



HANDICRAFT DIRECTOR Position Description

POSITION CONCEPT

The Handicraft Director supervises the Handicraft program. The Handicraft Director reports to the Program Director, and usually lives on-site at Camp Geronimo during camp.

PRINCIPLE RESPONSIBILITIES

- Exemplify the Scout Oath and Law. Support Boy Scouts of America (BSA) policies and the Aims and Methods of Scouting. Strive to provide a program that is exciting, dynamic and appealing to today's youth; that meets the needs of the youth and the units attending camp; and that is fun and safe.
- Attend monthly pre-camp planning sessions.
- Assist Program Director in hiring area staff. Attend staff hiring weekend in March. In conjunction with Program Director, perform staff evaluations, coaching and counseling. Enforce proper uniform use by staff.
- Assist Program Director in staff training. Attend pre-camp staff training weekend. Obtain all personal training required. Abide by the rules set forth in the most current "Camp Staff Manual".
- Supervise and coordinate operation of program. Familiar with requirements of all merit badges, belt loops, pins, awards, activities or recognitions offered in program. Directly instruct participants and/or supervise staff instructors.
- Maintain a clean, safe and efficient program area. Adhere to any required BSA or other area-specific safety standards.
- Track and maintain scout merit badge (or other recognition) information using computerized (and paper backup) record-keeping practices. Input individual scout merit badge (or other recognition) information into database (daily or weekly). Ensure that weekly merit badge (or other recognition) information is provided to Program Director each Friday.
- Ensure control and security of equipment and program materials. Ensure equipment is maintained properly. Maintain current and accurate inventories of program materials, supplies and equipment. Coordinate ordering of necessary supplies and materials with Program Director. Create and/or maintain a maintenance and replacement schedule for all major equipment.
- Support and participate in camp wide programs, as required.
- Other duties as assigned by Program Director or Camp Director.

Daily Operations

- Make sure each program is presented on time with all materials on hand, ready to go.
- Develop and maintain a program that imparts useful knowledge, that supports the aims and objectives of the Boy Scouts of America, and that is fun, challenging and safe.
- Impress upon all participants that they are only learning some of the basics, and should never attempt activities without experienced, trained supervision and proper safety equipment.
- Strive to be sure that there are plenty of interesting program activities so that campers do not have to stand around waiting.
- See that the program area is always clean and efficient.
- Inspect program materials frequently and keep your Camp Director informed of any supplies needed.
- Ensure a safe and adventurous experience, while fulfilling the requirements of the Merit Badge.

END OF SEASON

- Update the Camp Geronimo Program Area Standard Operating Procedures to reflect current program usage and lessons learned
- Ensure all equipment is inventoried and stored properly
- Ensure the Gear Records and Maintenance Logs area up to date
- Write suggested changes, updates, opportunities, and program adjustments for the upcoming year.

ADDITIONAL QUALIFICATIONS

Required (must be met prior to the start of summer camp)

- Be at least 18 years of age.
- Be a registered member of the Boy Scouts of America.
- Familiar with MS Word and Excel and/or use of computer databases.

Preferred

- Certified in American Red Cross CPR/AED, or Council-approved equivalent.
- Certified in American Red Cross Standard First Aid, or Council-approved equivalent.
- Instructional experience.
- Knowledge of, or experience in, Basketry, Leatherwork, Metalwork, Pottery and Woodworking merit badges; or other BSA handicraft-related merit badge requirements.
- Prior BSA experience, residential or day camp experience, leadership/management of youth and young adults.