



Camp Drake Program Director Job Description

As a leader for the 2023 season of Camp Robert Drake, near Oakwood, IL, the primary focus is providing a safe, educational, and fun experience for both youth and adult campers. The goal of the Camp Robert Drake staff is to provide a week-long opportunity for Scouts to enjoy the out-of-doors and gain skills in camping areas. 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 22, 2023. Preliminary training seminars will be scheduled for staff members throughout the spring.

The position of PROGRAM DIRECTOR directly reports to the CAMP DIRECTOR

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 Camp Director will need to report on-site by noon on Wednesday, June 7, 2023.

The responsibilities of the PROGRAM 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 PROGRAM for basic and advanced instruction.
 - B. Assist in conducting specialty activities for both younger and older scouts.
 - C. Create an overall area schedule of events all throughout each day.
 - D. Develop a “back-up” plan for rainy day program needs.
 - E. Conduct and record advancement opportunities for the specific BSA programs.
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 the program staff members regularly and provide a year-end review
3. Assist in maintaining the necessary equipment to operate the camp program areas.
 - A. Review the camp program 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 2023 camp program
5. Additional duties as agreed by the Camp Drake management team.

The staff members will 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 National Camp School Camp Management Certification (attend upon hiring)
- Strong leadership and management skills
- Strong public speaking and communication skills
- Registered with the Boy Scouts of America (completed upon hiring)
- Computer Skills

Contact for additional details:

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

