



## Camp Drake Camp Director Job Description

As a leader for the 2023 season of Camp Robert Drake, the primary focus is providing a safe, educational, and fun experience for both youth and adult campers. All Camp Drake staff members will reside on camp property during the week-long sessions (Sunday noon to Saturday noon) for the summer period, June 8, 2023 through July 19, 2023. Preliminary training seminars will be scheduled for staff members throughout the spring.

The position of CAMP DIRECTOR directly reports to the SENIOR DISTRICT EXECUTIVE

Each staff member will understand that Camp Drake is organized through a Council Camping Committee, comprised of volunteer and professional Scouters, with responsibilities for different areas of operations. This management team works to build a successful camp experience for the Prairielands Council.

The responsibilities of the CAMP DIRECTOR shall include:

1. Implementation of a diverse program for Scouts BSA and Cub Scout Resident camp at Camp Robert Drake involving recreational, educational, and advancement ideals.
  - A. Organize the CAMP STAFF for basic and advanced instruction.
  - B. Oversee Cub Scout and Scouts BSA activities for both younger and older scouts.
  - C. Supervise an overall area schedule of events all throughout each day.
  - D. Develop a “back-up” plan for rainy day program needs
  - E. Manage opportunities for the BSA programs to be implemented safely
2. Recruit, train and manage quality staff members.
  - A. Training staff members to conduct a positive outdoor experience
  - B. Provide the example of a Staff Leader
  - C. Evaluate program staff members regularly and provide a year-end review
3. Assist in maintaining the necessary equipment to operate the camp.
  - A. Review the camp equipment inventory and evaluate status
  - B. Provide advice on the purchase of equipment based on need and budget limits
  - C. Oversee the proper use, maintenance, and storage of program equipment.
4. Create an end of the summer report the operations of the 2022 camp program
5. Additional duties as agreed by the Camp Drake management team.

The Camp Director will lead staff members to know that they have successfully completed their duties through a series of evaluations during the season. Written reports will be distributed following evaluations.





### Qualifications

- At least 21 years of age
- Current NCS Camp Management or Camp Director Certification (refer to standards)
- Current First Aid/CPR
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Thorough knowledge of council and camp risk management policies
- Strong leadership and management skills
- Strong public speaking and communication skills
- Previous camp administration experience
- Registered with the BSA
- Computer Skills

### Added Responsibilities

- Provide cheerful, helpful, and efficient service to all Scouts.
- Maintain a friendly, cheerful, and helpful attitude to ensure that participants have an enjoyable experience. Where possible, solve their needs and concerns, where not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Prairielands Council as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Be thoroughly familiar with Scouting aims and ideals, operate your camp in a manner that teaches and reinforces these ideals.
- Provide initial continuous on-the-job training for all staff assigned to the camp so that each member can do any of the jobs required.
- Review Prairielands Council policies and procedures and the concerns of other departments with the staff.
- Serve as a coach and counselor to each member of the camp staff so they effectively serve as a member of a successful team.
- Operate the camp for the convenience of the campers and advisors.
- Maintain and properly use the radio, program equipment and all other facilities and supplies.
- Give proper attention to environmental/health issues including staff cabins, program cabins, showers, latrines, sumps, kitchen and living areas, trash disposal, campsites, water and natural features.
- Prudently handle medical situations and risk management according to established procedures and your best judgment.

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**\*\*Pay will be based on experience\*\***

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