



SHOOTING SPORTS DIRECTOR Position Description

POSITION CONCEPT

The Shooting Sports Director oversees the Shooting Sports programs, which include Archery, Rifle Shooting and Muzzle Shooting; and the supervision of outdoor ranges for all three programs. The Shooting Sports Director reports 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 Program Director in hiring area staff. Attend staff hiring weekend in March. In conjunction with Program Director, perform staff evaluations, coaching and counseling. Enforce correct staff uniform and appearance standards.
- Assist 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 Shooting Sports programs. May concurrently serve as Archery Director, Rifle Director or Muzzle Director. Familiar with requirements of Archery, Rifle Shooting and Muzzle Shooting merit badges, belt loops, pins, awards, activities or recognitions offered in program. Directly instruct participants and/or supervise staff instructors.
- Maintain clean, safe and efficient program areas. Adhere to all federal, state and local laws, and adhere to any required BSA, National Rifle Association (NRA), National Archery Association, or other area-specific safety standards. Specifically, Familiar with and adhere to archery and 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.
- Ensure that staff immediately remove any participant from the shooting range if they do not follow safety rules or regulations.
- Ensure that shooting sports area directors track and maintain scout merit badge (or other recognition) information using computerized (and paper backup) record-keeping practices, and that they 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.

- maintain
- Ensure control and security of shooting sports 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 Program Director. Ensure the creation of a maintenance and replacement schedule for all major equipment.
- Support and participate in camp wide programs, as required.
- Other duties as assigned by 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.
- Possess a valid certificate of training from the Shooting Sports section of BSA National Camping School.
- 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

- Instructional experience.
- Knowledge of, or experience in, Archery, Rifle Shooting and Muzzle Shooting merit badges; 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.