



Girl Scouts of the Jersey Shore

Job Title: Camp Experience Manager
Department: Program
Reports To: Camp Administrator

Council Overview

With offices and camps in Farmingdale, Toms River and Waretown, Girl Scouts of the Jersey Shore serves approximately 11,000 girls and adults in Monmouth and Ocean counties. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

Position Summary:

Working under the Camp Administrator, the Camp Experience Manager plays a key and integral role in the success of Girl Scouts of the Jersey Shore's Councils camp experience for girls and volunteers. This position will be responsible for achievement of camp outcomes, planning, implementing and analyzing programs that meet the changing needs of girl members; with a primary focus on camp programs encompassing the Girl Scout Leadership Experience (GSLE) related to camps (overnight, high adventure and summer camp). Responsible for developing and running year-round outdoor and camp programming, supervising summer camp operations, and implementing recruitment strategies as defined and approved by the Camp Administrator, as well as provide additional support to council as needed within the framework of the Girl Scouting movement.

Essential Job Duties:

- On site while day camp is in session, including sleepovers or arranges with approval of supervisor for a qualified alternate
- Design and execute camp staff training aligned with ACA standards and recommendations which center on youth attending a camp program that align with current youth development practices
- Design, arrange, coordinate, and deliver day camp open house events, service days, and family programming as it relates to camp and outdoor experiences
- Conduct seasonal reviews and evaluations of camp staff at his/her camp
- Maintain positive attitude and promote high morale among the staff and campers
- Complete evaluation and submit all final reports to Camp Administrator as required
- Review and update day camp staff manuals and materials as assigned by the Camp Administrator at his/her camp
- Support in preparation for ACA site visitations and all other necessary county and state inspections, etc.
- Engage with previous camp participants and staff throughout the year
- Support the engagement of the council and camp in all of its communities: local outreach, alumni relations, and camper families, along with niche marketplaces (maintaining communication with girls about their camp program interests)
- Provide ongoing camp program support to Girl Scout leaders and administrative volunteers
- Actively support and promote the council's commitment to excellent customer service
- Support council recruitment, retention and outreach initiatives
- Ensure all camp program activities conform/comply to council policies, procedures and the health/safety management system, federal, state and local regulations (ie. ACA standards, GSUSA policies, and the NJ Youth Camp Act)

- Assist in the development and updating of the council risk management plans to maintain ACA accreditation
- Perform other duties as assigned

Skills & Qualifications:

- Bachelor's degree and/or equivalent of two years of administration or supervisory experience in an organized camp or equivalent setting
- Minimum 25 years of age (ACA Standard)
- Possess a working knowledge of the Girl Scout Program, Safety Activity Checkpoints, ACA Standards, Board of Health regulations, and New Jersey Youth Camp standards
- Knowledge of outdoor skills such as archery, ropes facilitation, and waterfront is preferred
- First Aid and CPR preferred
- Business technology expertise - strong user computer skills in Microsoft Office including Word, Excel, and Outlook; must be able to learn, understand, and apply new technologies with ability to understand the basic data quality principles and practice
- Able to learn, understand, and apply tools in Salesforce
- Ability to effectively publicly present in a community or professional setting
- Ability to work flexible hours, including nights and weekends, and to be highly motivated, personable, articulate and diplomatic
- Have access to reliable transportation with insurance at required state level; travel between each of the service centers and camps in order to attend meetings and events will be required as needed
- Ability and interest to take on opportunities for continued professional development and trainings
- Ability to function independently
- Ability to work on a team, relate and work well with others
- Open to receiving feedback and making ongoing programmatic adjustments
- Ability to prioritize multiple tasks, manage time and proactively solve problems
- Confident, friendly, social, and outgoing
- Be or become a registered member of the Girls Scouts of the United States of America; have a working knowledge of Girl Scout philosophy and programming, and be committed to the Girl Scout mission; prior Girl Scout experience not required
- Ability to lift, carry and transport at least 35 pounds

Compensation:

- Full Time Exempt Management Level Position; competitive salary; benefit package included
- Please submit resume and cover letter to Brittney Jara, Human Resources Consultant at bjara@GSFun.org.
- Responses are due by: October 1, 2021