

## Summer Camp Staff Job Description

**Position:** Program Director

**Reports To:** Camp Director

### **Program Director (21+) National Camp School Certification required**

- Chair the Scoutmaster's daily meeting.
- Develop a high-quality program for each unit and each Scout in camp. • Develop a relationship with each staff member.
- Oversee the hiring of program staff.
- Evaluate the program staff.
- Keep careful track of all program inventories.
- Understand the jobs in camp. •
- See that the program is sound, exciting and effective.
- Train the program staff.
- Enforce all BSA, local council and camp policies, rules and regulations.
- Be sure that each unit's program is set well in advance of camp.
- Serve as camp director in the event the camp director is unable to carry out his/her duties.
- Be able to handle the physical demands of camp, including visiting campsites, helping with camp set up and take down and camp maintenance.
- Any other duties assigned by the camp director.