



Job Title:	Camp Director, Mariposa
Department:	Mission Delivery, Program
Reports To:	Mission Delivery Specialist, Program
Location:	Altadena
Exemption:	Non-Exempt

Job 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.

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.

Competencies and areas of expertise may include:

Skill, Experience & Education

- 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.
- 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;
- Ability to work flexible hours, evenings and weekends as needed (training).
- First Aid/CPR certified.
- Ability to effectively present information and respond to questions from groups of volunteers, leaders, and girls and the general public.
- Ability to calculate figures and keep accurate records.
- 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.
- Weekend Work Required (training)
- Current CPR and First Aid certification
- Verification of legal right to work in the United States
 - Valid California identification
 - Social security card
- If you have a valid California Drivers License – proof of valid Automobile Liability Insurance

DESIRABLE 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.

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.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually high.

To apply please send resume to mariposacamp@girlscoutsla.org with "Camp Director" in the subject line.

Sorry, no calls or walk-ins please