

# Girl Program and Camp Manager

**Location:** *Jackson, Mississippi*

**Position Title:** *Girl Experience Manager*

**Classification:** *Exempt, Full Time*

**Reports To:** *Chief Operating Officer*

## POSITION SUMMARY

The purpose of the program manager is to apply expert knowledge of girls, girl issues, the implementation of the Girl Scout Leadership Experience, and the National Program Portfolio to support volunteers and program partners in delivering high-quality program experiences to a growing number and diversity of girls. This position is accountable for managing, directing and delivering all programs of Girl Scouts of Greater MS (GSGMS).

## MAJOR ACCOUNTABILITIES

- Designs, budgets, executes and evaluates Girl Scout program for girls in grades K-12 based on the needs and interests of girls and the outcomes and processes of the Girl Scout Leadership Experience.
- Fosters high quality implementation of the Girl Scout Leadership Experience by ensuring volunteer and girl understanding of the benefits of Girl Scouting to girls. Knows how to use National Program Portfolio materials effectively. Gives tangible, ongoing support using the three Girl Scout Processes of girl-led, cooperative learning, and learning-by-doing.
- Collaborates with key community partners, local educational institutions and topic experts to offer unique, state-of-the-art opportunities that utilize the National Program Portfolio, are based on the Girl Scout Leadership Experience, respond to the needs and interests of girls, and support the membership growth plan.
- Cultivates, trains and manages key program volunteers and volunteer committees so girls may have a wide variety of opportunities for leadership, outdoor and camp experiences, trips, career exploration and community action.
- Develop, budget, execute and evaluate summer resident camp program at both Girl Scouts of Greater MS camps. (Camp Wahi located in Brandon, MS and Camp Iti Kan located in Wiggins, MS)
- Ensures the best use of outdoor program facilities so girls and volunteers have ample opportunities to learn about the environment, nature, and adventure, and these learning opportunities are all based on the Girl Scout Leadership Experience.
- Collaborates with all GSGMS departments to ensure high quality customer service.
- Assists in the development and implementation of the department budget, analyzes and monitors budget statements and maintains all financial records pertaining to department operations. Works within assigned budget. Negotiates with vendors, program and site providers to ensure the appropriate cost, materials, supplies, and space for events.
- Ensure that certifications and inspections are up to date.
- Ensure that all necessary and mandatory guidelines comply with the ACA and the MS Department of Health.

- Ensures diversity and pluralism are embraced and incorporated into the work of the council; contribute to the EEO goals of the council.
- Plays an active role in fund development and membership by being alert to opportunities to identify potential new donors and volunteers.
- Partners with staff, volunteers and girls to find, leverage and share stories about how Girl Scouting changes girls' lives, and how girls change the world.
- Other duties as assigned.

## **REQUIREMENTS**

- Bachelor's degree preferred; related experience considered.
- Extensive knowledge of the Girl Scout Leadership Experience and/or youth programming.
- Inspirational leadership skills that are innovative, goal oriented, motivational, decisive.
- Excellent writing and communication skills.
- Ability to provide positive excellent customer service to girls, volunteers and staff with skills in solving problems and managing conflict.
- Ability to work independently and manage multiple priorities in a timely and productive manner.
- High degree of flexibility and adaptability.
- Desire to improve and develop professionally.
- Experience and demonstrated sensitivity to working with persons of various racial ethnic and economic backgrounds.
- Proficiency with Microsoft Office, Microsoft Windows and Internet Explorer technology.
- Ability to work a flexible schedule including evenings/weekends; overnights required. Ability to travel and drive as job requires.
- Possession of a valid driver's license that meets the council insurance company's coverage requirement.
- Accept and promote the values of the Girl Scout Promise and Law.
- Model behavior consistent with the principles of inclusiveness, the Girl Scout Mission, Promise and Law and the values of the Girl Scout organization.
- Be a role model for girls.

## **PHYSICAL REQUIREMENTS**

- Walking, standing, bending, stooping, reaching and moderate lifting (up to 30 pounds). Must be able to sit at a work station and/or a computer screen for up to 2 hours at a time.
- Physical condition that allows for extended work periods in an outdoor setting, extensive walking.
- Occasional exposure to seasonal weather conditions.