

Camp Director Job Description

Reports to: Professional Staff Advisor

Objectives: The Camp Director is responsible to the Council Professional Staff Advisor for the coordination and operation of resident camp at Camp Cornhusker in accordance with the policies and standards of the Boy Scouts of America and Cornhusker Council. The Camp Director should have an ability to get along with others, be able to delegate and coordinate administrative duties, and have a knowledge of camp operations. The Camp Director should also possess originality, positivity, creativity, and an open mind.

The Camp Director must:

- Be a mature and responsible adult, at least 21 years old, either hold or be willing to obtain a BSA National Camp School Certification, and become registered as the Crew Advisor for Crew 324.
- Have the visual and auditory ability to identify and respond to environmental and other hazards and be physically capable to assist campers in an emergency (fire, evacuation, illness, or injury).
- Live at Camp Cornhusker while resident camp is in operation.

Specific Responsibilities: The Camp Director works closely with the Professional Staff Advisor in giving leadership to the camp – specific responsibilities are:

- Work with professional staff and camp program director to recruit, interview, train and supervise camp staff and build Camp Attendance.
- Work with professional staff and Council Camping Committee to create and distribute camp promotional materials to troops within and outside of the Cornhusker Council.
- Coordinate and plan staff training week ensuring all staff members receive the appropriate training as set forth by the Boy Scouts of America and the Cornhusker Council.
- Work with the Camp 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.
- To assemble, verify and maintain the National Camp Accreditation Program documentation.
- Enforce all procedures related to health and safety, council and national policies, use of equipment, and operation of facilities.
- Ensure Camp Cornhusker meets and complies with National Camp Standards and any applicable local, state and national standards, licenses, permits, and requirements.
- Work with the facilities manager and properties committee to ensure all facilities and program areas are prepared and maintained throughout the summer.
- Have a thorough knowledge of all procedures related to health and safety, council and national policies, use of equipment and operation of facility. The Camp Director will enforce all such policies.
- Prepare an evaluation and summary of current season including inventories, staff evaluations, and recommendations for the following season by August 1st.
- Maintain high moral 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 Cornhusker meets budget expectations.
- Management of camp business records, as established by the Cornhusker Council, including collection of and accounting for camper fees, trading post revenues, petty cash, and purchase orders.
- Provide leadership and assist campers and staff in an emergency (fire, evacuation, illness, or injury).
- Review staff dismissal cases with the Scout Executive and Professional Staff Advisor.
- Some duties may be re-assigned, and other duties may be assigned as required.