girl scouts
heart of new jersey

Job Description

JOB TITLE: Program Director	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Day Camp - $750 - 800 per week
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 Director is to work closely with the Camp Director and Assistant Camp Director in the planning and implementation of programs and supervision of Program Specialist. They are responsible for ensuring the quality of program delivery of summer day camp, as well as some camp administration, including Trading Post operation.

MAJOR ACCOUNTABILITIES:

- Attend all required training, program workshops, staff meetings, and supervisory sessions.
- Assist in the opening and closing of camp. Assist with staff training/orientation.
- Supervise Program Specialists, assessing skills, reviewing curricula, observing and evaluating safety and quality of delivery of programs such as archery, crafts, cooking, and nature programs.
- Assist in planning and ensure implementation of designated programs and all-camp activities.
- Act as point person for program supply requisitions.
- Manage program supply orders, maintain accurate inventory of program supplies/equipment, and distribute accordingly to programs. Notify Camp Director of need to reorder.
- Manage distribution of food and cooking equipment for unit cookouts, overnights, and food programs.
- Manage Trading Post scheduling and operations.
- Maintain accurate records and inventory in Trading Post. Ensure Trading Post area is clean and organized.
- As a member of the administrative team, act for the Assistant Camp Director, Program Director, or Health Supervisor when they are not available.
- 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.
- 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.
- Have a valid NJ driver's license.
- Experience with Microsoft programs such as Word and Excel.
- 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.
- Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.