

# PROGRAM COMMISSIONER



**General:** To effectively provide leadership and direction for Camp Frontier staff.

**Responsible to:** Program Director

**Specifics:**

1. Maintain staff morale and inspire confidence and trust in staff through staff-exclusive programs and activities.
2. Coordinate the camp's CIT program.
3. Assist in training program staff personnel
4. Assist in overseeing the various departments under the Camp Program.
5. Act as a positive and clear role model for all staff.
6. Supervise accurate records concerning the merit badge requirements completed during any one-week period for assigned program areas.
7. Meet with assigned Program Staff and be aware of operations in all program areas.
8. Make regular tours of assigned program areas to observe their function, assess success and take action to improve as needed.
9. Assist with staff assignments for staff operations on special event days (Friday, Sunday check-in, etc.)
10. Assist in teaching merit badges and subbing for unavailable counselors including off-site outposts. Also sub and assist in areas when needed such as COPE.
11. Assist in evaluating the Camp Program and program staff on weekly basis and take corrective measures as needed.
12. Ensure proper planning and follow through of any camp special events.
13. Provide basis for improving next year's program through a written report with recommendations at the end of the season. This should be presented to Council Program Director within 2 weeks of end of camp.