

## ROLE DESCRIPTION

Title: **Program Specialist – Camp Tuckaho and Cedarledge**

Purpose of the position: To plan and lead specialized program activities for campers. To assist in implementing camp programs to ensure a safe, fun, high quality Girl Scout camp experience for campers.

Accountability: Accountable to the Camp Director; supervised by the Program Director and/or Program Specialist.

Staff/Department: Camping Services Manager/Camp Program

Terms of appointment: February through August.

Time Commitment: 1 week at camp

### Responsibilities:

- Assists with the development, plans and preparations of activities for specialty theme activities for all campers that are varied and age appropriate
- Assists Program Director in implementing all-camp programs, evening programs, ceremonies and special unit activities
- Sustains an environment which supports physical and emotional safety of campers and staff; establishes and maintains good relationship with staff and campers
- Lives in camper unit as assigned; assists with camper supervision and unit activities; actively assists campers in getting acquainted, making friends, understanding one another, developing a group identity and problem solving
- Positively interprets camp rules and supports procedures to ensure adherence to Girls Scouts of the USA (GSUSA), American Camp Association (ACA) and Council health and safety standards and procedures

### Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures and the ACA standards and procedures
- Has attained the minimum age of 18
- Has successful experience working with groups of children
- Has knowledge of specialty program activity that will be implemented
- Has demonstrated leadership, good judgment, maturity, flexibility and ability to maintain positive attitude
- Has energy, stamina and ability to maintain patience and enjoy group living in the out-of-doors

### Knowledge and skills required:

- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available GSUSA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

### Training Required:

- VIP In-Town Training
- On-site Training
- 2 to 3 online American Camp Association trainings