



Girl Scouts of California's Central Coast

Mission Delivery Specialist III – Camp

Grade: 3

FLSA Status: Non-Exempt

Revision Date: November 2025

Department: Camp Arnaz

Reports To: Camp Arnaz Manager

Salary Range: Minimum: \$25.00 | Midpoint: \$26.50 | Maximum: \$28.00

General Summary

The Mission Delivery Specialist III leads advanced program delivery and supports mission-aligned initiatives across Camp Arnaz and regional program centers. This position takes ownership of specialized program areas such as equine, archery, axe throwing, STEM, or environmental education, ensuring all experiences align with the Girl Scout Leadership Experience (GSLE) and safety guidelines.

This role provides leadership to staff and volunteers, manages complex scheduling and logistics, supports property readiness, and serves as a mentor to Mission Delivery I and II staff. The Specialist III demonstrates exceptional judgment, program knowledge, and customer service while creating engaging, safe, and inclusive experiences for girls and families.

Essential Job Responsibilities

Program & Event Leadership

- Lead the planning, coordination, and facilitation of mission-aligned programs, ensuring high-quality, girl-centered experiences.
- Develop and implement activity plans, seasonal events, and specialized curriculum in collaboration with the Camp Arnaz Manager.

- Act as on-site lead for assigned program areas (e.g., equine, archery, or environmental education), ensuring compliance with Safety Activity Checkpoints, CHA, and other risk management standards.
- Evaluate program effectiveness and provide feedback for continuous improvement.

Staff & Volunteer Supervision

- Provide on-the-ground leadership to Mission Delivery I and II staff, seasonal employees, and volunteers.
- Train and mentor team members on program facilitation, safety procedures, and GSLE outcomes.
- Support daily scheduling, delegate assignments, and ensure program coverage.

Customer Service & Community Engagement

- Serve as primary contact for participants, caregivers, and partners during assigned programs and events.
- Model exceptional customer service and Girl Scout values in all interactions.
- Support outreach efforts and assist in strengthening partnerships that expand camp and program participation.

Facility & Equipment Oversight

- Ensure program areas, supplies, and equipment are maintained, organized, and safe for participant use.
- Oversee set-up and break-down for assigned events and assist in larger property operations as needed.
- Maintain accurate records of equipment usage, incidents, and inventory needs.

Administrative & Operational Support

- Complete required documentation such as attendance, incident reports, and program evaluations promptly.
- Support risk management efforts by reporting concerns and maintaining program safety compliance.
- Collaborate with cross-departmental teams to align programming with council-wide mission delivery initiatives.

Qualifications

Education and Experience:

- High school diploma or GED required; Associate's or Bachelor's degree preferred.
- Minimum of 3 – 5 years of progressive experience in youth development, camp, recreation, or educational programming.
- Demonstrated leadership in specialized program areas (equine, STEM, outdoor skills, or high adventure).
- Proficiency in Microsoft Office Suite and willingness to learn additional systems.

Skills and Abilities:

- Strong leadership and decision-making skills with the ability to guide and support others.
- Excellent communication and problem-solving abilities.
- Experience maintaining safety standards and instructing in activity-specific areas (CHA, USA Archery, etc.).
- Ability to work independently and as part of a collaborative team.

Cultural Competencies

All GSCCC employees 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 of diversity.
- **Be Accountable:** Own it.
- **Make Each Day FUNomenal:** We can do it!

Skill Set Requirements

- Ability to work flexible hours, including evenings and weekends.
- Ability to lift, push, or pull up to 50 lbs. and perform physical work outdoors.

- Must have reliable transportation, a valid California driver's license, and proof of insurance.
- Maintain active Girl Scouts of the USA membership.

Commitment to Diversity, Equity, Inclusion & Accessibility

GSCCC is an Equal Opportunity Employer dedicated to building a diverse and inclusive workplace. We encourage individuals of all backgrounds to apply and will provide reasonable accommodations as needed.

Location

Camp Arnaz or other assigned program centers across GSCCC's jurisdiction.

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.