

Program Director Job Description

Reports to: Camp Director

Objectives: The Program Director is responsible to the Camp Director for the overall delivery of program to the campers attending Camp Gorton in accordance with the policies and standards of the Boy Scouts of America and Great Falls Council. The Program Director should be a leader and role model for staff and campers.

The Program Director must:

- Be a mature and responsible adult, at least 21 years old.
- Hold, or be willing to obtain prior to the summer camp season, a resident camp program director certification from a BSA National Camping School and become registered in the BSA in Mountaineer Area Council.
- Have the ability to identify, respond, and provide leadership to environmental and other hazards and be physically capable to assist campers in an emergency (fire, evacuation, illness, injury).
- Live at Camp Gorton for the duration of the resident camp season (approximately 6 weeks).

Specific Responsibilities: The Program Director works closely with the Camp Director in providing leadership to the camp –

Specific responsibilities are:

- Work with the camp director to recruit, interview, train and supervise camp staff.
- Supervise the leadership staff for each program area and hold them accountable to the staff code of conduct as well as policies and procedures set forth by the camp, Great Falls Council, and the Boy Scouts of America.
- Ensure program areas at Camp Gorton are welcoming to all campers and leaders by being clean, organized, and best representing the brand of Scouting.
- Ensure that all programs related to Scouting advancement and recognition are administered following the most current requirements by the Boy Scouts of America.
- Ensure that all requirement completions (and partials) are successfully documented in the Black Pug system for reference.

- Ensure that all program-related camp recognitions are presented and received.
- Work with the camp director to coordinate and plan staff training week ensuring all staff members receive the appropriate training as set forth by the Boy Scouts of America.
- Work with the camp director to develop a dynamic, quality program for all ages. Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.
- Be knowledgeable of and enforce all procedures related to health and safety, council and national policies, and use of program equipment.
- Ensure Camp Gorton meets and complies with all program-related National Camp Standards and any applicable local, state, and national standards.
- Maintain high morale of the staff, inspire trust, recognize achievement and make note of poor performance with the camp director through personal observation and staff meetings.
- With the camp director, prepare an evaluation and summary of current season including inventories, staff evaluations, and recommendations for the following season.
- Working with the camp director, manage program expenses of the camp budget to ensure that Camp Gorton meets budget expectations.
- Other duties as assigned by the camp director for the successful operation of the camp.

Link to application: <http://gfcscouting.org/wp-content/uploads/2024/2025-camp-gorton-staff-application2.pdf>