

## **Summer Camp Director – Gateway Area Council, Camp Decorah**

The Camp Decorah Director is responsible for executing the summer resident camp program at Camp Decorah, located on the Black River north of Holmen, under the supervision of the Council Camping Committee and Scout Executive.

Camp Decorah is scheduled to operate between these dates: June 14 – July 30. This is a seasonal position.

Camp schedule includes:

- Staff Training Week (1 session) [June 14 – 19, 2020]
- Two-night overnight Camp for Families & Youth going into grades 1-3 ( 1 session) [June 19-21]
- Two-night overnight Camp for Families & Youth going into grades 4-5 (1 session) [June 28-30]
- One-night overnight camp for Families & Youth going into grades 1-5 (1 session) [July 17-18]
- Six-night overnight camp for youth going into grades 6-11 (2-3 sessions) [June 21-27; July 5-11; July 19-25]
- Pop Up Camps: day-long outdoor programs in outlying communities (4-5 days) [July27-30]
- Merit Badge days: one-day programs [TBD]

Specific duties include:

- Recruit up to 20 seasonal staff members in conjunction with the Camping Committee including key staff such as the camp program director, head cook, health officer, trading post manager, and program area directors.
- Along with other key staff and camping committee, plan and execute training for all staff and provide ongoing training/coaching for all staff throughout the season
- Ensure great customer service to youth and their adult leaders
- Work cooperatively with council and summer camp staff to provide an exceptional resident camp experience to all attendees
- Directly supervise camp staff members to ensure their duties are being conducted in alignment with vision of Camping Committee and meeting expectations of adult attendees
- Work cooperatively with the full-time on-site camp ranger to ensure all facilities are kept in a good state of repair and cleanliness throughout the season
- In conjunction with the council program director and camp ranger, coordinate setup and tear down of camp
- Manage expenses to meet budgeted goals
- Ensure proper inventories of program, food, retail, medical, and other supplies are maintained and a closing inventory of all areas is submitted as directed at the end of the season
- Ensure all standards of the BSA's National Camp Accreditation Program (NCAP) are met at all times and the camp maintains an accredited status

This position is exempt and seasonal in nature but does require some off-season preparatory work to be completed prior to the start-date. The incumbent must be available to start at camp no later than June 14, 2020 and work through July 31, 2020, though extended dates are an option on either end. The Camp Director will need to work throughout the offseason (Nov. 1 – June 14) to ensure that key plans

and staff members are in place for a successful season. The Camp Director will regularly meet with the Camping Committee to achieve a unified vision for success and program delivery.

**Job Requirements:**

- Must be 25 years of age or older
- Possess or, have the ability to obtain, a current certificate of training as a Camp Director through the BSA's National Camping School. The cost of this week-long course will be paid by the Gateway Area Council, BSA. Many opportunities to complete this course are scheduled throughout the country between January and June.
- Possess current certification in Standard First Aid and Adult CPR by the start date
- Ability to manage a staff of 20 people ranging from teenagers to retirees
- Ability to work with minimum supervision and produce excellent results
- Have a strong working knowledge of summer camp business and management
- Ability to work well with both youth and adult customers in a camp setting
- Self-motivated and the ability to motivate others in a camp setting
- Live on-site for the duration of employment
- Strong fiscal stewardship with ability to achieve budgeted expense targets
- Live by the Scout Oath and Law
- Be a registered member of the Boy Scouts of America or become a registered member prior to the start of employment.
  - This includes successfully completing a criminal background check and the BSA's Youth Protection Training
- Complete all training and tasks as directed
- Previous Scout Camp employment preferred

**Compensation:** The Camp Director will be compensated \$3,500 for the 2020 camping season. On-site housing and meals are provided for the camping season. Participation in camping committee functions is required in preparation for the camping season. Compensation includes the week-long training period for National Camp School.

**Min Education:** H.S. Diploma/Equivalent

**Min Experience:** 3-5 Years

**To Apply:** Please send a cover letter expressing your interest and qualifications to Gateway Area Council Camping Committee, Attn: Joe Carlson, Scout Executive. Cover letters can be sent to [Joe.Carlson@scouting.org](mailto:Joe.Carlson@scouting.org)