

Job Title: Camp Director/Program Specialist
Department: Program
Classification: Exempt
Supervisor: Manager of Camp & Adventure Programs

Position Overview: Responsible for providing leadership and supervision to staff and volunteers in positioning Girl Scouts as the premier outdoor education organization for girls & young women in middle Tennessee.

Duties and Responsibilities:

- Be a good role model for campers and staff
- Embody the Girl Scouts of Middle Tennessee camp culture – kindness, service, building confidence and character, the Girl Scout Promise and the Girl Scout Law
- Promote diversity, equity and inclusivity in all aspects of camp programming and operations
- Plan, Coordinate and run summer resident camp at Camp Sycamore Hills. This includes, but is not limited to:
 - Forming cooperative relationships with the Equestrian Team and Property Manager
 - Creating a supportive and nurturing environment through hiring, training and supervising staff
 - Building trust with families and troops through managing communications with camper families
 - Reviewing and implementing health and safety protocols including adhering to Tennessee and GSUSA guidelines.
 - Planning and adapting innovative programming that meet the needs of modern Girl Scouts
 - Managing kitchen operations
 - Developing and working within the established budget to meet the operational and staffing needs of the camp, including equipment, supplies, food, trading-post inventory, and staffing levels.
- Create year-round program activities that build the image and story of camp in the off-season
- Apply a continuous quality improvement process in delivering program and design and implement a program evaluation system that determines the impact of programming on girls’ development and maintains communication with girls about their programming interests.
- Other tasks and duties as assigned by management.

Education/Experience Required:

- Associates degree required; Bachelor’s degree preferred, related work experience may be substituted for degree.
- Minimum 3 years of camp experience with some administrative/management experience

Knowledge, Skills and Abilities Required:

- Belief in the purpose, values, and mission of Girl Scouts of the USA and the Girl Scouts of Middle Tennessee.
- Desire to work with a variety of people and commitment to diversity, equity and inclusion.
- Connection to the camp industry and desire to further professional development as a camp professional
- Knowledge of youth development principles and desire to work as a youth development professional

- Proven ability to develop processes and plan and organize large in-person events
- Honest, strong work ethic, and solution oriented
- Ability to work nights and weekends as required.
- Ability to pass a criminal background check.

Physical Working Conditions:

While performing the duties of this job, the employee may sit or stand for prolonged periods of time, walk at a brisk pace on uneven terrain and climb stairs. The employee will work in the outdoors, which includes regular exposure to heat and humidity during resident camp. The employee may lift, carry or otherwise move and position objects weighing up to 20 pounds.

Employee Name (Please Print)

Employee Signature

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. The Girl Scouts of Middle Tennessee reserves the right to review and adjust this job description as business needs dictate.