



Camp Arnaz Admin

**Imagine joining a group of individuals – each with their own unique skills and passions, but united by a common purpose.
Imagine yourself at Girl Scouts!**

Girl Scouts of California's Central Coast (GSCCC) is chartered by Girl Scouts of the USA to provide Girl Scouting in the counties of Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara, and Ventura. GSCCC encompasses some of the most beautiful and environmentally significant areas of the country. The council has a growing membership of 10,200 girls and 5,850 adults.

Girl Scouts of California's Central Coast is seeking career professionals committed to making a difference. Working with Girl Scouts – an organization with a solid history and a growing future – means working to your fullest potential in a dynamic and diverse environment.

Title: Camp Program Admin –Full time
FLSA Status: Non-Exempt
Department: Program
Reports to: Senior Director of Camp Program

General Summary:

The Camp Program Admin works with the Camp Arnaz Department to provide administrative, clerical, coordination, and planning support to ensure the efficient operation of the Camp Arnaz Department.

Essential Job Responsibilities:

- **Camp Program Administration**
 - Assist with implementation and management of marketing plan to increase attendance in programs.
 - Assist with clerical duties such as typing, filing, ordering, copying, customer service (including cases), and report preparation as assigned and needed.
 - Develop, implement, and promote parts of the Girl Scout Leadership Experience as assigned.
 - Support in ordering supplies as requested.

- Support as a key player in the transition from DoubleKnot to other software's.
- Serves as registration support for all Camp Arnaz programs.
- Support Camp Program programs as needed.
- Other duties as assigned.
- Help confirm bookings with Camp Arnaz program department.
- Prepare patches that need to be sent out.
- Update program calendars or reschedule events.
- Help answer questions/calls/emails regarding program details or event details.
- Help special events with set up, take down, event builds and reach outs.
- Other duties as assigned.

Qualifications:

- 1-3 years of equivalent related work in office or program administration
- Demonstrated ability to maintain confidentiality.
- Ability to manage a multi-project workload; exercise initiative and meet deadlines.
- Excellent interpersonal skills required; ability to interact with girls, staff, volunteers and parents in a profession manner.
- Excellent verbal and written communication skills
- Demonstrated ability to prepare and organize information.
- High level proficiency with Microsoft Office Suite
- Experience with Salesforce and other database software preferred.
- Work schedule will include evenings and weekends.

Cultural Competencies:

Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and competencies related to each of our Guiding Principles is in a separate "Cultural Competencies" document. We expect all members of our staff to embody and develop these competencies.

- **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!

Skill Set Requirements:

- Must be able to attend mandatory training and staff meetings as scheduled.
- Ability to manage to make continuous business changes and improvements, and document.
- Ability to be a motivator, resourceful self-starter, and detail oriented.
- Adaptability to solve problems in a tactful and diplomatic manner.
- Adaptability to being an enthusiastic, professional, and self-motivating, with a 'can-do' attitude' team player.
- Ability to maintain a professional appearance and demeanor.
- Ability to work more than assigned work schedule occasionally.
- Ability to sit and work on a computer display for extended periods.
- Adaptability to embrace the Girl Scout Promise and Law.
- Adaptability to be a Go-Getter, an Innovator, a Risk-Taker, and a Leader.