girlscouts
heart of new jersey

Job Description

JOB TITLE: Program Specialist	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Day Camp - $450- $550 per week Sleepaway Camp - $450 - $600 per week housing provided
REPORTS TO: Assistant Camp Director, Camp Director	Additional Benefits: In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave.

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. Specialty areas can included to but not limited to Ropes Course, Archery, Arts and Crafts, STEM and more – it depends on the camp.

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.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- Supervise campers during off-site trips as needed, ensuring girl/adult supervisory ratios are maintained at all times.
- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measle, rabies, and COVID-19.
- Report all accidents and health and safety concerns to Health Supervisor/Assistant.
- 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. (SLEEPAWAY 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 or willing to attend required training.

- 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.