# Job Description

<table>
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<tr>
<th>JOB TITLE: Program Specialist</th>
<th>FLSA:</th>
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<tbody>
<tr>
<td>DEPARTMENT: GSHNJ Camps</td>
<td>PAY GRADE:</td>
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<tr>
<td>REPORTS TO: Assistant Camp Director, Camp Director</td>
<td>DATE:</td>
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## JOB SUMMARY:
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.

## MAJOR ACCOUNTABILITIES:
- Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions.
- Assist in the planning and leading of pre-camp training/orientation for staff and unit leaders.
- 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.
- Develop, document, and implement a well-planned program of instruction in related area.
- Set-up specialty area before staff training. Assist with the opening and closing of camp for the season.
- Provide general rules, guidelines, emergency procedures, and equipment instructions for use of specialty area.
- Keep supplies on hand and consult with Assistant Camp Director when additional supplies are needed for specialty area.
- Work as a team member with other staff and contribute to a positive work environment.
- Act as a role model, lead, guide, and participate with a positive outlook, interact with campers and promote participation.
- Supervise campers during off-site trips as needed, ensuring girl/adult supervisory ratios are maintained at all times.
- Maintain health and safety standards at all times in specialty area.
- Report all accidents and health and safety concerns to Health Supervisor/Assistant.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA standards.
- Instruct and lead campers and unit staff in emergency procedures such as fire drills, evacuations, etc., as required.
- Supervise staff, direct and guide them in their work, and conduct weekly staff performance reviews.
- Actively participate in the end of the week clean up on Saturdays. (RESIDENT CAMP ONLY)
- Complete weekly program evaluations and recommendations and end of summer evaluation of specialty area.
- Prepare an inventory of all equipment and supplies for related specialty area at the end of summer camp.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

## JOB QUALIFICATIONS:
- Must be at least 18 years of age.
- Current certification in First Aid, CPR, and AED child and adult.
- Previous leadership and camping experience at a Girl Scout camp, youth camp, and/or Girl Scout experience.
- Appropriate certifications or experience for the specialty area.
- Ability and desire to work with girls and adults in a camp setting.
- Understanding of the capabilities, needs, and interests of children in related area.
- Ability to manage multiple priorities and problem solve creatively.
- Mature, reliable, responsible, good judgment, patience, strong interpersonal skills, and a sense of humor.
- Good judgment in anticipating and preventing accidents, quickness in emergencies.
- Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.