

# Position Description

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**POSITION TITLE:** Outdoor Program Specialist

**DEPARTMENT:** Girl Experience

**FLSA:** Exempt

**REPORTS TO:** Girl Experience Manager

**DATE:**

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**Position Summary:** The Outdoor Program Specialist is responsible for managing the development of an integrated program delivery plan focusing on outdoor program experiences, day camp, resident camp and troop camp experiences. Oversees all associated program components to include program costs, quality specifications, staff and volunteer delivery, and risk management. She/he supervises staff responsible for resident camp program development and implementation as well as PT Program Facilitators. Works collaboratively with Girl Experience Specialists to create strategies, resources and tools to support volunteer utilization of national program curricula and delivery of their assigned pathway for the council jurisdiction.

## **Major Accountabilities:**

1. Participates in the development and implementation of a total market driven membership plan that serves present and future needs of current and prospective girl members and expands membership in untapped and underserved markets through outdoor program and the camp pathway.
2. Collaborates in the development of a marketing plan, community assessment and cultivation strategies that support the delivery of outdoor program to girls.
3. Works with key volunteers and staff to develop and implement an integrated leadership program experience delivery plan focusing on development and retention of girl membership participating in camp and outdoor program experiences.
4. Creates outdoor/environmental education program materials and offerings that are current and relevant to trends and issues affecting girls, and that meet stipulated outcome and quality requirements as outlined in the overall camp/outdoor program plan.
5. Ensures volunteer delivery of a nationally consistent, high-quality Girl Scout Leadership Experience for girls that meets designated leadership program outcomes, utilizing multiple delivery systems to maintain and expand the membership base; works closely with other Leadership and Learning Specialists to coordinate efforts council-wide; works collaboratively to measure and assess outcomes.
6. Assembles and works with advisory teams of staff and volunteers to plan opportunities and activities. Creates short and long term opportunities for volunteer involvement, ensuring flexible deployment of volunteers in support of outdoor program needs. Works collaboratively with Regional Managers to align and manage the assignment and deployment of staff and volunteers to ensure congruence with girl participation preferences.
7. Hires, trains and supervises Resident Camp Directors, seasonal camp staff, and PT Program Facilitators. Manages seasonal resident camp program. Provides leadership, direction, training and supervision to assigned seasonal staff and PT Program Facilitators to ensure quality and consistency in program standards and delivery.
8. Works with the Human Resources department to identify opportunities for recruitment of camp staff.
9. Participates in the development of objectives, action steps and budgets related to the MVP functions.
10. Works in conjunction with the Girl Experience team to develop, support, and achieve council-wide and local strategies and goals.
11. Performs other duties as assigned.

## **Supervisory Responsibilities:**

Manages Resident Camp Directors who supervise seasonal resident camp staff, and manages PT Program Facilitators year-round; responsible for the overall direction, coordination and evaluation of these staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Position Qualifications:** Bachelor's degree in related field such as leisure service management or experience commensurate with degree; at least two years proven success in nonprofit program development; experience in camp administration; thorough knowledge of the Girl Scout program and the guiding principles preferred; knowledge of community organizations and ability to cultivate collaborative relationships with key community leaders; strong human relations skills such as leadership, recruiting, networking and ability to effectively manage volunteers; demonstrated ability to successfully handle conflict resolution at all levels with a variety of people, including staff, external customers, Girl Scout volunteers, etc.

Ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary; computer literacy and technical knowledge of computer software programs such as Word, Publisher, PowerPoint, Excel and the internet; excellent analytical and organizational skills required; demonstrated ability to prioritize tasks, successfully manage multiple priorities simultaneously, work under pressure, meet deadlines and deal with change; well-disciplined and self-starter; ability to work well as a part of a team; unequivocal commitment to pluralism; ability to meet travel requirements, including night, weekend and overnight travel; valid driver's license; access to a properly licensed and insured vehicle in working condition; flexibility and a good sense of humor.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use; taste or smell. The employee must occasionally lift and/or move up to 35 pounds. Must be able to move about camp properties in various environmental and terrain conditions. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, ability to read numbers, reports and computer terminals. Occasional high stress work may be required in dealing with volunteers/staff. Evening and/or weekend work is required. The job requires travel.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

**This position description does not constitute a contract.**