



Job Description: Assistant Camp Director

Essential Functions: Reports to the Camp Director. The Assistant Camp Director assists the Summer Camp Director in the overseeing of operations of the Hawkeye Area Council Resident Camp in accordance with the standards set by the Boy Scouts of America and the Hawkeye Area Council. To assure adherence to all policies, by-laws, and procedures established by the Council in accordance with the safety standards of the Boy Scouts of America. Must be 21 years of age or older.

Principle Responsibilities:

- Assist in the direction of the camp as assigned by the Summer Camp Director.
- Assist in the record keeping, and the general operation and condition of the camp during the summer camp operation.
- Collaborative with the Hawkeye Area Council Outdoor Program Committee in establishing camp policies for the general welfare and quality of camping in the Hawkeye Area Council.
- Recruit, train, and supervise competent staff. He shall have the authority to correct and discipline any member of the camp staff and shall notify the Summer Camp Director of such action. Maintain accurate documentation of each case of disciplinary action.
- Responsible for the camp staff as they affect the campers and leaders in the execution of the established camp program.
- Works directly with the Program Director and Administrative Staff in conducting a quality program of Scout camping.
- Assist Summer Camp Director in developing preliminary planning for the Camping Season of the Howard H. Cherry Scout Reservation through collaboration with the Outdoor Program Committee of the Hawkeye Area Council.
- Assist in the set-up and takedown of all campsite facilities.
- All other duties as assigned.

