



**girl scouts**  
carolinas peaks  
to piedmont

**Outdoor Experience Coordinator**

**Department:** Outdoor Experience  
**Reports to:** Director, Outdoor Experience  
**Location:** Asheville, Gastonia, Hickory or Triad (Colfax) Service Center; Triad is preferred  
**Employment Status:** Full-time, Exempt  
**Supervises:** Volunteers  
**Hiring Range:** \$29,000-33,000 annually

Girl Scouts Carolinas Peaks to Piedmont offers a comprehensive benefits package including medical, telemedicine, dental, vision, disability & life insurance; excellent paid time off benefits.

EQUAL OPPORTUNITY EMPLOYER

## Invest in Girls. *Change the World!*

Help girls change the world for the better, and leave a lasting legacy in the heart of every girl you reach. At Girl Scouts Carolinas Peaks to Piedmont, we build girls of courage, confidence and character who make the world a better place. Imagine being a part of the largest and most successful girl leadership program in the world, where our talented professionals help girls become Go-getters, Innovators, Risk-takers, and Leaders!

### What will you do?

- Develop and oversee a customer-friendly system for our camp and adult learning registration processes
- Provide support to program managers, volunteers, troops and service units in outdoor program, training, and events.
- Coordinate accreditation process for three ACA-accredited camps and serve as an ACA Standards Visitor.
- Create marketing materials and online resources to showcase features and amenities of our properties for Girl Scout troops and groups.
- Facilitate First Aid/CPR and Lifeguard training for our summer camp staff.

## Outdoor Experience Coordinator

### Who are we looking for?

- A youth program oriented data pro with two or more years' experience camping or youth services and data management.
- Demonstrated ability to perform accurate data entry, create reports and analyze data.
- An achievement-oriented individual with consistent drive, persistence, sense of urgency and a willingness to learn.
- An innovative person with a can-do attitude who is committed to outstanding customer service.
- An effective and persuasive communicator across a variety of audiences and platforms (verbal, written, telephone, email, in person) who uses proper grammar, punctuation and spelling.
- Someone with the ability to learn and utilize new software applications who is proficient in MS Office Suite and various forms of social media.
- An exceptional time manager who is attuned to detail and handles multiple priorities effectively.
- Someone who is willing and able to work varied hours, including evenings and occasional weekends, and to travel regularly throughout the assigned geography and as needed within our 40-county jurisdiction.
- Someone who takes pride in their work and is passionate about the Girl Scout Promise, Law and Mission and values and promotes our commitment to diversity and inclusion.
- Experience with and knowledge of Girl Scout philosophy, standards, program and systems and is preferred.
- Experience with ACTIVE or similar event registration software would be a big plus!

### What else will you need?

- Bachelor's degree in a related field or an equivalent combination of education and professional experience.
- Trained as an American Camp Association (ACA) Standards Visitor OR willingness and ability to become trained and conduct annual visits.
- Red Cross Instructor-level certification in First Aid, CPR and Lifeguard OR willingness and ability to become Instructor-certified.
- Reliable form of transportation, possession of a valid driver's license and vehicle insurance coverage.
- The ability to lift and carry up to 35 pounds.
- Acceptable criminal background check and driver history.

### Does this sound like you?

Apply at the link below. Please include an upload of your resume and cover letter.  
Position open until filled.

Posted 07/15/2019



A job description can be found on our website:  
<https://tinyurl.com/hke6gyd>



We are an at-will, equal opportunity employer.