



**GIRL SCOUTS HEART OF THE HUDSON, INC.  
POSITION DESCRIPTION**

**CAB PROGRAM MANAGER**

**REPORTS TO:** Camp Director and Assistant Camp Director

**GENERAL RESPONSIBILITIES**

To establish and supervise all camp program while maintaining safe programs as directed by Girl Scouts of the USA, American Camp Association and the New York State Department of Health.

**PRINCIPLE DUTIES**

- Develop camp-wide and inter-unit events. Organize/supervise all special events.
- Order all program supplies.
- Establish a calendar of special camp days and supervise those days.
- Supervise staff and programs in specialty units.
- Coordinate activities for visiting camps.
- Work with Assistant Camp Director on analyzing activities and experiences of campers.
- Coordinate scheduling of specialty areas with unit staff.
- Assist with scheduling use of special equipment (i.e. TV, VCR, CD players) requests from units.
- Assist with scheduling overnights and related activities.
- Must be able to stay over for the Thursday overnights.
- This position description in no way states or implies that the responsibilities listed are the only duties to be performed by the person filling this position. The person in the position may be required to perform other duties as necessitated by the situation or requested by his/her supervisor

**JOB QUALIFICATIONS**

1. Successful completion of Background Check.
2. Must be at least 18 years old
3. High School Diploma or Equivalent.
4. Experience in a supervisory position.
5. Experience in camp programs.
6. Girl Scout experience preferred.

**EMPLOYEE STATEMENT:** I have read the above job description and can perform its essential functions with without reasonable accommodation. If the position requires additional skills or qualifications that are beyond my capabilities, or if I have any other questions or concerns, I understand it is my responsibility to speak with my Supervisor.

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Name: Print

Signature

Date