates with what is most important to the potential members/customers of the organization.
- Team-Building - knows team-building techniques and processes; collaborates with others to create optimal solutions; fosters a commitment to a team approach to work; promotes partnerships between work units; collaboratively defines boundaries and outcomes of work responsibilities; shares information with others; recognizes and rewards team accomplishments; shares decision-making responsibility with team members.
- Customer Responsiveness - seeks and acknowledges the views and ideas from customers; identifies, prioritizes, and balances customer issues; takes time to answer questions and explain decisions; follows through on commitments to customers in a timely manner; maintains a commitment to continuous improvement.
- Volunteer Relations - understands the functions of volunteers; demonstrates flexibility to meet with volunteers; effectively delegates responsibility; monitors use of volunteers within existing constraints and guidelines; recognizes volunteer accomplishments; works effectively with volunteers.
- Volunteer Management - knows the procedures, tools, and legal issues associated with recruiting, selecting, supervising, and releasing adult volunteers; assigns and manages volunteers in an efficient manner; monitors use of volunteers; recognizes volunteer accomplishments.
- Technical computer skills in Microsoft Office including Word, Excel, Outlook, customer relationship management systems, and social networking.

**Physical Demands:**

- Must be able to work in an outside environment, where you have the ability to walk/hike daily, at various grades, elevations, and on uneven terrain.

**Direct Reports:**

- Summer Camp Leadership Team

**Travel**

- Approximately 30% travel

**Education/Experience**

- Bachelor's Degree with two years' experience in supervision of youth outdoor recreational programs preferably in a non-profit or membership-based agency; or combinations of education and experience that demonstrate the ability to perform the duties of the position may be considered.
- Prior experience in program design and development, program evaluation, people management, marketing, community relations, or other relevant are preferred.
- Must have supervisory experience leading a professional team.
- First Aid/CPR certification required (willingness to obtain)
- Boating and/or Sailing Instructor certification preferred (willingness to obtain)
- Ropes Course and Zipline certification preferred (willingness to obtain)
- Archery Instructor certification preferred (willingness to obtain)

**The Following Requirements Apply to All Positions**

- Become a registered member of the Girl Scouts of the United States of America. Have working knowledge of the Girl Scout philosophy and program, and be committed to the Girl Scout mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained. While all jobs involve dealing with stressors, the particular stressors may vary job to job.
- Adaptable and flexible work environment including but not limited to working additional hours (nights and weekends) as business needs may require, handling more than one task concurrently and, easily adapting to new assignments, systems, and processes.
- Possess a valid Driver's License.
- While all these continuing responsibilities apply to all jobs in Girl Scouts, the specific ways in which they apply, vary from job to job.

**Exposures and Environment Conditions:**

- While performing the duties of this job, the employee may sit or stand for prolonged periods of time, walk at a brisk pace on uneven terrain and climb stairs. The employee will work in the outdoors, which includes regular exposure to heat and humidity during resident camp. Must be willing to live at camp when necessary which often requires working irregular or extended hours into evenings and weekends.