

**Girl Scouts of Greater Los Angeles  
Job Description**

**Job Title :** Camp Director, Mariposa Day Camp  
**Department :** Mission Delivery, Program  
**Reports To :** Mission Delivery Specialist, Program

**Summary::** The Camp Director (Seasonal) directs GSGLA's Mariposa Day Camp at the Mariposa Program Center and is responsible for effective overall camp program management within GSGLA guidelines and objectives. The Director will: supervise camp staff employees and/or volunteers; collaborate with Council staff members; develop innovative camp program curriculum; communicate program objectives and outcomes to girls, parents, and community partners; ensure the safety of the campers at all times.

**Minimum Qualifications:**

- Minimum Age 21 years old
- A minimum of one season (6-9 weeks) of administrative or supervisory experience with an organized camp, including recruitment of staff and campers, program development, delivery and evaluation and camp business and operating procedures.
- Knowledge of California State organized camp laws and American Camp Association standards.
- Excellent communications skills; excellent facilitation, conflict resolution, and presentation skills.
- Strong goal setting, project planning, budget management, organization, and follow-through skills.
- Strong interpersonal skills; ability to maintain effective relationships with staff and volunteers.
- Ability to remain calm and polite in stressful situations.
- Must be driven, self motivated, and a strong leader to inspire staff and girls.
- Strong interest in working with youth and teens.
- Experience in curriculum development and in developing program collaborations.
- Good computer skills including proficiency in Windows and Office Suite.
- Ability to manage multiple projects and work in a fast paced, changing environment.
- Project management skills to be able to comply with a budget.
- Ability to handle confidential materials and information in an appropriate manner.
- Ability to work collaboratively through teams and cross-function task groups.
- Current driver's license; valid auto insurance; reliable transportation;
- Must have a positive and professional attitude when participating in health screenings.
- Ability to work flexible hours, evenings and weekends as needed (training).
- First Aid/CPR certified.

**Desired Qualifications:**

- Bachelor's Degree or equivalent experience
- 3-5 years of experience in youth programming
- Knowledge of Girl Scout philosophy, standards, program, and systems.
- Experience and demonstrated sensitivity in working with people from various ethnic, religious and economic backgrounds.

**Essential Duties and Responsibilities:**

- Direct the day-to-day operations of Mariposa Day Camp.
- Supervise the Activity Instructors and Unit Leaders in their day to day program implementation.
- Manage the camp program to meet objectives and the budgetary accountability of the program.
- Assist the Program Specialist with development of program curriculum and operational procedures for camp programs.
- Communicate any program, facility or staffing concerns/needs with the Program Specialist.
- Train and supervise seasonal camp staff. Evaluate staff performance mid season and at the end of camp.
- Ensure that Girl Scouts and American Camping Association camp standards are maintained.
- Uphold safety in the camp program by conducting safety training with staff and camp attendees.
- Ensure that the site is kept clean, organized, and free of litter
- Evaluate outcomes at end of camp to ensure best practices are captured and improvements for next year are noted.
- Provide Program Specialist with supply lists for crafts and activities.

- Maintain accurate records, including health forms, permission slips, and child release forms and provides timely statistical and activity reports on day camp participants.

**Language Skills:** Ability to effectively present information and respond to questions from groups of volunteers, leaders, and girls and the general public.

**Mathematical Skills:** Ability to calculate figures and keep accurate records.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables while maintaining a high standard of camp safety. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations:**

Current CPR and First Aid certification

If you have a valid California Drivers License – proof of valid Automobile Liability Insurance

**Other Qualifications:** Weekend Work Required (training)

Please submit a cover letter and resume to [mariposacamp@girlscoutsla.org](mailto:mariposacamp@girlscoutsla.org) with Camp Director-Mariposa in the subject line.