



Mission Delivery Specialist I

Job Description

Title: Mission Delivery Specialist I
Grade: 1
FLSA Status: Non-Exempt
Revision Date: January 2025
Department: Camp Arnaz
Reports to: Camp Arnaz Manager

Salary Range:

- **Minimum:** \$23.00
- **Midpoint:** \$24.50
- **Maximum:** \$26.00

General Summary:

The Mission Delivery Specialist I supports the planning and execution of programs and activities at Camp Arnaz, ensuring alignment with the Girl Scout Leadership Experience (GSLE). This role includes assisting in program facilitation, maintaining equipment and activity spaces, and ensuring the safety and satisfaction of participants. The Mission Delivery Specialist I work collaboratively with team members to provide an engaging and inclusive environment for girls, volunteers, and staff.

Essential Job Responsibilities:

Program Support:

- Assist in the execution of programs and activities, including equine, archery, astronomy, and other camp offerings, under supervision.

- Prepare materials and spaces for events, ensuring cleanliness and readiness.
- Follow protocols to ensure participant safety during all programs and promptly report risks to supervisors.

Facility and Equipment Maintenance:

- Perform basic maintenance and cleaning tasks, including organizing equipment, sweeping, mopping, and trash removal.
- Ensure the proper use and care of program supplies and equipment.

Equine Program Support:

- Assist in supporting equine activities, ensuring alignment with Girl Scout Leadership Experience (GSLE) principles.
- Maintain the health and safety of the horse herd by assisting with feeding, grooming, and care plans, including stall cleaning and tack maintenance
- Support equine programming logistics by preparing arenas, coordinating schedules, and ensuring equipment
- Monitor participants' safety during equine programs and ensure compliance with Certified Horsemanship Association (CHA) and Girl Scout Safety Activity Checkpoints

Customer Service:

- Greet participants and provide basic support to families and volunteers during activities and events.
- Address minor guest inquiries courteously and escalate concerns as needed.

Team Collaboration:

- Work effectively with other staff and volunteers to ensure successful execution of programs.
- Participate in team meetings, providing feedback and suggestions for improvement.

Qualifications:

Education and Experience:

- High school diploma or equivalent required.
- Previous experience in youth programs, outdoor recreation, or event support preferred.

Skills and Abilities:

- Basic proficiency in Microsoft Office (Word, Excel, Outlook) and willingness to learn additional systems.
- Strong organizational and communication skills with attention to detail.

- Ability to perform manual labor, including lifting up to 50 lbs. and working outdoors in various weather conditions.
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Cultural Competencies:

GSCCC is committed to fostering a diverse, equitable, and inclusive workplace. Staff are expected to:

- **Communicate with Compassion:** Be open, honest, respectful, clear, direct, and timely.
 - **Innovate Through Change:** Be proactive, agile, and responsive.
 - **Work with Purpose:** Be intentional and visionary.
 - **Embrace Our Community:** Be supportive, empathetic, collaborative, and appreciative.
 - **Be Accountable:** Own it.
 - **Make Each Day FUNomenal:** We can do it!
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Skill Set Requirements:

- Ability to work a flexible schedule, including evenings, weekends, and occasional overnight shifts.
 - Reliable transportation with a valid California driver's license and proof of insurance.
 - Ability to lift, push, or pull up to 50 lbs. and perform manual labor tasks as needed.
 - Maintain membership with Girl Scouts USA.
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Commitment to Diversity, Equity, Inclusion, and Accessibility:

GSCCC is an Equal Opportunity Employer committed to building a diverse and inclusive workplace. We encourage individuals of all backgrounds to apply and provide reasonable accommodations during the application process and employment. If you need assistance or accommodation, please contact us.

Location:

Camp Arnaz, Ventura, CA

The statements herein describe the general nature and level of work performed but are not a complete list of responsibilities, duties, and skills required. This job description does not

establish a contract for employment and is subject to change at the discretion of the employer. Employment is at-will.