

# **CAMP AUGUSTINE**

## **OVERLAND TRAILS COUNCIL, BOY SCOUTS OF AMERICA**

### **POSITION DESCRIPTION**

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**Position title:** Program Director

**Reports to:** Camp Director

#### **POSITION PURPOSE**

The Program Director is responsible for planning and executing the program and activities at summer camp.

#### **DUTIES AND RESPONSIBILITIES**

- Help promote camping opportunities both during camp and in the offseason.
- Maintain appropriate records as necessary to meet Boy Scouts of America camping standards and to fulfill needs for council use.
- Supervise program staff through appropriate area directors and personnel.
- Assist in recruiting and supervising the camp staff and carrying out the staff training program as developed. Be familiar with members of the staff and their problems through helpful supervision and personal conferences.
- Evaluate staff members as requested and complete a written report on the work of the staff at the end of the season.
- Deliver a fun and age appropriate program to campers.
- Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.
- Have a thorough knowledge of policies and procedures of the camp and council.
- Be familiar with the requirements, needs, techniques and information required for the delivery of quality programming in all of the areas of camp.
- Supervise the operation of the program areas through the area directors and appropriate staff members.
- Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation.
- Conduct daily Senior Patrol Leaders' meetings to disseminate information, plan the closing campfire, and get feedback to improve camp operations.
- Represent the program staff at all leaders' meetings.
- Coordinate camp wide activities through area directors and appropriate staff members.
- Develop opportunities for camp-wide competitions on all levels of programming.
- Deliver all announcements at morning and evening meal.
- Develop and organize campfires. Act as the master of ceremonies.
- Recognize Scouts and individuals who have made special achievements during their stay at camp.
- Supervise the staff patrols and ensure that staff patrol duties are carried out as necessary.
- All other duties as assigned.

**QUALIFICATIONS**

- Must be at least 21-years-old.
- Must hold current certification in Program Director from National Camping School.
- Must have successfully taken ICS-100, ICS-200, and IS-700 (online courses through FEMA).

**DIRECT REPORTS**

- Aquatics Director
- C.O.P.E./Climbing Director
- Shooting Sports Director
- Trail to First Class Director
- Scoutcraft Director
- Nature Director
- Handicraft Director
- Preparedness Instructor
- OA Coordinator