



## Broad Creek Memorial Scout Reservation

POSITION: PROGRAM COMMISSIONER

REPORTS TO: Program Director

SUPERVISES: N/A

### ESSENTIAL RESPONSIBILITIES:

1. Must be able to:
  - a. Traverse all trails in camp.
  - b. Meet and greet unit leaders as they arrive at camp or shortly thereafter.
  - c. Check that each Troop has a written and well-balanced program for the week, noting especially the need for staff assistance and the use of camp facilities.
  - d. Assist Troops with developing a program for the week if they do not come with one and follow up as necessary throughout the week.
2. Must be familiar with and able to help units utilize basic Scouting literature, including the Scout Handbook and Fieldbook, the Handbook for Scoutmasters and Patrol Leaders, Requirements and Troop Activities Books, and Merit Badge Pamphlets for Merit Badges which are offered at camp.
3. Must be able to interpret camp policies and procedures for units.
4. Must be present at the opening and closing of camp. Assist the Program Director with inventory of all equipment, especially noting what is damaged and what is in need of repair and making recommendations for next year.

### GENERAL RESPONSIBILITIES:

1. Inspect the campsites and confer with unit leaders about good camping practices.
2. Be alert to units which will have a change of leadership during the week to ensure a smooth transition.
3. Spend time each day with every leader in camp. Determine how the unit's program is progressing, if staff assistance is adequate, and how well junior leadership is being utilized.
4. Encourage units to plan and carry out campsite improvement projects.
5. Channel suggestions for staff service to the units through the Program Director.
6. Assist units in conducting a good program using the principles of operation established by the BSA.
7. Encourage units to have Patrol Leaders' Council meeting in camp and attend as many as possible to act as a resource and interpret and demonstrate the Patrol Method.
8. Take a personal interest in the morale and welfare of units by giving leadership and inspiration to unit leaders and building spirit and enthusiasm in the units served.
9. Prepare Merit Badge certifications, awards, medical records, and other paperwork to be presented to each unit leader prior to check-out.
10. Report the unit's status to the Camp Director, noting especially any problems or needs, and provide immediate help in meeting specific needs and addressing urgent problems.
11. Participate in camp-wide activities as assigned by the Program Director.
12. Complete all required inventories.
13. Be friendly, courteous, and helpful to all visitors and customers.
14. Abide by all policies as per the Staff Guidebook.
15. Carry out projects to camps' overall improvement.
16. Complete all additional duties as assigned.