

Position Description

**PROGRAM DIRECTOR
CUB SCOUT AND BOY SCOUT DAY CAMP**

Job Qualifications:

- ❑ Be at least 21 years old.
- ❑ Be (or become) a registered member of the Boy Scouts of America.
Be (or become) trained at a National Camping School in Day Camp Administration.

The program director must be able to function in a rugged environment. This may include hiking, working at high altitude, bending, carrying at least 50 lbs, and the ability to work in bad weather.

Desired Characteristics:

- ❑ Mature judgment
- ❑ Safety-conscious
- ❑ Good interpersonal skills, especially in dealing with boys
- ❑ Enthusiasm
- ❑ Creativity

Job Duties:

- ❑ Plan the implementation of the camp program theme, ceremonies and program stations.
- ❑ Direct all program elements of the camp, including staff assignments, ceremonies, and group scheduling.
- ❑ Assist the camp director in hiring, training and supervising the camp staff.
- ❑ Assist camp director with record keeping, scheduling and management of business items.
- ❑ Oversee the set-up and closing of the camp.
- ❑ Ensure compliance with BSA National Day Camp Standards.
- ❑ Evaluate the program staff.
- ❑ Other duties as assigned by the camp director.

Salary Range: \$250 - \$300 per week

Work Hours: Monday – Saturday – 8:00 a.m. to 3:00 p.m.