

**PROGRAM DIRECTOR  
CAMP OCCANEECHI/MIDLANDS AREA CAMPS**  
(Lexington, SC / In Conjunction with the YMCA)

June 15, 2017 through July 29, 2017

Girl Scouting is the largest organization for girls in the world. Our mission is to build girls of courage, confidence, and character who make the world a better place. Through activities in science and technology, business and economic literacy, and outdoor and environmental awareness, Girl Scouting provides girls with opportunities for fun and friendship while fostering the development of leadership skills and self-esteem.

Girl Scouts of South Carolina – Mountains to Midlands council is the largest organization serving girls in South Carolina. The council has a current membership of 11,800+ girls and 3,000+ volunteers and a staff of 54 (plus an additional 60+ seasonally). With an annual council budget of \$5 million, our service is currently supported through three administrative service centers, five camps, four out-based offices, and three troop program sites.

**POSITION SUMMARY**

The Program Director will supervise and provide support to the program staff; help coordinate staff meetings; oversee evening programs and work in conjunction with the Unit Director. The incumbent will engage girls in creating a fun, interactive girl-led series of activities. These programs vary from Arts and Crafts, to Nature, and STEM. This person is also responsible for helping with All Camp Games and campfires. You will be responsible for planning, evaluating and carrying out activities all while helping the girls develop the enjoyment and appreciation for the outdoors.

**ESSENTIAL REQUIREMENTS**

- Must be at least 21 years or older with a High School Diploma required (advanced education or college preferred).
- 3 years of relevant camp counseling experience facilitating program activities with young girls and documented experience working in diverse communities required.
- Must be experienced with planning and coordinating fun, hands on activities for children grades K5-6<sup>th</sup>.
- First Aid and CPR certified preferred (will be provided at camp staff training if needed).
- Experienced in applying key competencies to include strong verbal and written communication skills; ability to make independent decisions; interact effectively with staff and volunteers; and work well with children.
- Strong verbal and written communication skills, ability to make independent decisions, have the ability to interact effectively with staff, and volunteers, and work well with children are key competencies that will be demonstrated by candidates.
- Individuals who are Bilingual (Spanish) are encouraged to apply.
- Upon hire, must hold personal membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law.
- Position necessitates that all applicants must have personal transportation and ability to drive is preferred, possess a valid driver's license, maintain personal auto insurance/meet the council insurance company's requirement for coverage, and submit to drug test and background check.

**RESPONSIBILITIES**

- Reside at camp in a cabin or cabin-like setting with girls for the duration of the summer (all meals are provided while on duty); position will act as a secondary counselor in a cabin and will assume resident camp counselor responsibilities when not performing program functions.
- Supervise, guide and evaluate Program Specialist.
- Work with Camp Director and Assistant Camp Director on a weekly basis to confirm and coordinate schedules and logistics of camp including staff meetings, camper check in/out, staff time-off, cabin schedules, all-camp activities and more.



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- Assist with development, implementation, and evaluation of staff training.
- Provide programming, supervisory resources and support for administrative and other staff members, as needed.
- Assist with check-in and out on opening and closing day.
- Communicate with parents on an as-needed basis, both in person and via phone.
- Work with Assistant Camp Director to facilitate in-service training and staff appreciation activities.
- Complete shopping as needed for program and camp supplies.
- Develop, plan, coordinate, and execute all-camp activities including opening and closing ceremonies, evening programs, choice activities, all-camp themed events, etc.
- Interpret, enforce and teach state, American Camp Association and *Safety Activity Checkpoints* and standards.
- Learn and implement the crisis management plan, including emergency procedures.
- Oversee all program areas including arts and crafts, archery, aquatics, equestrian, adventure trips, outdoor cooking, etc.
- Work with program staff to develop the framework for camp activities in program areas (what to offer, how many times, staffing, etc.), reviewing and/or developing lesson plans for each camp activities and other programs.
- Visit camp activities when running and observe/evaluate counselors' skill in leading the activities; assist with camp activities as needed; and evaluating/revising activities as needed.
- Complete written reports as needed.
- In partnership with Assistant Camp Director, manage and support camp with daily responsibilities as trained and guided by Camp Director.
- Assist in preparing an evaluation of current season, including inventories, staff evaluations, camper reports and recommendations for the following season.
- Be on a rotating on-call schedule, as the point person for staff during the night. May require occasional in-cabin residence with campers for appropriate coverage.

### **ENVIRONMENT & PHYSICAL REQUIREMENTS**

- Activities occur both inside and outside with employee subject to both environmental conditions to include fluctuating weather conditions (hot, cold, windy, etc.) as well as outdoor exposure to variety of vegetation.
- Ability to stoop, kneel, bend, reach, stand, walk, push, pull, lift, work with fingers, grasp, feel, talk, hear, and perform repetitive motions.
- Ability to perform light work exerting up to 40 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

### **COMPENSATION/BENEFITS**

Potential seasonal earnings may average between \$2,000 up to \$3,500 (daily rate applied) depending on availability (scheduling), experience and any related certifications. Room, board and meals (during scheduled workdays) provided. This is a seasonal position only with no eligibility for benefits.

### **THE COMMUNITIES AND JURISDICTION SERVED**

The Girl Scouts of South Carolina – Mountains to Midlands, Inc. serves 22 counties in the central and western regions of South Carolina. From the Blue Ridge Mountains of the Upstate to the Sandhills of the Midlands, the jurisdiction is well regarded for a low cost of living, a center for automotive and international business, a variety of outdoor activities, and over 30 institutions for higher learning. The jurisdiction is supported by three Service Centers located in Columbia, the state capital, in Spartanburg, and in Greenville, the council's corporate headquarters and home office for this position.

### **HOW TO APPLY**

This Vacancy Notice will remain active until all position openings are filled. For consideration, please complete an online application by clicking on this link: [Girl Scout Seasonal Employment Application](#).

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