

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

Job Title : Camp Director, El Ranchito
Department : Mission Delivery, Program
Reports To : Program Specialist

JOB SUMMARY:

The Camp Director (Seasonal) directs GSGLA's El Ranchito Day Camp at the Long Beach Service Center and is responsible for effective overall camp program management within GSGLA guidelines and objectives. The Director will: report to the Council Program Specialist; supervise camp staff employees and volunteers; 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.

JOB ACCOUNTABILITIES:

- Direct the day-to-day operations of El Ranchito Day Camp.
- 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.
- 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.
- Serve as a role model for campers and other staff, including appropriate behavior, punctuality, and good sportsmanship.
- Attend and actively participate in staff trainings and meetings.
- Lead and teach activities, including songs, games, and badge work.
- Provide Program Specialist with supply lists for crafts and activities.
- Ability to work flexible hours, evenings and weekends as needed (training).
- May conduct camper health screenings.
- Maintains accurate records, including health forms, permission slips, and child release forms and provides timely statistical and activity reports on day camp participants.
- Perform other duties as assigned.

ESSENTIAL QUALIFICATIONS:

To perform this position successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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;
- First Aid/CPR certified.
- Must be available for camp staff training and 9 weeks of camp, including prep and clean up: Standard camp hours are Monday through Friday, 9am to 4pm. Scheduled shifts will vary between 7am to 6pm.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree
- Knowledge of Girl Scout philosophy, standards, program, and systems.
- Ideal candidate will have good character, integrity, adaptability, enthusiasm, creativity, honesty, and patience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current First Aid/CPR certification

Please submit a cover letter and resume to elbranchitocamp@girlscoutsla.org with "Camp Director" in the subject line.