

## **GIRL SCOUTS OF MICHIGAN SHORE TO SHORE POSITION POSTING**

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**Title: Camp Director**

**Reports to: Outdoor Pathway Manager**

**Classification/FLSA Status: Seasonal Full-time/Exempt**

**Salary: \$500 per week for 15 weeks**

Position Summary: The Camp Director is responsible for directing the execution of all resident and/or day-camp activities and operations related to the Girl Scout Leadership Experience program delivery for the Camp Pathway and outdoor program. She/he identifies, directs, and supervises all camp program activities. Responsibilities include development, organization, implementation and management of the camp program operations, systems, and processes. She/he promotes Girl Scouting in the community and maintains positive parent, public and community relations.

Essential Duties and Responsibilities:

1. Manages the planning and execution of Girl Scout camp and outdoor program activities within the context of the camp pathway; ensures that related program components are consistent with national curricula and grade level, and content meets the needs, interests, and preferences of current and prospective girl participants.
2. Ensures that camp program activities meet the developmental, educational, emotional and social needs and interests of girls.
3. Ensures that camp facilities meet established standards before, during, and after camp sessions. Coordinates and works with the property department and Outdoor Pathway Manager to identify and resolve property issues and needs.
4. Plans and facilitates pre-camp training and post-camp activities.
5. Responsible for the development and implementation of pre-camp and in-service staff trainings; works collaboratively with Volunteer Services staff to plan and deliver volunteer learning and development opportunities.
6. Promotes a positive work environment and high staff morale through staff communication and staff development activities; ensures that a balanced level of activity is maintained.
7. Ensures that a risk and crisis management plan and emergency procedures are in place and that staff is trained and proficient in the respective policies and procedures; responds to all emergencies and crisis situations as needed.
8. Develops and oversees the implementation of schedules and procedures for camp operations; maintains and reviews records and evaluations of staff, volunteers, programs, operations, and related infrastructures.
9. Enforces a high level of safety and health standards, following emergency procedures as outlined.
10. Provides input to the Outdoor Pathway Manager of verbal and written evaluations for staff and volunteers.
11. Enforces all camp rules and policies, including personnel policies.
12. Develops sound relationships with parents; ensures that they are notified of illness or injury of campers.
13. Works within the established budget to meet the operational and staffing needs of the camp, including equipment, supplies, food, and staffing levels.
14. Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.
15. Other related duties as assigned.

Requirements:

1. At least 25 years of age
2. Must reside on-site during season
3. Adherence to Girl Scouts of Michigan Shore to Shore policies and procedures
4. Ability to walk one half mile continuously on dirt paths and roads
5. Registration as a member of Girl Scouts of the USA
6. Willingness to work a flexible schedule including evenings and weekends
7. Willingness to travel as job requires
8. Capability to provide own transportation and maintain operator license

Qualifications:

1. Bachelor's degree in related field or equivalent education or work experience required
2. At least two prior seasons of administrative or supervisory experience in an organized camp.
3. Demonstrated ability and sensitivity working with youth and persons of diverse backgrounds, cultures, lifestyles.
4. Strong written, oral and interpersonal communication skills required.
5. Ability to plan, organize and implement a multi-faceted workload, handle pressure and meet organizational deadlines and goals.

**To apply for this position, submit a cover letter and resume or an Application for Employment to  
Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via  
E-mail [hr@gsmists.org](mailto:hr@gsmists.org), fax (616) 784-8187, or mail 3275 Walker Avenue NW, Grand Rapids, MI 49544**

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