

Job Description – Handicraft Director

Position Concept:

The area director is responsible for all aspects of the management of the Handicraft area. As Director you may be working with several people under you. You are directly responsible for everything that happens in your area ranging from pre-camp setup, everyday activities, safety, and any emergency that can happen. Along with running the area you are also responsible for training and teaching the staff how to teach merit badges to the level required by Camp. The area director reports to the Program Director.

Qualifications:

At least 18 years old.

Must have American Red Cross CPR/FPR (Can be provided at camp)

Must be a registered member of the Boy Scouts of America.

Must be able to attend national camping school if required for your position.

Pre-camp Preparations

Preparation is critical in being able to perform your job as Area Director.

- Attend one “Directors Weekend” in March or April and First Aid Training in June.
- Attend “Directors Week” 1 week prior to open staff week.
- Attend “Opening Staff Week”
- Complete lesson plans **BEFORE** opening staff week
- Your area is cleaned, and supplies are inventoried.
- All program equipment is setup and checked.
- Staff members are trained in Merit Badges.
- Assist in camp setup.

Duties During Camp

During the camp season, your duties may include any or all of the following:

- Assist in camp setup
- Responsible for all Merit Badges taught.
- ALL directors will attend a weekly outpost to various locations.
- Perform duties as a “Unit Guide*” as needed.
- Perform “patrol duties***” such as (Program, Cleaning, Fire building, Service and others)
- Responsible for maintaining the policies set up by the B.S.A. and the Allegheny Highlands Council regarding the health and safety of staff, campers, and visitors.
- Follows an instructional schedule and is in charge of all instructions.
- Responsible for the condition, maintenance, and inventory of all equipment.
- Process daily Trekster updates and merit badge blue cards.
- Attend “Closing Staff Week”
- All other duties as assigned by the Program Director.

Closing Camp

These are your duties in closing the camp for the season:

- Assist in Camp tear down
- Inventory all supplies and equipment.
- Prepare an end-of-season report.
- Move equipment & Supplies to storage.

*Unit Guide Duties:

During check in, stay with the unit giving them a camp tour and assisting with the check in process.

Check in with the unit twice a day check to see if they need anything such as paper towels, Tp, etc.

**Daily Patrol Duties

Depending upon the patrol you are assigned to patrol duties may include:

Fire building, Cleaning Dawson & public facilities, serving meals, meal time songs and evening program.

I have read, understand and agree with the duties and responsibilities above

Printed Name

Signature

Date