POSITION: Urban Day Camp, Program Coordinator

POSITION REPORTS TO: Urban Day Camp, Manager

STATUS: Full time

POSITION OBJECTIVE: Provide administrative support to the Urban Day Camp Program.

RESPONSIBILITIES:

• Lead administrative and clerical systems, including developing and maintaining registration process, sending event participant invitations, processing confirmations and enrollment forms, and processing payments while providing quality customer service.

• Work collaboratively with the Urban Day Camp Manager to support the development and implementation of programs for girls in New York City.

• Develop and disseminate Girl Scout program materials, and conduct outreach and recruitment events throughout the year to identify girls, staff and volunteers.

• Perform weekly site visits to partner sites and locations throughout the year, as needed

• Directly implement and support the implementation of accelerated programs (i.e. Journey Express Days and additional programming), as needed.

• Coordinate logistics with vendors, and prepare supplies for events and programs.

• Assist in the coordination and implementation of program trainings to build staff and volunteer capacity.

• Collaborate with external program partners to help identify program opportunities for Urban Day Camp and related programs.

• Assist with coordination and implementation of special short-term program elements, including one-day event and trip opportunities.

• Function as a team member to help achieve GSGNY goals and objectives.

• Support and adhere to GSUSA and GSGNY policies and standards.

• Other duties, as deemed necessary.

QUALIFICATIONS:

• College degree preferred, with previous experience in program development and implementation.

• Excellent verbal, written and interpersonal communications skills.

• Experience working with volunteers a plus.

• Ability to design relevant and responsive programs for girls that reflect the values of the Girl Scout movement.

• Excellent organizational, presentation and facilitation skills, and the ability to interact effectively with youth, school administrators, parents, and corporate volunteers.

• Comfort in communicating program benefits and outcomes to solicit, enroll, engage, and retain program participants and other stakeholders (i.e. parents, volunteers, etc.)
• Must be able to commit to a flexible work schedule, including occasional Saturday daytime programs and occasional weeknights, and to travel throughout the five boroughs.

• Demonstrated ability to manage multiple responsibilities/deadlines, and perform well under pressure.

• Creativity, vision and the ability to motivate volunteers.

• Proficiency in identifying, analyzing and solving problems.

• Ability to manage time, work independently, provide customer service, and handle several projects at once.

• Computer-literate, with knowledge of: Microsoft Office applications; Constant Contact; social media outlets including Facebook and Twitter; and other web-based applications.

• Passionate about programming for girls in Kindergarten – 12th grade, and in the impact potential of the Girl Scout movement on girl members.

• Knowledge of grant reporting a plus.

The Girl Scouts of Greater New York are an equal opportunity and affirmative action employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.