



BOY SCOUTS OF AMERICA®

FRENCH CREEK COUNCIL

Position Description

Position: Program Director – French Creek Council

Department: Custaloga Town Scout Reservation

Reports to: Camp Director

Apply to: camping@frenchcreek-bsa.org

Position Overview:

The Program Director is responsible for the design, delivery, and quality management of all programmatic elements at Custaloga Town Scout Reservation. The Program Director should be a leader and a role model for staff and campers.

Essential Duties & Responsibilities:

1. Working with the Camp Director proactively recruit, interview, evaluate, and hire high-quality camp program staff. Engage in ongoing program staff coaching and evaluation. Make recommendations to the Camp Director should changes need to be made related to program staffing.
2. Working with the Camp Director, plan, prepare, and deliver program-focused staff training as required by BSA National Camping Standards and as determined to ensure high-quality program delivery as staff are hired, as part of coordinated staff training days, and ongoing throughout the operational season. Extra focus should be placed on providing the highest customer service and experience.
3. Under the direction of the Camp Director and in collaboration with key camp program staff, develop a dynamic, immersive, and quality program for all program participants with particular emphasis on programs for first-year campers, older Scouts, and adult leaders.
4. Develop the weekly and daily camp program schedule in collaboration with the Camp Director and key camp leadership. Make recommendations for changes to the schedule as needed.
5. Help in the preparation of all program portions of the camp leader guidebook.
6. Coordinate the development, review, and implementation of all “class” lesson plans ensuring current BSA requirements are being met, Scouts are actively engaged through hands-on activities, and lecture is limited. If a “class” is to follow a pre-set course curriculum, ensure such curriculum is provided and followed by staff in delivery.
7. Coordinate the development and delivery of all non- “class” camp program elements including, but not limited to, opening and closing campfires, daily flag ceremonies, camp-wide and open programs, Order of the Arrow ceremonies, and camper awards and recognition programs.
8. Interact with Scouts, leaders, and parents to identify areas that require attention to maintain the delivery of a quality program. Utilize feedback to guide program improvement or delivery and to provide staff praise where praise is due.



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9. Practice “Management by Walking Around.” Visit all program areas at least daily to check in with staff and conduct program observation for the purpose of identifying areas of improvement. Work proactively with staff to address areas for improvement.
10. Work with key camp leadership to identify and obtain all needed program supplies. Ensure all programs have what they need for quality program delivery. Work hand in hand with the Camp Director to manage the camp program supply budget.
11. Participate in all scheduled camp key 3, unit leader, and SPL meetings. Be prepared to provide, explain, and answer questions about all aspects of the camp program.
12. Through ongoing training and verification, ensure all program-related records are accurately maintained in compliance with BSA, LHC, and reservation policy and practice. This includes the maintenance of daily course attendance/participation records, advancement requirement completion records, and other program-related paperwork. Ensure unit leadership has access to Scout advancement records, coordinate the weekly “blue card party,” and work actively with unit leadership and staff to correct any identified deficiencies.
13. With the reservation leadership team, assist in the assembly, verification, and maintenance of the National Camp Accreditation Program (NCAP) assessment documents as requested.
14. Be knowledgeable of and enforce all procedures related to health and safety, council, and national policies. Have a working knowledge of the safe operation of specialty, higher-risk program areas such as aquatics, climbing, and shooting sports.
15. Prepare an evaluation and summary of the current season by August 31, including but not limited to:
 - a. Inventories
 - b. Staff Evaluations
 - c. Recommendations for following seasons
16. Maintain the high morale of the staff, foster trust, and recognize achievements and notes of poor performance through personal observations and regular staff meetings. Motivate staff to focus on the highest possible quality of program delivery and customer service.
17. Ensure clear and regular communications with the Camp Key Leadership and camp staff as a whole. Maintain a good understanding of issues or concerns of the staff. Be able to set clear and realistic expectations and be willing to adjust as needed.
18. Serve as the “second in command” of the camp behind the Camp Director and assume camp leadership responsibility in their absence. Be prepared to manage camp emergencies, staffing issues, or other time-sensitive topics either in collaboration with the Camp Director or in their place should the Camp Director be absent from camp.
19. Other duties as assigned by the Camp Director for the successful operation of camp.



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Position Requirements:

1. Must be at least 21 years of age.
2. Must be willing and able to be registered with the Boy Scouts of America.
 - a. Complete the BSA Youth Protection online training.
 - b. Must be willing to submit to a background check.
 - c. Must be willing to obtain the required Pennsylvania State Clearances.
 - i. PA State Police Criminal Background Check
 - ii. PA Child Abuse
 - iii. FBI Fingerprinting
3. Must hold a current National Camp School Program Director certification or be willing and available to attend and complete the weeklong training course.
4. Demonstrate an enthusiastic and positive approach to the camp program.
5. Experience in a camp leadership and/or supervisory role preferred.
6. Possess the ability to communicate effectively with staff, leaders, parents, and Scouts.
7. Must complete all required hiring paperwork and online training prior to June 1st.
8. Must be physically and mentally able to perform assigned duties.
9. Must live in residence at the camp for the duration of the summer season (approximately 8-10 weeks).

Compensation and benefits:

1. Salary range: \$4000 - \$5000 for the summer depending on experience.
2. All meals during operating season and during training.
3. Housing during operating season and during training.
4. Paid training.