

Program Director, Northern Lakes Canoe Base

[Girl Scouts of MN and WI Lakes and Pines](#)

Ely, MN

Full-Time (Seasonal)/Part-Time (Pre-Season)

accepting applications until filled (June 2024)

Position Description

We are seeking an experienced and passionate Program Director to lead our Wilderness Canoe Trip Program at the Northern Lakes Girl Scout Canoe Base in Ely, MN. This program facilitates wilderness canoe trips through the Boundary Waters Canoe Area Wilderness and Canada's Quetico Provincial Park. This is a small but mighty program that has a rich history in not only the program itself but also the commitment to its success by a strong community of dedicated former staff and volunteers.

The ideal candidate will have a strong background in youth development, program management, team leadership, and outdoor experiences. BWCAW experience is strongly recommended but not required. This role involves overseeing all aspects of the program, from season opening preparations to managing a team of wilderness canoe guides, and ensuring the smooth administrative operation of the program. The Program Director will also be responsible for season-closing activities, in addition to some off-season administrative duties. The Director will be provided room and board at the canoe base in Ely (with the opportunity to house immediate family), and may have the opportunity to guide a small handful of trips during the summer. Crews arrive and spend a day and night on-base to learn program protocols and safety measures, in addition to workshopping canoe trip skills; spend the duration of their "camp session" in the wilderness; and return for a day-long (sometimes overnight) departure.

If you are enthusiastic about outdoor adventures, possess excellent organizational and leadership skills, and have a deep commitment to youth development through the wilderness, we encourage you to apply. We are especially interested in candidates who may be interested in returning, under the assumption both parties are interested at season-close. For summer 2024, this position will be partially/unofficially supported by the former Director, who has agreed to be available to answer questions and guide the incumbent toward success. The Board of Directors for the Northern Lakes Canoe Base Alumni Association may also act as a remote resource for the Director/program when possible.

You can learn more about the nature of the program at nlcbaa.org, a website run by a group of dedicated former canoe guides that acts as both an informational site for participants, and a platform for program alumni. You can learn more about the Boundary Waters Canoe Area Wilderness [here](#).

Position summary:

The Program Director has the primary responsibility of the development and implementation of a safe, enriching wilderness canoe tripping program by maintaining Girl Scouts of Minnesota and Wisconsin Lakes and Pines (GSMWLP) and the Girl Scouts of the USA's (GSUSA) Girl Scouts Leadership Experience (GSLE) and safety standards; in addition to meticulous wilderness safety and attention to US Forest Service protocols.

The Program Director will supervise the implementation of wilderness trips that meet the interests and capability of crews, ensure that girls are involved in the planning of their trips, regulate that canoe guides provide safe, hands-on learning experiences in the woods, and confirm that each girl is given an opportunity to be actively involved in all parts of the wilderness experience.

The Program Director will ensure that staff and participants have a safe, fun, positive, fulfilling, and educational wilderness experience.

Responsibilities including but not limited to:

1. Develop a safe, enriching camp program: a. Coordinate canoe trip sessions and activities that comply with GS Safety Activity Checkpoints, lead the ACA accreditation process and maintain ACA standards, and the Health & Safety policies developed by GSMWLP. b. Cultivate program sessions/canoe trips for crews that lend to outdoor adventure, and expose girls to new experiences that build courage, confidence, and character. c. Work with the Director of Program & Property to ensure that a risk and crisis management plan and emergency procedures are in place. d. Coordinate and work with the Director of Program & Property and Permanent Part-Time Maintenance position to identify and resolve property issues and needs.

2. Implement a safe, enriching wilderness canoe trip program: a. Ensure that program activities meet the developmental, educational, emotional, and social needs and interests of crews and support the Girl Scout Leadership Experience. b. Ensure that camp facilities (canoe base) meet or exceed federal, state and local regulation and council standards before, during, and after camp sessions. c. Enforce a high level of safety and health standards. Examples include ACA and department of health compliance d. Respond to all emergencies and crisis situations as needed—follow emergency procedures as outlined- this includes both on-base emergencies, and leading coordination and communication if/as in-the-woods emergencies arise. e. Monitor safety protocols and procedures as they pertain to the oversight and supervision of all participant, volunteer, and staff activities. f. Facilitate the continuity of canoe base traditions such as special ceremonies and recognitions, i.e.; Scout's Own Ceremony, songs and special places.

3. Supervise all seasonal and camp-related program staff (namely canoe guides) and/or volunteers including rule and policy education and enforcement, recruitment, selection, placement, development, and release. a. Participate in the recruitment, screening and collection of new hire paperwork compliant with council policy and applicable laws. b. Adhere to

GSMWLP's AA/EEO Policy. c. Develop and implement pre-summer and in-service staff trainings; work collaboratively with Director of Program & Property and other Program Directors to schedule consistent training for all seasonal staff. d. Provide or ensure provision of verbal and written evaluations for assigned staff and volunteers including a mid-summer and final written evaluation. e. Guide and assist canoe guides in implementation of Girl Scout program emphasis through advice or assistance in planning trips and routes, using resources, coordinating crews, and processing experiences. f. Hold regular meetings and gather required paperwork to ensure quality and safe participant programming. g. Facilitate weekly evaluation of camp program and provide ongoing feedback to staff (provide a weekly copy to the Director of Program & Property). h. Assist staff in dealing with participant problems such as homesickness and behavior challenges. i. Work in coordination with the Seasonal Assistant Program Director and/or Seasonal Program Manager to develop a daily/weekly/seasonal camp calendar for staff time off needs/requests. j. Be available to assist with time-off or to maintain necessary girl-to-adult ratios. k. Promote high morale in staff and participants. l. Work with staff in coordination of base-wide niceties like theme meals, campfires, staff outings (as possible) and other events. m. Lead and/or participate in all-base activities. n. Supervise staff, coach throughout the season, and ensure the overall safety and functionality of the staff team. o. Work with Director of Program & Property and Human Resources to promptly and appropriately address and correct performance issues.

