



Camp Registrar

Girl Scouts of Greater New York Background

For over a century, Girl Scouts has been instilling generations of girls with the skills and knowledge to become young women of courage, confidence, and character, to speak out and be leaders. Today, Girl Scouts of Greater New York (GSGNY) is delivering its message of empowerment and engaging more than 38,000 girls of every race, background, and religion. GSGNY's vision is a New York City in which every girl feels empowered to lead in her community, the workplace, and the world. GSGNY has become a hub for innovation within the broader Girl Scouts movement, presenting new ways to engage and inspire the next generation of young leaders.

Recent investments and initiatives include:

- **The Leadership Institute** provides middle and high school aged girls with 21st century leadership skills and subject-specific knowledge and experiences that will help girls reshape their views on leadership and about their own potential to transform into powerful agents of change, while equipping them to succeed in school and their future careers.
- **Troop 6000** is the first Girl Scout program specially designed to serve the thousands of girls currently living in the New York City homeless shelter system.
- **Cybersecurity Programs** at Girl Scouts were designed to serve the evolving needs of New York City's girls and New York City's workforce. With the goal of encouraging girls to consider careers that require STEM skills, this program ensures girls have the tools and knowledge they need to safely navigate our increasingly tech-driven world.
- **Anti-Racist and Anti-Bias Training:** We teach girls to lead by example, and to that end, we are committed to doing the work necessary to become an anti-racist organization. We are working to partner with experts in the areas of race, inclusion, and equity to conduct a series of trainings.
- **Camp Kaufmann:** The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation serving a 100% urban population, we prioritize offering high quality outdoor education opportunities to New York City girls. We recently upgraded and enhanced facilities at our 425-acre Camp Kaufmann in Dutchess County, including the construction of a new swimming pool.

Guided by an ambitious strategic plan and its dynamic CEO, Meridith Maskara, Girl Scouts of Greater New York aims to expand to reach more girls while serving as an innovating force within the national Girl Scout movement.

Position Description

To provide excellent customer service as the main point of contact for GSGNY regarding all camp and outdoor programs and to manage all aspects of the registration process from system set up to the collection of all required documentation and fees.

Responsibilities

- Report directly to the Camp Director.
- Manage the camp registration system and act as the administrator of the account.
- Provide accurate rosters and record for all upcoming programs to the Camp Director.
- Keep accurate records on campers and volunteers including, but not limited to, trainings, general applications, medical forms, transportation etc.
- Provide excellent customer service while answering any questions volunteers and caregivers may have about their upcoming Outdoor Experience.
- Gain a full understanding of Camp Kaufmann and outdoor programs.
- Assist in meeting the department's financial goals by ensuring that all payments are collected on time and following up on any outstanding balances.
- Collaborate with other departments such as Finance, Volunteer Support, Troop 6000, and Customer Care to ensure a seamless front-end experience for members
- Assist in coordinating camp logistics such as accommodation arrangements, seating plans, transportation, etc.
- Other duties, as deemed necessary.

Qualifications

- College degree, or equivalent work experience. Previous experience in program development and implementation preferred.
- Excellent verbal, written and interpersonal communications skills. Ability to communicate well and work collaboratively and effectively with others.
- Attention to detail
- Proficiency in working independently to identify, analyze and solve problems.
- Ability to commit to a flexible work schedule and to travel throughout the five boroughs when necessary.
- Demonstrated time-management skills; able to manage multiple responsibilities and deadlines; perform well under pressure.
- Computer-literate, with knowledge of Microsoft Office applications; Salesforce, social media outlets including Facebook and Twitter; and other web-based applications.
- Passionate about the work and impact potential of the Girl Scout movement on members.
- Experience working with volunteers a plus.
- Knowledge of outdoor and camp programming a plus.

Location and Schedule

This position is based out of our Manhattan office with opportunities for remote work. It will require traveling to and from Camp Kaufmann in Holmes, NY (Dutchess County) at least once a month, mainly weekends.

Weekend work is required during the summer to support opening and closing days and to facilitate bussing in collaboration with the Camp Director.

COVID Guidelines

The health and safety of our staff, girls, and volunteer community is our highest priority. As such, the Girl Scouts of Greater New York (GSGNY) is requiring all newly hired, (and current) staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine, as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

Physical Demands

- Remain in a stationary position for several hours at a time.
- Ability to navigate the camp property (hilly terrain) in outdoor conditions that will vary according to the weather.
- Ability to move up to 20 lbs.

Compensation

- \$45,000 annual salary.
- Room and board while at camp plus the cost of transportation from New York City to camp is also included.
- Comprehensive benefits package including options for health, dental, and vision coverage, a Flexible Spending Account, commuter benefits, a 403(b) Retirement Plan, and generous PTO.

To Apply: Please send your resume and cover letter to apply@girlscoutsnyc.org. Please include **“Camp Program Registrar”** in the subject line of your email.

Resumes submitted without a cover letter will not be considered. No phone calls, please.

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