



Job Description: Adventure Coordinator

Job Summary: To plan and direct the operation of the Girl Scout program at Camp Hoffman. To provide health and safety of the campers- always within the framework of the Girl Scout program, policies, and standards. To fully support and actively participate in the team approach to camp management and achievement of goals. To encourage both campers and staff to live up to the Girl Scout Promise and Law.

Reports To: Assistant Camp Director

Position Dates: June 12- August 16 Sunday-Friday

Job Responsibilities:

- Manages the operation camp specialized programs (archery, hatchet throwing, high and low ropes course, and outdoor skills) as well as actively promotes the Girl Scout ethical code in all phases of camp life.
- Manages schedules, training, and evaluation of Adventure Specialists
- Design plans and procedures and program curriculum for specialized program areas
- Responsible to planning and carrying out pre-camp and mid-season training in specialized program areas
- Ensures that the health and safety of campers and staff is recognized and upheld. Sees that emergency procedures for camp are developed and observed.
- Maintains Girl Scout, State of Rhode Island, and ACA camping standards.
- Work collaboratively with administrative staff to ensure successful programming
- Maintain and manage program equipment
- Prepares reports and sees that required records are kept up to date and reports filed.
- Follows established camp crisis procedures.
- Performs other duties as assigned.

Job Qualifications:

- Be a current member of the Girl Scout movement and accept the beliefs principles and ways of work of the organization. Be interested in, know about, and be skilled in the Girl Scout programs and safety practices in a camp setting
- Have ability to evaluate and make desired changes.
- Have ability to use good judgement regarding personnel issues and health and safety procedures.
- Have ability to direct others in crises situations.
- Current First Aid/CPR Certification
- Be able to live and work in a rustic camp setting.
- Ability to act as a role model for both campers and staff
- Experience working with youth
- Ability to work on a team
- Have successful experience in planning and implementing outdoor experiences

Please apply for this position [online](#) by May 27, 2024. Please contact the Director of Programs with any questions at caudette@gssne.org.