4. Manage daily, weekly, and seasonal camp business functions: a. Work within the established budget while meeting equipment, food, and staffing needs of the base and canoe trips. b. Manage and ensure the safekeeping of petty cash, camp store proceeds, camp payments, and GSMWLP store and credit cards. c. Work in conjunction with the Director of Program & Property for food, equipment and Camp Store needs from appropriate vendors. d. Know and be responsible for compliance with all agency policies, guidelines, and procedures. e. Address any parent/guardian concerns which may arise. f. Maintain regular communication with the Director of Program & Property to keep informed of camp issues. g. Regularly report on individual goals and achievements to the Program, Property & Member Support Director. h. Facilitate and participate in regular team, and other relevant meetings. i. Write an end-of-season report evaluating team structures, program content, and suggestions for next season. Use weekly reports as reference. j. Author, review and retain records and documentation including but not limited to: identifying sleeping arrangements for each unit, staff issues, health histories, schedules, and the budget each week. Submit to the Director of Program & Property. k. Keep the Director of Program & Property, the Seasonal Assistant Program Director and/or Program Manager informed of any health and/ or safety concerns, personnel issues, and work to resolve those issues immediately and in compliance with laws, regulation and council policy. l. Contribute to the base by helping wherever needed, keeping the needs of participants first, participating in base activities, and maintaining a publicly positive attitude. m. Work with the Director of Program & Property to coordinate, attend and participate in the opening and closing of the property at the commencement and conclusion of the camp season. n. Perform other duties as assigned by the Director of Program & Property or Chief Operating Officer.

Essential Functions:

Applicants for the Program Director position should, at minimum, have the ability to:

- Successfully complete all pre-employment and post-employment screenings including, but not limited to, background check.
- Obtain/retain registration as a member of the Girl Scouts of the USA.
- Possess/retain a valid driver's license and vehicle insurance and ability to maintain legal compliance in the safe transport of girls and staff in multi-passenger van.
- Obtain/retain a recognized food service management certification.
- Ability to participate in wilderness canoe trips and other physical activity on-base.
- Obtain/retain basic First Aid and CPR with AED Training from the American Red Cross or other nationally recognized health and safety organization.
- Follow, maintain and enforce appropriate safety regulations and behavior management techniques.
- Manage staff and participants in the event of an emergency situation.
- Regularly operate office equipment including; keyboard, computer, copy machine, fax machine, mobile/cellular phone, and multi-line telephone.
- Ability to climb, crouch, and walk on uneven terrain and demonstrate safe and proper use of a variety of programing equipment.
- Ability to actively participate in physical programming with participants.
- Ability to work indoors and outdoors in all types of weather.
- Ability to lift and carry up to 50 pounds.
- Ability to correct vision to 20/20.
- Work various days and hours including weekends and evenings, while maintaining strength and endurance required for living and working in a rustic environment.
- Adapt to the changing demands of the position.
- Apply independent discretion within the boundaries of the position.
- Effectively communicate both verbally and in writing with staff, volunteers, participants, parents and guardians.
- Lead off-season initiatives, including but not limited to summer trip permit planning and confirmation, council outreach, staff recruitment, communication with interested troop leaders and crews, summer logistics planning.

Reporting relationship:

The Program Director is supervised by the Director of Program & Property.

Qualifications:

The ideal candidate for the position of Program Director should, at minimum, possess:

- Bona Fide Occupational Qualification of at least 25 years of age for ACA Accreditation.
- A Bachelor's Degree in recreation, programming, or a related field, or has documented equivalent experience in youth programming, recruitment/marketing and support, budgeting, and evaluation.
- Documented experience working in a wilderness outfitting and tripping program Director, Assistant Director or comparable management role.
- Experience working with, managing and serving diverse populations.
- Highly developed people and project management skills, with demonstrated ability to: build relationships, present concepts and recommendations both written and verbally, and influence all levels within an organization.
- Proficiency in Windows Operating Systems and Microsoft Office Suite.
- Exceptional organizational skills, analytical skills, and attention to detail.

- Excellent judgment with the ability to work independently and manage multiple projects and deadlines.
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles, and standards, as well as the mission and vision of GSMWLP.
- Honesty, integrity and trust while performing all job duties

Job Types: Full-time, Temporary

Pay: \$9,960.00 - \$11,220.00 per year

In-Season Schedule:

- Day shift
- Night shift
- Weekend availability

Off-season Schedule:

Flexible

Work Location: In person, Ely, MN - online/virtual engagement or meetings sometimes necessary.