



## Job Description: Program Director

**Essential Functions:** The Program Director reports to the Howard H. Cherry Scout Reservation Camp Director and oversees all Program Staff. The Program Director must be at least 21 years old and possess a current BSA National Camping School Card. Must have the ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques. Must 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).

*(The Hawkeye Area Council will pay for all BSA National Camping School expenses to be certified.)*

### Principle Responsibilities:

- Help promote camping opportunities both during camp and in the offseason.
- Maintain appropriate records as necessary to meet Boy Scouts of America camping standards and to fulfill needs for council use.
- To supervise program staff through appropriate department heads and personnel.
- To assist in employing the camp staff and carry out the staff-training program as developed. Be familiar with members of the staff and their problems through helpful supervision and personal conferences.
- To evaluate staff members as requested and complete a written report on the work of the staff at the middle and end of the season.
- Deliver a fun and age appropriate program to campers.
- Interact with Scouts, leaders and staff members to identify areas that require attention to maintain the delivery of quality programming.
- To have a thorough knowledge of policies and procedures of the camp and Council.
- Be familiar with the requirements, needs, techniques and information required for the delivery of quality programming in all the areas of camp.
- Supervise the operation of the program areas through the area directors and appropriate staff members.
- Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation.
- Represent the program staff at all leader's meetings.
- Coordinate camp-wide activities through department heads and appropriate staff members.
- Develop opportunities for camp-wide competitions on all the levels of programming.
- Deliver all announcements at morning and evening meal.
- Organize campfires.
- Recognize Scouts and individuals who have made special achievements during their stay at camp.
- Supervise the staff patrols and ensure that staff patrol duties are carried out as necessary.
- All other duties as assigned.

