

<b>Job Title:</b>	Program Area Director	<b>Property:</b>	McNeil Scout Ranch at Peaceful Valley
<b>Camp/Department:</b>	Program	<b>Salary Level:</b>	Based upon current salary chart
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	Program Director	<b>Certifications Req:</b>	No
<b>Will Certify Applicant?:</b>	Not Required	<b>Driving Required?</b>	No

**Job Summary**

Provide a meaningful and quality program that provides access to various activities, merit badges, rank advancements and awards for all campers based upon current BSA Guide to Advancement. Manage direct report staff and day-to-day operations of assigned area. Assist with and participate in camp-wide activities.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Train, supervise and evaluate direct report staff.
- Develop lesson plans that follow merit badges, awards, and trainings. Work with other Area Directors to maintain the pool of lesson plans. Do not deviate from current BSA Guide to Advancement requirements.
- Instruct campers in merit badges, awards and trainings in which proficient or assigned.
- Represent the area/department in staff and department head meetings.
- Maintain advancement reports and other paperwork and ensure completeness and submit on time.
- Oversee the proper use, safety, security, storage and maintenance of area facilities and equipment/supplies. Oversee area/department day-to-day operations.
- Maintain the cleanliness of the program area and immediate surrounding area.
- Set the example in behavior and conduct for staff and campers.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.
- Assist with meal service including setup, serving and clean-up.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

**CERTIFICATIONS & REQUIRED TRAINING**

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Camp Management

### **REQUIRED FOR THE JOB**

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have reliable transportation to and from the work site at assigned days and times in an area without public transportation or ride-share service.
- Must have a minimum of one season experience in the area in which you have interest in leading.

### **DIRECTLY SUPERVISES**

- Counselors

### **ADDITIONAL NOTES**

- This position will serve as the Area Director for an assigned area in camp. Merit badges, rank advancements, awards and other programming will be conducted in this area. The Area Director is responsible for ensuring a wide range of programming is being offered to each camper.
- Non-Specialty areas in which this Program Area Director could be assigned to include but are not limited to: STEM, Scoutcraft, Handicraft, EagleBound, Nature, Hollywood and Cub-Scout programming.