

<b>Job Title:</b>	Program Director	<b>Property:</b>	McNeil Scout Ranch at Peaceful Valley
<b>Camp/Department:</b>	Administration	<b>Salary Level:</b>	Based upon current salary chart
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	Camp Director	<b>Certifications Req:</b>	Yes
<b>Will Certify Applicant?:</b>	Yes	<b>Driving Required?</b>	Yes

### Job Summary

Ensures campers receive a quality Scouts BSA or Cub Scout resident camp experience. Give leadership to Area Directors in teaching and fulfilling program requirements. Lead camp-wide programs and activities. Manage the scheduling for all programs within the camp. Work with campers and leaders to resolve program issues. Attend pre-camp meetings, interviews and planning sessions.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Ensure a quality program consisting of various activities. Deliver a fun age-appropriate program that follows the Guide to Safe Scouting for Scouts BSA or Cub Scouts depending upon the session. Develop opportunities for camp-wide competition on all levels.
- Coordinate messages at flag ceremonies, meals and other camp-wide gatherings.
- Interact with campers and leaders. Identify areas for improvement in order to ensure and maintain a quality program. Resolve camper issues as needed.
- Coordinate camp wide activities with the help of Area Directors to include flag ceremonies and campfire programs.
- Schedule all camp activities including individual classes, rotations, and camp-wide activities. This includes assigning staff to adequately cover these programs.
- Supervise and train Area Directors. Notify the Camp Director of personnel issues with program staff.
- Assist with implementing the staff training program.
- Assist with evaluating staff in the middle of the season and at the end of the season.
- Respond quickly, safely and effectively to camp emergencies. Communicate with the Camp Director, Ranch Director, Ranger Staff and other top leadership in such scenarios.
- Ensure paperwork for units is completed correctly and on time.
- Ensure program areas meet policies, guidelines, practices and regulations as set by the Boy Scouts of America and Boy Scouts of America National Camp Standards and the Guide to Safe Scouting.
- Oversee the maintenance, inventory, cleanliness and use of program supplies and equipment and facilities.
- Be familiar with and enforce policies for health and safety in camp.
- Establish a good working relationship with staff, campers and leaders.
- Communicate with customers through email and phone communications. May include pre-season communications.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

### **CERTIFICATIONS & REQUIRED TRAINING**

- National Camp School – Program Director Section (Provided)
- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Council Management

### **REQUIRED FOR THE JOB**

- Must have two (2) years or seasons experience in supervising employees.
- Must have one (1) year or season experience working at a Scouts BSA Resident Camp.
- Must be able to read, speak and write the English language
- Must be able to respond effectively to camp and trail emergencies in various weather conditions
- Must have ability to move camp property in various weather conditions
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 21 years of age or older
- Valid Driver's License and History Insurable by Insurance Company
- Must have reliable transportation to and from the work site on assigned days and times in an area without public transportation or ride-share service.
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America

### **DIRECTLY SUPERVISES**

- Assistant Program Directors, assigned Area Directors, and other assigned staff.

### **ADDITIONAL NOTES**

- Part-time planning work is required in the off-season (From Time of Hire to May).