

# PROGRAM DIRECTOR



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

**Responsible to:** Camp Director

**Specifics:**

1. Assist Camp Director by recruiting program staff personnel
2. Supervise and delegate the camp's CIT program.
3. Train program staff personnel
4. Oversee the various departments under the Camp Program.
5. Ensure all camp programs are planned and carried out.
6. Supervise accurate records concerning the merit badge requirements completed during any one-week period. This includes youth who complete all requirements for a specific merit badge as well as those with partial completion.
7. Meet with the Program Staff and be aware of operations in all program areas.
8. Make regular tours of camp and the program areas to observe their function, assess success and take action to improve as needed.
9. Work with staff assignments for staff operations on special event days (Friday, Sunday check-in, etc.)
10. Maintain staff morale and inspire confidence and trust in staff.
11. Evaluate 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. Must be National Camping School trained and at least 21 years of age.
14. 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.
15. Develop clearly defined job descriptions defining responsibilities and specific duties of each program staff position.