



SCOUT MASTER PROGRAM COORDINATOR Position Description

POSITION CONCEPT

The Scoutmaster Program Coordinator in conjunction with Area Directors works to ensure certain Adult BSA classes are available, and trained personnel are there to instruct and certify adult leaders.

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.
- Teaches or recruits adult leaders to help instruct the BSA Scout Leader Specific training, CPR, Wilderness first aid, and leave no trace.
- Coordinates with areas to hold other adult classes. (Aquatics/Tower/ODS)
- Ensures all adult leaders are given credit for classes taken, and turns in training reports to council.
- 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 Trainer
- 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.
- Certified Wilderness First Aid instructor
- Leave No Trace Master Instructor