

Position Description: Camping Director

Overview: Is responsible for developing, administering, and promoting the year-round outdoor programs of the council except for those at the Meriwether/Clark Reservation. Serves as an advisor to the Camp Promotion committee and Camp Host committee. Leads the business operations of the Outdoor Programs & Properties Team including budgeting, retail management, and staff hiring processes. A summer camp assignment is part of the role. This position reports to the Dir. of OPP.

Essential Functions	Est. % of Job	Frequency
Leads all council Outdoor Programs except those held at the Meriwether/Clark Reservation.	20%	Weekly
Grow year round occupancy of all properties except the Meriwether/Clark Reservation including outdoor schools and other outside rentals.	10%	Weekly
Provide direction and oversight to council summer business operations including financial tracking, Human Resources, and retail management.	20%	Weekly
Seasonal summer camp assignment.	25%	Seasonally
Lead the council's camp promotion efforts including providing administrative support and professional guidance to district camp promotion committees	15%	Daily
Serve as advisor for the volunteer additional committees listed below and other adjacent committees not yet assigned.	5%	Weekly
Other job related duties as assigned.	5%	Daily

Volunteer Committee Oversight	Lead Y/N?	Meeting Frequency
Butte Creek Committee	No	Monthly
Camp Host Committee	Yes	Quarterly
Camp Promotion Committee	Yes	Monthly
Outdoor Programs Committee	No	Quarterly

Job Specific Competencies		
Knowledge	Skills	Abilities
Planning and Organizing	Initiating Action	Customer Focus
	Managing Work	Quality Orientation
	Collaborating	
	Communication	

Minimum Qualifications:

- Bachelor’s degree from an accredited college or university
- 3+ years of Employment within the Boy Scouts of America
- Commissioning from District Operations Basic or Equivalent

Physical Requirements

- Visual acuity to read information from computer screens, form, and other printed materials and information
- Hearing acuity for verbal communication, conversations, face-to-face interactions, and/or responses via telephone and telephone systems
- Speaking ability for general communication and ability to clearly enunciate in conversations with others

Work Environment

- Work is primarily in an indoor office environment with requirement to attend some outdoor activities
- Work involves exposure to noise from normal office machinery and exposure to computer screens

This job profile form is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the Council and organization.

Management: Y

Compensation

Title: Camping Director

Job Code: 7090

Family: Local Council Professional & Commissioned

Type: MGR

FLSA: Exempt

Salary Plan: LP3

Grade: 4