

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

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

**JOB SUMMARY:**

The Program and Activities Director (Seasonal) helps direct 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 Program and Activities Director will: supervise camp staff; oversee the safety and procedures of activity areas and campers at all times; collaborate with the Council Program Specialist, Camp Director, and Assistant Camp Director; help to develop innovative camp program curriculum; plan and schedule activities and rotation guide for each week of camp; oversee the completion of badge and journey requirements for each week.

**JOB ACCOUNTABILITIES:**

- Assist the Camp Director and Assistant Camp Director with day-to-day operations of El Ranchito summer camp.
- Manage all aspects of Programs and Activities at El Ranchito summer camp.
- Supervise the Activity Instructors in their day to day program implementation.
- Implement Daisy Petal, Badge and Journey programs as stated in the weekly camp description.
- Oversee activity areas, archery, low ropes, team building, and climbing wall. Ensure proper policies and procedures are being followed by Activity Instructors.
- Ensure that daily checks are being completed by staff to guarantee a safe and clean environment.
- Contribute to seasonal staff training and help 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.
- Step in as needed for seasonal staff and Camp Director. Attend all necessary trainings for activity areas.
- May conduct camper health screenings.
- 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:**

- 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](mailto:elbranchitocamp@girlscoutsla.org) with "Program and Activities Director" in the subject line.