

Farthest North Girl Scout Council Job Description

Position Title: Program Director

Accountable to: Camp Director

Term: In June, as needed by to coordinate program with Camp Director; July 13- August 3, 2008*

Salary: \$550/ week x 3 weeks= \$1,650 + \$400 setup= \$2,050

Position Summary

The Program Director is responsible for the coordination and supervision of camp schedule including day and evening program and ensures staff leaders have necessary supplies and equipment.

Qualifications:

- Experience planning and implementing resident camp program activities.
- Excellent organizational abilities.
- Maturity, good judgment, and the ability to deal with emergency situations.
- Willing to work as a team member.
- Flexibility, energy, and good sense of humor.
- Ability to work with children and adults.
- Interest in and knowledge of Girl Scout program and *Safety-Wise*.
- Interest and knowledge of Fairbanks and its community resources.
- Basic swimming ability.
- Preferred Minimum age: 21 years old.
- Valid driver's license and clean driving record.

Key Responsibilities:

- Order and arrange for supplies and equipment to be provided to camp staff for programs within budget.
- Attend and be engaged at pre-camp training.
- Plan, coordinate, and deliver day and evening program.
- Support and direct staff in planning and carrying out unit program activities.
- Coordinate camp schedule and maintain all-camp kaper charts.
- Assistant Camp Director in planning and conducting pre-camp, camp, and post-camp staff training and evaluations.
- Assume responsibilities of Camp Director in Director's absence.
- Follow all camp policies.
- Be a positive role model for girls.
- Willingness to perform all other duties as assigned by supervisor.

* If not CPR/ First Aid Certified, training begins July 12.

