



HEADQUARTERS AND ADMINISTRATIVE DIRECTOR Position Description

POSITION CONCEPT

The Headquarters/Administrative Director coordinates administrative functions of camp and oversees the Headquarters area of camp. The Headquarters/Administrative Director reports to the Camp Director and 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 programs that are exciting, dynamic and appealing to today's youth; that meet the needs of the youth and the units attending camp; and that are fun and safe.
- Work closely with Camp Director on all administrative matters. Work collaboratively with Program Director, Area Directors, Staff Hill Scoutmaster, Camp Commissioner, other camp staff, Camp Ranger, Unit Leaders and Council staff.
- Attend monthly pre-camp planning sessions.
- Familiar with BSA National Camp Standards (for Resident Camps), and assist the Camp Director in ensuring compliance in all applicable areas. Under the direction of the Camp Director and the Program Director, assists in the compilation of current, accurate and complete documentation for all National Camp Accreditation required submissions.
- Assist Camp Director in hiring area staff. Attend staff hiring weekend in March. Perform staff evaluations, coaching and counseling. Enforce correct staff uniform and appearance standards.
- Assist Camp Director in staff training. Assist in development of Camp Staff Manual (or other written materials) and written training plan in compliance with National Camp Standards. Assist in provision of staff training opportunities including staff training weekend. Obtain all personal training required. Abide by the rules set forth in the most current "Camp Staff Manual".
- Direct and/or coordinate operation of Headquarters area, including:
 1. manage headquarters office and reception area;
 2. coordinate unit registration, check-in and check-out process while providing exemplary customer service;
 3. prepare attendance reports;
 4. monitor headquarters base radio and coordinate area director radio usage;

5. maintain proper accounting of troop and scout fees;
 6. coordinate customer survey and maintain a file for customer survey documentation.
- Personally, or through use of staff, support camp administrative needs, as required, including:
 - 1) maintain personnel documentation and records;
 - 2) perform clerical duties;
 - 3) perform camp phone and visitor receptionist duties;
 - 4) coordinate mail distribution;
 - 5) provide accounting of staff and visitor payments or fees;
 - 6) maintain accounts receivable and accounts payable.
 - Document Maintenance Reports in a numbered spreadsheet and coordinate with Ranger and Head Ranger when maintenance is completed.
 - Assist Program Director and Area Directors with use of record-keeping practices (computerized or paper).
 - Other duties as assigned by 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 21 years of age.
- Be a registered member of the Boy Scouts of America.
- Experience in office environment, and familiarity with common office equipment.
- Customer service experience.
- Expert in MS Word and Excel and/or use of computer databases.
- Attention to detail.

Preferred

- Experience in payroll accounting.
- Certified in American Red Cross CPR/AED, or Council-approved equivalent.
- Certified in American Red Cross Standard First Aid, or Council-approved equivalent.
- Prior BSA experience, residential camp experience, leadership/management of youth and young adults.