



Program Coordinator, Camp Kaufmann Job Description

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.

The Opportunity

As a key member of the Girl Leadership Experience Team, the **Program Coordinator, Camp Kaufmann** will support the planning, organizing, and implementation of Camp Kaufmann outdoor leadership programs based on defined objectives and KPIs.

Responsibilities

Reporting to the Camp Director, the **Program Coordinator, Camp Kaufmann** will:

- Works and supports Camp Kaufmann's KPIs, dynamically and consistently delivering on-site/in-person and virtual programming to ensure a wholesome, impactful, outdoor educational Girl Scout experience for all members, based on the program outcomes.
- Creates, organizes, and directly implements virtual and on-site/in-person Camp Kaufmann events, supporting all camp experiences including but not limited to day trips, overnight themes, weekend troop camping, and sleepaway camp.
- On-site 72 hours during weekend events - can expect to work 2-3 weekends at camp per month during the school year.
- During summer camp, the season consists of 5 weeks of 6-day long sessions (have most Summer Saturdays off!) but it is an endurance sport with 42 long days.
- No work on major holidays, week off between Christmas and New Years, as well as PTO and post-summer comp time (between mid-August and mid-September)
- Shares creative input with the Camp Director on the development and design of Environmental Leadership and Outdoor skill-building programming and implementation.
- Implements Outdoor Classrooms; educational and interpretive programs highlighting the natural and cultural features found at a Girl Scout Camp/Camp Kaufmann.
- Supports administrative and clerical systems, including the registration process, ordering, maintaining, and mailing program supplies, sending program participant reminders and confirmations, processing payments, and enrollment forms, all while providing quality customer service.
- Manages, organizes, purchases, and distributes all event-related materials and supplies to the designated sites throughout camp. Keep an accurate inventory of programmatic supplies.
- Provides exceptional customer service to ensure that troop leaders, parents, and Girl Scout members have a positive experience before, during, and after camp programs.
- Attend programmatic trainings including, but not limited to; First Aid and CPR, Challenge/Ropes course, climbing wall, aquatics, archery, mandated reporter, and American Camping Association standards.
- Manages Girl Scouts/customers physical safety in outdoor settings using sound judgment and applying appropriate risk management decisions. Leads parking lot check-

in and out processes, providing exceptional customer service and ensuring safety standards are maintained.

- Establishes and maintains respectful, supportive, and compassionate relationships with staff, volunteers, and participants. Collaborates with other departments such as Finance, Volunteer Support, Troop 6000, and Customer Care to ensure a seamless front-end experience for members.
- Gains a full understanding of Department of Health and American Camping Association standards and help ensure that they are met.
- Assists in any camp program or process including, but not limited to; preparing and serving food, kitchen clean-up, program facilitation, program clean-up, program set-up, etc.
- Other duties, as deemed necessary.

Location

This position will be based at Camp Kaufmann in Holmes, NY (Dutchess County) on a regular basis, mainly weekends and summers. It will also involve time in the Council headquarters in Manhattan for staff meetings and other business as necessary.

Qualifications

- College degree or 2-5 years of previous experience in youth development, informal education, program design, and implementation preferred.
- Knowledge of environmental education, outdoor skills, and camp programming.
- Ability to commit to a flexible work schedule and to travel to camp and throughout the five boroughs when necessary.
- Experience working with adult volunteers a plus.
- Excellent verbal, written, and interpersonal communications skills. Ability to communicate well and work collaboratively and effectively with others.
- Proficiency in working independently to identify, analyze, and solve problems.
- Demonstrated time-management skills; able to manage multiple responsibilities and deadlines; perform well under pressure.
- Computer-literate, with knowledge of: Microsoft Office applications, social media outlets, and other web-based applications.
- Passionate about the work and impact potential of the Girl Scout movement on youth members.
- Valid US Driver's license

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 by September 17, 2021, as a condition of employment. Requests for reasonable accommodation 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 50 lbs.

Compensation

- \$50,000 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 (paid time off).

TO APPLY: apply@girlscoutsnyc.org

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.

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.