



Broad Creek Memorial Scout Reservation

POSITION: PROGRAM DIRECTOR (21 or above)

REPORTS TO: Camp Director

SUPERVISES: Program Commissioners; Program Area Directors; and Program Area staff through respective area directors.

ESSENTIAL RESPONSIBILITIES:

1. Must be National Camp School (NCS) certified or attend NCS and receive certification.
2. Be able to sing, lead songs, and speak in public to large groups.
3. Must plan and conduct the training of the Program Staff in individual responsibilities and the development of personnel into a smooth-functioning team, with the assistance of the Camp Director.
4. Direct the overall camp program, and coordinate and oversee weekly camp activities.
5. Schedule the Program Staff's time and develop daily or weekly staff assignment rosters.
6. Must develop the physical features, techniques, and procedures necessary for good teaching practices in all areas.
7. Counsel staff on performance and maintain standards of uniform and appearance.

GENERAL RESPONSIBILITIES:

1. Assist in the selection of a mature, well-rounded, and capable Program Staff.
2. Know the program possibilities of camp and the surrounding area.
3. Arrange for a functioning advancement program for both campers and staff.
4. Request an adequate supply of program equipment and supplies essential to the program's success.
5. Maintain display material, program suggestions, special event ideas, and reference books.
6. Communicate with leaders prior to their arrival at camp for advance program planning.
7. Participate in program activities in order to inspect the quality of work and to measure the personal aptitude and effectiveness of individual staff members.
8. Confer with Area Directors regarding the quality of their staffs.
9. Meet with the Program Staff frequently (2-3 times per week) to discuss wants, needs, problems, and suggestions.
10. Maintain suggestions for: Good camp activities, service projects, and special events.
11. Ensure and develop special activities such as outpost, canoe trips, and other opportunities for on-base or off-base activities and trips.
12. Provide written recommendations for program improvements for the following summer.
13. Develop and run camp-wide activities such as camp-wide games, and council fires.
14. Supervise final Blue Card signing and submission and prepare final distribution for units.
15. Coordinate opening and final inventory of all program equipment.
16. Assume the responsibilities of the Camp Director when he or she is not in camp.
17. Assure that all customers are satisfied with the operation of camp, program materials, and staff performance.
18. Provide a friendly and helpful welcome to all visitors and customers.
19. Abide by all policies as per the *Staff Guidebook*.
20. Carry out projects to camps' overall improvement.
21. Complete all additional duties as assigned.