



## **MERIT BADGE COUNSELOR Position Description**

### **POSITION CONCEPT**

A Merit Badge Instructor is responsible for skillfully teaching the merit badges assigned to him/her by the Area Director. Merit Badge Instructors will initially be assigned to a particular Program Area but may be re-assigned as the summer progresses. This position reports to an Area Director.

### **PRINCIPLE RESPONSIBILITIES**

- Work in the most efficient, effective, and productive way to carry out all of his/her responsibilities while maintaining a cheerful, helpful, and positive attitude. Treat everyone with respect and utilize all available resources to make the camp experience as enjoyable as possible.
- Adhere to the policies and procedures as outlined in the Staff Guide.
- Be properly outfitted in a full “Class B” uniform at all times during the day and in full “Class A” uniform for dinner.
- Become familiar with all materials supplied prior to the camping season.
- Prepare lesson plans for all badges he/she is to teach that
  - are easily comprehensible
  - cover all of the requirements not listed as prerequisites
  - make the subject matter as entertaining as possible
  - include rainy day plans
  - are always readily accessible
- Teach merit badge classes with as much excitement, efficiency, and passion as possible.
- Report any program or facility needs to his/her area director as soon as possible.
- Keep his/her Program Area neat, organized, and ready for use.
- Ensure proper use, security and care of program equipment. The Merit Badge Instructor is personally responsible for all equipment checked out to the program area.
- Assist in the running of all evening programs as instructed by his/her Area Director.
- Be on time, energetic, and in proper attire for all flag ceremonies, breakfasts, dinners, merit badge classes, campfires and evening programs.
- Keep his/her living quarters orderly and sanitary.
- Assist with camp chores whenever necessary—cleaning showers and latrines, serving meals, assisting with emergency drills, chatting with campers and leaders, etc.

- Help compile information and complete an end of season report from your observations and knowledge of the program(s).
- Assist with other staff responsibilities as directed by Camp Management to ensure that the mission of the Blue Ridge Scout Reservation is carried out.

### **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 Area Director informed of any supplies needed.
- Ensure a safe and adventurous climbing 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)**

- Must be at least 16 years old or have successfully completed the Staff Training Program. Fifteen-year-old staff may be hired with a valid Virginia employment certificate.
- Must submit a completed Annual Health and Medical Record.