

CAMP AUGUSTINE

OVERLAND TRAILS COUNCIL, BOY SCOUTS OF AMERICA

POSITION DESCRIPTION

Position title: Camp Director

Reports to: Camping Staff Advisor and Scout Executive

POSITION PURPOSE

The Camp Director is responsible for planning and executing all aspects of the summer camp program in accordance with the standards of the Boy Scouts of America, Overland Trails Council, State of Nebraska, and local governments.

DUTIES AND RESPONSIBILITIES

- Promote the programs offered at Camp Augustine to the Scouting community both during camp and in the offseason.
- Management of camp business records, as established by the Overland Trails Council, including collection of and accounting for camper fees, trading post revenues, petty cash, and purchase orders. Maintain and submit daily reports of cash transactions and deposits.
- Conduct unit check-in and check-out reports for accuracy as to numbers of campers and amount of money due and collected.
- Ensure Camp Augustine meets and complies with National Camp Standards and any applicable local, state and national standards, licenses, permits and requirements.
- Recruit, train, and supervise a qualified camp staff to meet the program needs of Camp Augustine.
- Make frequent inspections of camp giving due consideration to supplies, equipment, facilities and operating practices of the camp and units in camp.
- Have a thorough knowledge of all procedures related to health and safety, council and national policies, use of equipment, and operation of facility. The Camp Director will enforce all such policies.
- Supervise the physical operation of camp including equipment, commissary, trading post, and special facilities.
- Work with the Program Director to develop program opportunities that meet the needs and desires of units and campers.
- Oversee the implementation of all programs.
- Maintain harmonious relations with surrounding property owners, nearby residents, towns, council officials, and commercial concerns with whom the camp deals.
- Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance through personal observation and staff meetings.
- Conduct daily leaders' meetings to disseminate information as well as get feedback to improve camp operations.
- Prepare an evaluation and summary of current season, including inventories, staff evaluations, and recommendations for the following season.
- All other duties as necessary.

QUALIFICATIONS

- Must be at least 21-years-old.
- Must hold current certification in Camp Director from National Camping School.
- Must hold a valid driver's license.
- Must have successfully taken ICS-100, ICS-200, and IS-700.

DIRECT REPORTS

- Program Director
- Office Manager
- Food Service Director
- Trading Post Manager
- Camp Health Officer
- Marketing Coordinator