

GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

POSITION DESCRIPTION

Position Title: Camp Director

Reports to: Manager, Camping Services

Position Summary

The Camp Director is responsible for directing the execution of all sleep-away activities and operations related to the Girl Scout program. The Director identifies, directs, and supervises all camp program activities and staff. Responsibilities include development, organization, implementation, and management of the camp program operations, systems, and processes. The Director ensures ongoing staff development and maintains positive parent, public, community and staff relations.

Key Responsibilities

- Supervises all seasonal and camp-related program staff, including recruitment, selection, placement, development, and release.
- Ensures that camp facilities meet established standards before, during, and after camp sessions. Coordinates and works with the property staff and Manager of Camping Services to identify and resolve property issues and needs.
- Responsible for the development and implementation of pre-camp and in-service staff trainings.
- Promotes a positive work environment and high staff morale through staff communication and staff development activities.
- Ensures that a risk and crisis management plan and emergency procedures are in place and that staff is trained and proficient in the respective procedures and policies; responds to all emergencies and crisis situations as needed.
- Monitors safety protocols and procedures as they pertain to the oversight and supervision of all camper, and staff activities.
- Develops and oversees the implementation of schedules and procedures for camp operations; maintains and reviews records and evaluations of staff, programs, operations, and related infrastructures.
- Enforces a high level of safety and health standards, following emergency procedures as outlined.
- Enforces all camp rules and policies, including personnel policies while establishing and maintaining high level of professional conduct by staff at all times.
- Develops sound relationships with parents; ensures that they are notified of illness or injury of campers.
- Works within the established budget to meet the operational and staffing needs of the camp, including equipment, supplies, food, trading-post inventory, and staffing levels.

QUALIFICATIONS:

1. A minimum of 5 years in management responsibilities and 2 years in organized camping
2. Ability to live on-site at the sleep-away camp from approximately June 1 – mid-August
3. Ability to work off-site, part-time during pre-season, starting November 2017.
4. Skill, attitude, behavior, confidence, knowledge, experience and judgment
5. Program design, training and facilitation skills
6. Ability to lead organize and delegate work.

7. Critical thinking and problem solving and decision making skills
8. Be able to react in a crisis situation with a clear mind
9. Excellent written and verbal communication skills
10. Experience in budget management
11. Able to work with, and supervise people from diverse backgrounds
12. 25 years old or older.
13. Must have current driver's license.

PHYSICAL ABILITIES:

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. The employee must be able to:

- Must be able to work in an outside environment, where you have the ability to walk/hike daily, at various grades, elevations, and on uneven terrain.
- Exposures and Environment Conditions:
 - While performing the duties of this job, the employee may sit or stand for prolonged periods of time, walk at a brisk pace on uneven terrain and climb stairs.
 - The employee will work in the outdoors, which includes regular exposure to heat and humidity during resident camp.
 - Must be willing to live at camp when necessary which often requires working irregular or extended hours into evenings and weekends.
- Lift, carry, push and/or pull items up to a maximum of 30 pounds.

October 2017