



<b>Job Title:</b>	Program Director, Camp Osito Rancho
<b>Department:</b>	Mission Delivery, Program
<b>Reports To:</b>	Camp Director
<b>Location:</b>	Big Bear, CA
<b>Exemption:</b>	Non-Exempt

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## Job Summary

The Program Director, under the supervision of the Camp Director or her designee, is responsible for the supervision, development and implementation of high quality program that meets the goals and objectives of the camp and council and meets the standards and guidelines of GSGLA, GSUSA, ACA, and the State of California.

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## Essential Duties and Responsibilities

- Develops and implements program activities based on sound educational principles, offers a progression of skills, and meets the interests and abilities of campers.
- Participate in planning and conducting pre-camp training of the Girl Scout program, camp procedures, safety procedures and all other aspects of resident camp.
- Assist Camp Director in planning and conducting program staff meetings and conducting job performance reviews mid-way and at the end of camp season.
- Assist Camp Director with Assist and oversee Program Activity Directors and Program Specialist in implementing Girl Scout Program by providing advice and assistance in planning specialized activities, using resources and evaluating camp experience.
- Serve as a member of the Camp Crisis Management Team.
- Visit each specialty program area frequently to observe and guide staff.
- Assist Program Activity Directors in scheduling of daily breaks for program activity staff while staying within all safety protocols as outlined by Safety Wise and ACA
- Demonstrate necessary experience and/or take appropriate training before the start of camp in the following specialty program: Archery, canoes, challenge course, swimming, small craft safety, wilderness survival skills, backpacking, GS Journey Series "It's Your Story, Tell It".
- Develops and monitors safety procedures for specialty program areas according to Girl Scout and ACA standards including the training of staff and campers.
- Monitors equipment and supplies under her/his care for needed repairs and replacement.
- Prepares reports and inventories as requested.
- Ability to sustain physical activity above 7,000 feet elevation.
- On call between 10pm-6am to assist counselors with camper issues and any camp emergencies.
- Greets campers and parents that do not arrive by bus on the first and last day of camp session.
- All other duties as assigned by the Camp Director.

## Competencies and areas of expertise may include:

### Skill, Experience & Education

- First Aid/CPR certified.
- Verification of legal right to work in the United States
  - Valid California identification
  - Social security card

**DESIRABLE QUALIFICATIONS:**

- Documented experience in planning and delivering program specialty to children.
- Experience and demonstrated sensitivity in working with people of various ethnic, religious, and economic backgrounds.
- Knowledge of safety procedures and proper technique in program specialties-archery, canoes, swimming, challenge course, horses, arts and crafts, backpacking.
- Knowledge of use and care of equipment in program specialty areas.
- Ability to lift and move weight of 35 lbs.
- Ability to visually monitor activity in program specialty area.
- Knowledge of Girl Scout program.
- Experience in camp or similar setting.
- Current First Aid and CPR certification
- Valid Driver's License with good driving record
- Willing to live and work in an outdoor setting
- Commitment to working for the entire camp season
- Administrative and supervisory experience. Must be able to document.
- Must pass background check

**Additional Organizational Requirements**

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.

To apply please send resume to [ositocamp@girlscoutsla.org](mailto:ositocamp@girlscoutsla.org)  
with "Programs Director" in the subject line.

Sorry, no calls or walk-ins please