



Camp Director Job Description

Reports to: Scout Executive

Objectives: The Camp Director is responsible to the Scout Executive & CEO for the coordination and operation of resident camp at Camp Mountaineer in accordance with the policies and standards of the Boy Scouts of America and Mountaineer Area Council. The Camp Director should be a leader and role model for staff and campers.

The Camp Director must:

- Be a mature and responsible adult, at least 21 years old.
- Hold, or be willing to obtain prior to the summer camp season, a camp administration certification from a BSA National Camping School and become registered in the BSA in Mountaineer Area Council.
- Have the ability to identify, respond, and provide leadership to environmental and other hazards and be physically capable to assist campers in an emergency (fire, evacuation, illness, injury).
- Live at Camp Mountaineer for the duration of the resident camp season (approximately eight weeks).

Specific Responsibilities: The Camp Director works closely with the Scout Executive in providing leadership to the camp – specific responsibilities are:

- Work with professional staff, camp's program director, and council camping committee to recruit, interview, train and supervise camp staff.
- Work with professional staff and council camping committee to create and distribute camp promotional materials to packs and troops within and outside of the Mountaineer Area Council.
- Coordinate and plan staff training week ensuring all staff members receive the appropriate training as set forth by the Boy Scouts of America.
- Work with the camp's program director to develop a dynamic, quality program for all ages. Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.
- Assemble, verify, and maintain the National Camp Accreditation Program's camp assessment documentation. Ensure all preparations are complete for the Area NCAP Visitation Teams by the schedule dates and be a key part of this NCAP Standards review process.
- Be knowledgeable of and enforce all procedures related to health and safety, council and national policies, use of equipment, and operation of facilities.
- Ensure Camp Mountaineer meets and complies with National Camp Standards and any applicable local, state, and national standards, licenses, permits, and other requirements.
- Work with the camp ranger and council camping committee to ensure all facilities and program areas are prepared and maintained throughout the summer.
- Prepare an evaluation and summary of the current season including inventories, staff evaluations, and recommendations for the following season by August 15th.
- Maintain high morale of the staff, inspire trust, recognize achievement and make note of poor performance through personal observation and staff meetings.
- Manage the camp budget to ensure that Camp Mountaineer meets budget expectations.
- Manage camp business records, as established by the Mountaineer Area Council, including collection of and accounting for camper fees, trading post revenues, petty cash, and purchase orders.
- Ensure clear and regular communications with the camp staff leadership and the camp staff as a whole. Maintain a good understanding of any issues or concerns of the staff. Be able to set clear and realistic expectations of the staff and make necessary adjustments as needed.
- Review camper or staff dismissal cases with the Scout Executive.
- Other duties as assigned by the Scout Executive for the successful operation of the camp.

Compensation: \$600-650 per week base salary during the 8-week summer camp season including room and board. Additional compensation available for preceding 12-week period as well as bonus incentives.

Link to application: <https://macbsa.org/about/jobs/>