

JOB DESCRIPTION

Title	Outdoor Programs Director 1 – Based at Watermark Corporate Office
Reports to	Chief Program Officer
Position Summary	Develop and direct the work of the outdoor program function to ensure safe and high quality programs that address the interests and needs of members and increase appreciation for, and stewardship of, the environment. Ensure the development of age appropriate, girl-centered program.
Skills	Proven experience relating to a diverse workforce, membership, and volunteers. Program design and development skills that include outcome evaluation. Strong supervision and team building skills required. Ability to handle multiple priorities. Strong project management necessary. Proven skills in developing community partnerships. Excellent communication, presentation, and interpersonal skills. Business ethics. Keyboarding, ability to learn and use council computer programs including Personify.
Accountabilities	<p>Ensure the management of environmental center and equestrian programs, and resident, troop, and day camps provided on council sites and non-council sites, responding to a variety of program pathways, and utilizing volunteers and paid staff.</p> <p>Ensure that GSUSA, ACA, federal, state, and local laws and standards pertaining to outdoor program facilities and personnel are met.</p> <p>Supervise a staff team based in multiple locations.</p> <p>Support the Girl Scout Leadership Experience and Journeys program.</p> <p>Actively support the council's Strategic Learning Initiative.</p> <p>Interpret and communicate effectively the safety regulations, outdoor program procedures, and risk management issues as they relate to outdoor programs.</p> <p>Direct the recruitment, selection, placement, supervision, and release of appropriate staff and volunteer personnel to run the programs.</p> <p>Ensure that programs are cost effective, have an effective marketing plan, and maximize the use of council-owned sites.</p> <p>Develop, manage, monitor, and analyze appropriate budgets necessary to carry out outdoor programs.</p> <p>Develop and implement, with appropriate personnel, short and long-range program plan for camp, equestrian, and environmental education built upon the council's objectives and goals as the plans relate to the needs of today's girls.</p> <p>Ensure the development of promotional information about outdoor program for council publications.</p> <p>Ensure the development of outdoor program outcomes and evaluations.</p> <p>Contribute to the development of council grant-funding.</p>

Gather and analyze statistics; gather information for outdoor programming including camp staff, EEO, and other reports annually or as requested.

Manage the council's financial assistance program.

Adhere to the council's Affirmative Action Policy, which ensures that there will be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, socioeconomic status, disability or age.

Other duties as assigned.

Essential Functions

Ability to effectively present information and respond to questions from groups of members, youth, and the general public.

Ability to apply common sense, understanding to carry out and furnish instructions to others in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to observe participant and staff behavior, assess its appropriateness, enforce appropriate safety regulations, and emergency procedures, and apply appropriate behavior management techniques.

Ability to travel on foot over hilly and uneven ground for unspecified distances.

Ability to read, draw, follow, and interpret maps to determine location and terrain.

Ability to generate, write, interpret, and analyze processes for consistent site operations.

Willingness to step out of comfort zone and take on new challenges.

Ability to be comfortable and function in rustic outdoor settings and manage being around dirt and dust, rodents, reptiles, wild animals, spiders, and insects; willingness to clean up after the aforementioned, as well as humans.

Equipment

Personal computer workstation, printers, copiers, fax machine; voice mail and e-mail systems; John Deere "Gator" or equivalent; general working knowledge of kitchen equipment/appliances, pool filtration system, and septic system for trouble shooting and communicating repair needs; walkie-talkies and repeater station; 12-passenger van.

Position Requirements

Bachelor's Degree preferred or equivalent experience; 3-5 years experience in program design and volunteer management. Understanding of girl-centered program progression and development of girls ages 5-17. Willingness to be an active member of the American Camp Association. Able to work a flexible schedule including evenings and weekends, and summer (June through August). Daily access to dependable transportation, valid driver's license, and insurance required. Self-motivated, take initiative, self-directed.

Job Classification: Exempt

Salary Range: \$40,000 - \$54,000

Email resume and cover letter to hr@gsohiosheartland.org, or fax to 614.487.8189, or mail to Girl Scouts of Ohio's Heartland, HR Dept, 1700 Watermark Drive, Columbus, OH 43215