



## **MUZZLE DIRECTOR Position Description**

### **POSITION CONCEPT**

The Muzzle Director supervises the Muzzle Shooting program, which includes marksmanship instruction and the supervision of an outdoor muzzle range. The Muzzle Director reports to the Shooting Sports Director, and usually lives on-site at Camp Geronimo during camp. If the Muzzle Director serves concurrently as the Shooting Sports Director, then he or she will report to the Program Director.

### **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 Shooting Sports Director or Program Director in hiring area staff. Attend staff hiring weekend in March. In conjunction with Shooting Sports Director and Program Director, perform staff evaluations, coaching and counseling. Enforce correct staff uniform and appearance standards.
- Assist Shooting Sports Director and 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 Muzzle program. Familiar with requirements of Muzzle Shooting merit badge, 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 all federal, state and local laws, and adhere to any required BSA, National Rifle Association (NRA), or other area-specific safety standards. Specifically, Familiar with and adhere to firearm-applicable sections of these publications: BSA "National Camp Standards", "BSA National Shooting Sports Manual", No. 30931 and the "Camp Program and Property Management", No. 20-920B.
- Immediately remove any participant from the muzzle range if they do not follow safety rules or regulations.
- 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 muzzle equipment and program materials. Ensure that equipment is maintained properly. Maintain current and accurate inventories of program materials, supplies and equipment. Specifically, keep all required equipment logs up-to-date. Coordinate ordering of necessary supplies and materials with Shooting Sports Director or 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 Shooting Sports Director, 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 21 years of age.
- Be a registered member of the Boy Scouts of America.
- If concurrently acting as Shooting Sports Director, possess a valid certificate of training from the Shooting Sports section of BSA National Camping School; or if

not concurrently acting as Shooting Sports Director, possess a valid NRA instructor certification.

- Certified in American Red Cross CPR/AED, or Council-approved equivalent.
- Certified in American Red Cross Standard First Aid, or Council-approved equivalent.
- Familiar with MS Word and Excel and/or use of computer databases.

**Preferred**

- Knowledge of, or experience in, Muzzle Shooting merit badge; or other BSA-related shooting sports-related merit badge requirements.
- Prior BSA experience, residential or day camp experience, leadership/management of youth and young adults.
- Instructional experience