

## **Girl Scouts of Greater Los Angeles**

### **El Ranchito Summer Camp Director – Long Beach, CA**

Reports to: Mission Delivery Specialist– Program

Location: El Ranchito Day Camp, Long Beach

#### **JOB SUMMARY:**

The Camp Director (Seasonal) directs the GSGLA day camp program at the El Ranchito site at the Long Beach Service 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.

#### **JOB ACCOUNTABILITIES:**

- Direct the day-to-day operations of El Ranchito summer camp.
- Manage the camp program to meet objectives and the budgetary accountability of the program.
- Assist with development of program curriculum and operational procedures for camp programs.
- Train and supervise seasonal camp staff. Evaluate staff performance 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.
- Assist with securing program arrangements with vendors for camp field trips and programs.
- Evaluate outcomes at end of camp to ensure best practices are captured and improvements for next year are noted.
- Research, design, and develop new program opportunities at El Ranchito.
- Provide Program Specialist with supply lists for crafts and activities.
- Work with Program Department on initiatives and goals.
- Maintains accurate records, including health forms, permission slips, and child release forms and provides timely statistical and activity reports on day camp participants.

#### **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.

- A minimum of one season (8 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.
- 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;
- Ability to work flexible hours, evenings and weekends as needed (training).
- First Aid/CPR certified.
- Must be available for camp staff training – June 7<sup>th</sup> and June 14<sup>th</sup> and 9 weeks of camp from June 16<sup>th</sup> to August 15<sup>th</sup>, including prep and clean up Standard camp hours are Monday through Friday, 9am to 4pm. No camp on July 4<sup>th</sup>.

#### **DESIRABLE QUALIFICATIONS:**

- Bachelor's Degree
- Knowledge of Girl Scout philosophy, standards, program, and systems.