



PROGRAM DIRECTOR Position Description

POSITION CONCEPT

The Program Director directs the operation of programs, trains and evaluates staff, is responsible for and oversees the overall camp program. The Program 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 matters. Work collaboratively with Area Directors, Staff Hill Scoutmaster, Camp Commissioner, other camp staff, Camp Ranger, Unit Leaders and Council staff. Area Directors report to Program Director.
- Assist the Camp Director in coordinating, and 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.
- Assist Camp Director in staff hiring. Attend staff hiring weekend in March. Work with Camp Director and Area Directors to ensure current position descriptions are available for staff members. Enforce proper uniform use by staff.
- 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 programs, including: 1) instructional activities (e.g., merit badge programs under Area Directors), 2) recreational activities (e.g., camp wide games) and 3) inspirational activities (e.g., flag ceremonies, staff campfire). Familiar with operation of all programs, merit badge and program activities.
- Assist Area Directors with use of record-keeping practices (computerized or paper).
- Oversee the overall camp program and develop camp schedules as needed.
- 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.
- Strive to be sure that there are plenty of interesting program activities.
- See that the program areas are 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

- With the assistance of your Area Directors, update the Camp Geronimo Program area SOPs 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

ADDITIONAL QUALIFICATIONS

- Be at least 21 years of age.
- Be a registered member of the Boy Scouts of America.
- Have experience in planning, development, implementation and management of large program activities.
- Possess a valid certificate of training from the Resident Camp Administration section of BSA National Camping School.
- 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.
- Prior BSA experience, residential camp experience, leadership/management of youth and young adults.
- Expert in MS Word and Excel and/or use of computer databases.