



Girl Scouts of Maine

POSITION DESCRIPTION

POSITION TITLE:	Program Manager/Camp Director Pondicherry
DEPARTMENT:	Program
RESPONSIBLE TO:	Director of Outdoor Program
SUPERVISES:	Seasonal Camp Staff for Pondicherry
SALARY RANGE:	\$26,406 - \$34,320 10-month, full-time position

SUMMARY:

To develop and execute plans for year-round program opportunities utilizing the Pondicherry program center to increase the outdoor education opportunities of our membership. To plan, develop and execute summer programs including resident-based at Pondicherry.

MAJOR ACCOUNTABILITIES:

1. Works with the membership, program and training team to develop, design and implement innovative approaches to the delivery of the Girl Scout program to maximize the use of the Pondicherry program center year-round.
2. Delivers and extends Girl Scout program by planning and implementing strategies for the cultivation, recruitment and retention of girl and adult members, including support of Juliette girls.
3. Develops, maintains and keeps records, and monitors program resources for troop program at program center.
4. Develops and implements summer program marketing strategies to achieve GSME goals.
5. Recruits, places, trains and supervises seasonal camp staff based at the Pondicherry program center, including ongoing support of staff, pre-camp training, and scheduling.
6. Develops and manages operating budget for Pondicherry program center. Maintains all records, reviews evaluations of all programs, operations, facilities and staff.
7. Maintains accreditation with the American Camping Association, and active involvement in the Maine Youth Camping Association.
8. Provides quality customer service and builds relationships with staff, alumni and campers.
9. Develops and monitors systems and procedures for safety and risk management for Pondicherry program center.
10. Gives presentations to outside agencies to include how girls benefit from the Girl Scout program, how we could collaborate on a project, ways people can help, ways to contribute to Girl Scouting both non-financial and financially to ensure sustainable camp programs.
11. Works as a member of the program team to complete responsibilities toward Girl Scouts of Maine current year objectives.
12. Contributes to the effectiveness of the council's AA/EEO guidelines by ensuring program plans reach out to all racial/ethnic groups and provides equal access.
13. Explains, promotes and supports the contribution campaign annually to increase revenue from family support.

14. Explains, promotes and supports the Family Star Program to increase adult participation to 30% of all families.
15. Provides support information for grants, fund development and public relations when needed.
16. Other duties as assigned.

REQUIREMENTS:

1. Willingness to join the Girl Scout organization accepting its goals, policies and procedures
2. Twenty-five years of age or older
3. Bachelor's degree or its equivalent in training and experience
4. Demonstrated ability to develop and maintain effective working relationships with volunteers and staff
5. Must possess excellent effective oral and written communication skills; ability to use a computer
6. Ability to work with people of varied backgrounds
7. Ability to accept and appreciate the knowledge and skills of others and work as an effective member of a team
8. Ability to manage time effectively and to work productively under pressure
9. Ability to carry simultaneously a variety of complex responsibilities
10. Ability to motivate, direct and support volunteers
11. Knowledge of the Girl Scout program or ability to learn it
12. Experience in youth programming and/or program management, knowledge and understanding of girl needs
13. Ability to select, train and supervise seasonal camp staff
14. Effective marketing and communication skills
15. Nights, weekends, and extensive travel are required
16. Access to and ability to operate a motor vehicle throughout the council jurisdiction
17. Ability to handle rough and uneven terrain and the rigors of camp life

Interested applicants should send their resume via email or mail

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