

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

Job Title: Program Specialist, Camp Osito Rancho- Big Bear, CA

Department: Mission Delivery, Program

Reports to: Program Director

JOB SUMMARY: Program Specialist (Archery, Girl Scout Journey and related badge work, Arts and Crafts, etc.), work under the supervision of the Program Director, they are responsible for the development and implementation of high quality program in her/his specialty area that meets the goals and objectives of the camp and council and that meets the standards of guidelines of GSGLA, GSUSA, ACA, and the State of California.

THIS IS A SEASONAL POSITION: Availability June 1- mid August

HOW TO APPLY: Please send resume to ositocamp@girlscoutsla.org with **Program Specialist** in the subject line.

JOB ACCOUNTABILITIES:

- Develops and implements a specialty program that is based on sound educational principles, offers a progression of skills, and is based on the interests and abilities of campers
- Develops and monitors safety procedures for specialty area according to Girl Scout and ACA standards including the training of staff and campers
- Monitors facilities and equipment under her/his care for needed repairs and equipment
- Prepares opening and closing inventories and other reports as requested

DESIRABLE QUALIFICATIONS:

- Minimum age: 18 years old
- Documented experience in designing and delivering program specialty to children.
- Certifications may be required as appropriate
- Experience and demonstrated sensitivity in working with people from various ethnic, religious, and socioeconomic backgrounds
- Knowledge of safety procedures in program specialty
- Knowledge of use and care of equipment in specialty area
- Ability to lift and move weight of 35 lbs
- Ability to visually monitor activity in specialty area
- Ability to demonstrate skills of program specialty
- Knowledge of Girl Scout program
- Experience in camp or similar setting
- Must pass background check

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current First Aid/CPR certification
- Verification of legal right to work in the United States

