

# Job Description

JOB TITLE: Program Specialist	FLSA: Seasonal
DEPARTMENT: Girl Experience	
REPORTS TO: Assistant Camp Director, Camp Director	DATE: Dec 2018
<p><b>JOB SUMMARY:</b> The role of the Program Specialist is to oversee a program specialty area. They are responsible for developing and implementing a program of instruction in a related area.</p>	
<p><b>MAJOR ACCOUNTABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions.</li> <li>• Assist in the planning and leading of pre-camp training/orientation for staff and unit leaders.</li> <li>• Guide activities and experiences in the specialty area through girl-adult planning, with an emphasis on session and program theme, and the Girl Scout program.</li> <li>• Develop, document, and implement a well-planned program of instruction in related area.</li> <li>• Set-up specialty area before staff training. Assist with the opening and closing of camp for the season.</li> <li>• Provide general rules, guidelines, emergency procedures, and equipment instructions for use of specialty area.</li> <li>• Keep supplies on hand and consult with Assistant Camp Director when additional supplies are needed for specialty area.</li> <li>• Work as a team member with other staff and contribute to a positive work environment.</li> <li>• Act as a role model, lead, guide, and participate with a positive outlook, interact with campers and promote participation.</li> <li>• Supervise campers during off-site trips as needed, ensuring girl/adult supervisory ratios are maintained at all times.</li> <li>• Maintain health and safety standards at all times in specialty area.</li> <li>• Report all accidents and health and safety concerns to Health Supervisor/Assistant.</li> <li>• Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA standards.</li> <li>• Instruct and lead campers and unit staff in emergency procedures such as fire drills, evacuations, etc., as required.</li> <li>• Supervise staff, direct and guide them in their work, and conduct weekly staff performance reviews.</li> <li>• Actively participate in the end of the week clean up on Saturdays. (RESIDENT CAMP ONLY)</li> <li>• Complete weekly program evaluations and recommendations and end of summer evaluation of specialty area.</li> <li>• Prepare an inventory of all equipment and supplies for related specialty area at the end of summer camp.</li> <li>• Perform other duties as assigned for the betterment of the campers, program, camp, and the council.</li> </ul>	
<p><b>JOB QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Must be at least 18 years of age.</li> <li>• Current certification in First Aid, CPR, and AED child and adult.</li> <li>• Previous leadership and camping experience at a Girl Scout camp, youth camp, and/or Girl Scout experience.</li> <li>• Appropriate certifications or experience for the specialty area.</li> <li>• Ability and desire to work with girls and adults in a camp setting.</li> <li>• Understanding of the capabilities, needs, and interests of children in related area.</li> <li>• Ability to manage multiple priorities and problem solve creatively.</li> <li>• Mature, reliable, responsible, good judgment, patience, strong interpersonal skills, and a sense of humor.</li> <li>• Good judgment in anticipating and preventing accidents, quickness in emergencies.</li> <li>• Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.</li> </ul>	