

Outdoor Program Specialist

Job Details

Job Location: Dale Earnhardt Environmental Leadership Campus at Oak Springs

Job Start and End Dates: Full-time, year-round position

Description

Girl Scouts Hornets' Nest Council

Job Title: Outdoor Program Specialist

FLSA Status: Full-time, year-round GSHNC staff

Department: Outdoor Programming

Reports to: Director of Outdoor Programming

Location: GSHNC office in Charlotte, NC and DEELCOS Camp in Statesville, NC during the summer and some weekends as needed.

Number of positions: 1

Salary: \$47,000

Job Purpose: The Outdoor Program Specialist works to ensure the achievement of the strategic goals for quality and growth of the outdoor program and training department. She/he assists in supervising outdoor programming, resident camp in the summer, and volunteer training. She/he supports membership recruitment and retention through effective administration of camp and training programs in support of the Girl Scout Leadership Experience and Council business needs. She/he follows all guidelines of the Hornets' Nest Council, GSUSA, the American Camp Association, North Carolina, and any other regulatory agencies.

Essential Functions

- Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout camp in order to meet the intended camper outcomes.
- Lead and assists program activities for campers within the mission and outcomes.
- Providing unit information reports, data, and daily logs to the camp management team including but not limited to: creating and maintaining schedules of program sessions within the living unit; working with unit staff to complete unit journals; working with unit staff to complete incident reports, and other daily or weekly paperwork.
- Ensures that unit schedules and activities are implemented and adhered to.
- Oversees, grows, and develops staff in unit to continuously improve the camp experience.
- Develops, leads, and participates in all camper activities.
- Ensures parents feel secure in their camper staying at camp.
- Creating a camp atmosphere where every camper is safe, has fun, and feels well-liked by peers and staff.
- Encourages girl led programming beyond listed programming in the camp guide.
- Work with and teach children ages six through seventeen (grouped by age).
- Maintains effective working relationships with staff and create harmonious relationships with campers, parents, and staff.
- Provides quality camper experience that resolves concerns by offering creative solutions in a timely manner.

- Be a role model to campers and staff in your attitude and behavior.
- Assisting with daily, weekly, and end of season camp cleaning responsibilities.
- Participates in and performs duties within the general camp life, including but not limited to check in, check out, all camp activities, themed days or meals, cookout, and duties at meals.
- Ensures camp is providing quality and safe programming for all campers by following all policies, procedures, protocols, and health and safety standards of GSHNC, American Camp Association, Health Department, and Safety Activity Checkpoints
- Engages in problem-solving skills, by clarifying desired information, researching, locating and delivering findings and solutions.
- Displays professional demeanor, and integrity at all times.
- Maintains strict confidentiality and professionalism when handling sensitive information.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Adheres to the policies of the Girl Scouts Hornets' Nest Council and promotes Girl Scouting in a positive manner to the public as well as to all internal and external customers.
- Performs other duties or assists other projects as assigned.

Qualifications

Required Qualifications

- Must have a bachelor's degree.
- Prior experience working in summer camps, youth programming, curriculum development, event planning, volunteer management or related field.
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Satisfactory results from a criminal background check are required.

Preferred Qualifications

- Training in Girl Scout outdoor programs, camp activities, camp counseling, leadership, and training techniques is preferred.
- Good working knowledge of Girl Scout philosophy, program, and Girl Scouts, Hornets' Nest Council programs and property sites, and a firm belief in the Girl Scout mission.
- Previous work in a Camp Leadership position or equivalent.

Physical Requirements

- Frequent sitting, standing, walking, bending and twisting upper body.
- Capable of lifting up to 50lbs.
- Capable of viewing computer monitor for long periods.
- Ability to respond appropriately to emergency situations and possess strength and endurance required to maintain constant supervision of campers.

Environmental Demands

- Outdoor activity and exposure to weather.
- Continuous requirement for professional demeanor and appropriate camp staff attire.
- Continuous work as a team member and ability to work independently with some supervision.
- Willingness to live in a camp setting and work irregular hours with limited equipment and facilities, with daily exposure to sun, heat, and insects.
- Willingness to work in camp facilities that may not have AC.
- Frequent work under stress and under pressure of deadlines with overlapping projects.

Important Note: The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of all responsibilities, duties and capabilities required of a person employed in this capacity. Job descriptions are subject to change at the discretion of the Girl Scouts Hornets' Nest Council.

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