

## Camp Director – Camp Wolfeboro

The Camp Director is a seasonal position which begins prior to the report date at camp and extends until after the Scouts leave. This position description is divided up chronologically to mirror the evolution of the job duties throughout the camping season.

### Position Requirements:

- Reside on camp property for the duration of camp (June 2, 2024 – August 4, 2024)
- Maintain the safety standards for Scouts, Scouters and Staff
- Manage all camp fiscal operations
- Communicate effectively with GGAC Staff Advisor and other members of Council Professional Staff
- Enforce all policies of the Boy Scouts of America, including but not limited to: Aims & Methods of Scouting, Guide to Safe Scouting, and National Camp Accreditation Program (NCAP).
- Register as a member of the Boy Scouts of America and complete Youth Protection Training, National Camp School, and pass a criminal background check as approved by both the BSA Registration process and through a DOJ Livescan background check
- Ability to get around camp unencumbered across multiple terrain types
- Must be over the age of 21 before June 2, 2024

### Location:

Forest Service Rd 7N02, Arnold, CA 95223

### Compensation:

DOE, starts at \$5,400 for the season

Camp also provides Room & Board as part of compensation package

### Accommodations:

Three meals a day, indoor housing, staff restroom/shower facility, high speed wifi

**More Information:** <https://wolfeboro.ggacbsa.org/>

**Link to Application:** <https://ggacbsa.org/campstaffapps/>

### Specific Duties:

- Pre-Camp
  - Staff Hiring: In conjunction with Management Team and volunteers. Camp staff will need to complete certain courses prior to attendance to camp (Youth Protection Training, live scan, BSA Adult Application, DEI...)
  - Staff Training: Two weekends of Program Development in Spring 2024 in the San Francisco Bay Area. In camp training throughout staff week (June 9-15) to round out the needed curriculum as outlined in BSA standards and camp specific knowledge base.

- Working through Program Director and Business Manager, supplies for program, retail and food service will need to be procured. Process begins 16 weeks prior to camp.

Work with Camp Ranger and Properties team to develop a set up week plan for June 2-8, 2024.

- Work with staff advisor to introduce yourself to Vendors as well as all agencies outlined in NCAP standard AO-801.
- Successfully Complete Camp Management Course at BSA National Camping School
- During Camp
  - Support Direct Reports, including but not limited to: Program Director, Business Manager, Kitchen Manager, Office Manager, Commissioner Corps, Maintenance Director and Medic.
  - Maintain adequate staffing across all facets of camp operations through your management team.

Remain compliant with standards of BSA Resident Camp Operations including but not limited to: Aims & Methods of Scouting, Guide to Safe Scouting, and National Camp Accreditation Program (NCAP).
  - Remain compliant with all applicable Calaveras County and California regulations including but not limited to: Calaveras Department of Health and Safety, Dept. Of Labor Standards, and CALOSHA.
  - Remain compliant with all US Department of Agriculture and National Forest Service policies.
  - Working through the Kitchen manager maintain a standard in dining and food service with specific minimum goals of adequate portions, enough food on hand, food is on time and served hot.
  - Working through management team conduct mid season review (July 5-8, 2024) and end of season reviews (July 27, 2024) and submit to Staff Advisor prior to final day on property.
- Post Camp/Closing
  - Work through management team to complete a full inventory of camp assets by Saturday, July 27, 2024 at 4:00pm.

- Work through Ranger to close down operations on time and throughout the final week of July 28-August 3, by recruiting a staff of at least 5 18+ year old staff members to remain for the additional week.
- Conduct at least one end of season debrief session with management team by August 12, 2024.
- Participate in GGAC camp debrief session in August 2024.