



## Lewis and Clark Scout Reservation Program Director Position Description

### Immediate Supervisor

- Responsible to the Camp Director

### Qualifications

- At least 21 years of age
- Current NCS Camp Management or Camp Director Certification (refer to standards)
- Current First Aid/CPR
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Strong public speaking and communication skills
- Registered with the BSA
- Computer Skills

### Responsibilities

- During the off season assist the Camp Director in the hiring of Summer Camp and MRHAB staff
- Participate in scheduled planning meetings during the off season
- Provide cheerful, helpful, and efficient service to all Scouts and staff.
- Serve as a coach and counselor to each member of staff so they effectively serve as a team member
- Maintain and properly use the radio, program equipment and all other facilities and supplies.
- Assist Camp Director in planning and leading Camp Staff Training
- Observe program area quality of instruction and coach staff to be enthusiastic role models
- Coordinate campfire plans for Sunday and Friday nights
- Coordinate staff effort to support cooking and feeding plans for "Cook out"
- Conduct Friday afternoon "camp wide" activities
- Develop, maintain and evaluate Webelos and Boy Scout advancement
- Conduct SPL meetings.
- Carry out other duties as assigned by the Camp Director
- Every week, the Program Director goes through the classes offered on Tentaroo and create a roster of classes that have Scouts in them. This ensures that each Merit Badge has accurate coverage, and that if a staff member is free, an alternative assignment can be given to that staff member.
- During and before meals, the Program Director is responsible for running morning and evening flags. Troops will sign up on the Good Turn sheet to raise or lower the flag. The Program Director is responsible for connecting with these troops prior to flag ceremonies and answering any questions the Troop may have. If a Troop is not signed up to raise or lower the flags, the Program Director should enlist the help of staff members to properly run the flag ceremony. Prior to entering the dining hall, a Troop or Scout will also participate in saying Grace.
- During Meals, the Program Director will run messages [announcements] once the meal is complete. While Scouts and Staff are eating, the Program Director should ask Staff if they have any messages. Once all messages have been related to Scouts, a song or story will be shared by either the Program Director or one of the staff members.
- While supervising Program Area Directors:
  - Observe instruction quality and coach for improvements
  - Check lesson plans and course content
  - Observe area neatness and recommend improvements
  - Evaluate program quality and instructor performance
- While directing Counselor In Training Program
  - Welcome CITs and complete check-in Sunday morning, Assign quarters and assist in moving in
  - Assign duties and monitor progress, Supervise and Evaluate performance
  - Check out Saturday morning and collect questionnaires

I have read and understand this position description. (return with packet)

Name: \_\_\_\_\_

Sign: \_\_\_\_\_