

Job Description: Camp Arnaz Program Manager

Title: Camp Arnaz Program Manager

FLSA Status: Exempt

Department: Camp Arnaz

Reports to: Senior Director of Mission Delivery (or Sr. Director of Camp Arnaz)

General Summary:

The Camp Arnaz Program Manager is responsible for overseeing and managing the delivery of camp programs and equine activities at Camp Arnaz. This role works closely with the Senior Director to ensure that all programs align with the Girl Scouts' mission and provide meaningful, fun, and safe experiences for participants. The Camp Arnaz Program Manager is also responsible for leading program staff and ensuring that all activities follow established safety and quality standards, including those outlined by the Certified Horsemanship Association (CHA) & American Camp Association (ACA) & GSUSA's SAC.

Essential Job Responsibilities:

- **Program Management:** Lead the planning, development, marketing, and implementation of camp programs and equine activities to support girl and troop engagement.
 - **Staff Supervision:** Supervise and mentor camp staff, providing direction, training, and support. Ensure performance evaluations are completed and staff development opportunities are offered.
 - **Safety & Compliance:** Ensure all camp programs adhere to GSUSA, ACA, and GSCCC safety guidelines. Monitor safety and well-being of participants and staff at all times, ensuring compliance with Certified Horsemanship Association (CHA) standards.
 - **Budget Management:** Assist the Senior Director in managing the budget for Camp Arnaz, ensuring responsible resource allocation, supply purchasing, and equipment maintenance.
 - **Community Engagement:** Collaborate with the membership and marketing teams to create innovative programs that drive recruitment, retention, and engagement of members.
 - **Volunteer Coordination:** Engage and train volunteers to assist with camp programs, ensuring adequate staffing levels for all activities.
 - **Program Evaluation:** Collect and analyze feedback from participants, staff, and volunteers to continuously improve camp programs and experiences.
 - **Equine Oversight:** Oversee the daily care of horses, ensuring they are well-fed, groomed, and healthy. Ensure equine programs teach girls proper riding techniques and horse care, in compliance with CHA standards.
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Qualifications:

- Bachelor's degree in related field preferred but not required.
 - 2+ years of experience in program management, preferably in a camp or youth-focused environment.
 - Certified Horsemanship Association (CHA) certification is required.
 - Experience supervising staff and volunteers.
 - Strong organizational and project management skills.
 - Familiarity with ACA accreditation standards and GSUSA guidelines is desirable.
 - Experience with equine activities, including horse care and riding instruction.
 - Strong communication skills, both verbal and written, with the ability to present information clearly and effectively.
 - Ability to work with girls aged 5 to 18 in an enthusiastic and positive manner.
 - Experience developing and implementing youth programs is a plus.
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Key Competencies:

- **Leadership:** Demonstrates effective leadership in managing staff, developing programs, and creating a positive camp culture.
 - **Collaboration:** Works well with cross-functional teams, including volunteers, community members, and other staff members.
 - **Safety-Focused:** Prioritizes safety and risk management in all activities, particularly following CHA and GSUSA guidelines.
 - **Adaptability:** Able to adapt to changing program needs and work environments.
 - **Communication:** Strong interpersonal skills with the ability to communicate clearly and effectively across various channels.
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Additional Requirements:

- Ability to work a flexible schedule, including evenings and weekends as needed.
- Ability to lift, push, or pull up to 25 lbs. and stand for extended periods.
- Must maintain a valid driver's license and have reliable transportation.
- Must pass a criminal background check and maintain membership in Girl Scouts of the USA.