



GREEN MOUNTAIN COUNCIL
CAMP SUNRISE
2050 SUNSET LAKE ROAD
BENSON, VT 05731

POSITION DESCRIPTION

Position Title: CAMP DIRECTOR

Reports to: Scout Executive/Assistant Scout Executive

REQUIREMENTS:

Be at least 25 years old, have had at least 2 years experience as an adult camp staff member, and hold an unexpired certificate in Camp Management from a National Camping School. Be fully familiar with local council program, methods, and personnel. Possess the ability to manage a staff of counselors, and be a registered member of the Boy Scouts of America.

RESPONSIBILITIES:

The camp director must accept complete responsibility for the financial, physical and operational management of the camp. All members of the camp staff are responsible to camp director as employees. The camp director may delegate supervision of certain employees to key staff members, but all employees are ultimately answerable to him.

SPECIFIC DUTIES:

- Interpret policies and standards for camping, as established by the national and local councils, and requires compliance by the staff and campers.
- Interview and hire all staff required for the operation of camp, with the approval of the Scout Executive.
- Operate the camp so that all budgeted revenue and expense expectations are met.
- Maintain such records as are required for businesslike operation of the camp.
- See to it that there is complete understanding of all procedures related to health and safety, i.e., regulations use of equipment, standard practices, and he gives supervision to the camp health officer.
- Supervise all purchasing, storage, preparation, and issuance of food, together with proper accounting, menu development, and kitchen and dining hall management.
- Supervise the operation of the trading post, banking, and postal service.
- Conduct frequent walking inspections of the camp, giving due consideration to supplies and equipment and the operating practices of the units.
- Supervision must be given to the staff members responsible for program. Major program features and resources must be thought through in advance. The necessary personnel and equipment and supplies must be

provided.

- Understand the camp physical facilities and problems related to their use and operation, supervise the camp ranger.
- Through formal training sessions, and personal conferences train all camp staff members in their duties and program responsibilities.