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## W.D. Boyce Council – Cub Scout Day Camp

### *JOB DESCRIPTION*

### Camp Director – Peoria, IL

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#### **Mission**

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetime by instilling in them the values of the Scout Oath and Law. At Cub Scout Day Camp, you will work with Cub Scouts ages 1<sup>st</sup>-5<sup>th</sup> grade to bring them an innovative and rewarding summer program experience.

#### **Job Description**

Cub Scout Day Camp takes place at Camp Wokanda in Chillicothe, IL and Sommer Park in Peoria IL. The Camp Director is responsible for the vision and mission implementation through the management of Cub Scout Day Camp. The director is responsible for day to day operations: resource allocation, budget accountability, overall supervision of the camp program; and, has focused accountability to the Boy Scouts of America (BSA), program design, policies and procedures, partnership and relationship management, and supervision and development of staff. The Camp Director reports to the Cub Scout Program Executive. This is a seasonal job commitment. Day Camp operates Mondays through Fridays during the month of June. There will be set up, tear down, and planning required outside of these days. You will be required to complete additional training online and in person prior to the start of camp. You may be required to travel to an overnight training.

#### **Principle Responsibilities**

- Manage and lead approximately 13 seasonal staff members including program director and health officer.
- Ensure implementation of the Scouting program.
- Oversee and enforce rules and regulations of the camp.
- Provide communication and support between the Scouts, parents, and pack leadership, and the Day Camp.
- Manage staff and leader meetings.
- Responsible for staff supervision, discipline, and dismissals.
- Work with the BSA Council to stay within a specified budget, keep records, and report daily to the Council.
- Collaborate with the Facilities Director on all camp activities.
- Act as primary point of contact for customer conflict resolution.

#### **Position Requirements**

- Be at least 25 years of age.
- Be certified as a Cub Scout Day Camp Administration from the BSA National Camp School or willing to attend and become certified at a BSA National Camp School.
- Be able to manage Cub Scout Day Camp focused on the vision and mission of the BSA.
- Register as a member of the Boy Scouts of America and pass a background check.
- Have a basic understanding of budgeting and be able to provide quality program within specified budget.
- Have a general knowledge and understanding of outdoor camping facilities and program activities.
- Be a positive role model for staff, parents, and Scouts.
- Be goal and task oriented.
- Have reliable transportation.

#### **Compensation**

11.25/hr. 40 hours per week. Seasonal Position.

#### **Application**

Click [here](#) to fill out an application.

Return completed application to [erin.smith@scouting.org](mailto:erin.smith@scouting.org)

In person or by mail to: Peoria Boy Scout Service Center/Cub Scout Day Camp Application 614 NE Madison Ave Peoria, IL 61603