

# Camp Cris Dobbins

# Job Descriptions



## Dobbins Program Director

**Reports To:** Assistant Camping Director

**Objective:** Direct the operation of camp program areas, giving guidance and leadership to the entire program staff. Coordinate camp wide activities and ceremonies. Give leadership to area directors to guide them to successful presentation of the Boy Scout and Cub Scout programs meeting the aims of the programs, using the appropriate methods.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card. Must be able to speak, read, and write the English language. Must have the ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques. Must have the visual and auditory ability to identify and respond

to environmental and other hazards and be physically capable to assist campers in an emergency (fire, evacuation, illness, or injury).

**Specific Responsibilities:** The program director works closely with the camp director in giving leadership to the camp. Specific responsibilities are:

1. Help promote camping opportunities both during camp and in the offseason.
2. Maintain appropriate records as necessary to meet Boy Scouts of America camping standards and to fulfill needs for council use.
3. To supervise program staff through appropriate department heads and personnel.
4. To assist in employing the camp staff and carry out the staff-training program as developed. Be familiar with members of the staff and their problems through helpful supervision and personal conferences.
5. To evaluate staff members as requested and complete a written report on the work of the staff at the end of the season.
6. Deliver a fun and age appropriate program to campers.
7. Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.
8. To have a thorough knowledge of policies and procedures of the camp and council.
9. Be familiar with the requirements, needs, techniques and information required for the delivery of quality programming in all of the areas of camp.
10. Supervise the operation of the program areas through the area directors and appropriate staff members.
11. Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance.  
Maintain constant touch with the camp operation.
12. Represent the program staff at all leader's meetings.
13. Coordinate camp wide activities through department heads and appropriate staff members.
14. Develop opportunities for camp-wide competitions on all the levels of programming.
15. Deliver all announcements at morning and evening meal.
16. Organize and M.C. campfires.
17. Recognize Scouts and individuals who have made special achievements during their stay at camp.
18. Supervise the staff patrols and ensure that staff patrol duties are carried out as necessary.
19. All other duties as assigned.



## Dobbins Assistant Program Director

**Reports To:** Dobbins Program Director

**Objective:** Assist in the operation of camp program areas specifically giving guidance and leadership to the entire staff. Works closely with Scoutmasters to insure enjoyable camp experience. Assist in the operation of camp program areas specifically giving guidance to campfires, camp-wide games, meal time programs, and other special programs outside of merit badge instruction.

**Essential Functions:** Must be at least 18 years old. Must be able to speak, read, and write the English language. Must have the ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques. Must have the visual and auditory ability to identify and respond to environmental and other hazards and be physically capable to assist campers in an emergency (fire, evacuation, illness, or injury).

**Specific Responsibilities:** The assistant program director works closely with the program director in giving leadership to the camp. Specific responsibilities are:

1. Help promote camping opportunities both during camp and in the offseason.
2. Be familiar with members of the staff and their problems through helpful supervision.
3. Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.
4. To have a thorough knowledge of policies and procedures of the camp and council.
5. Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation through personal observation and frequent staff and leaders meetings.
6. Work with CIT Director to help supervise and coordinate the Counselor in Training program, including assignment, evaluation, and recommendation for future employment.
9. Work with Camp Chaplain to ensure spiritual needs of campers, staff, and leaders are met.
10. Help OA Camp Chief promote Order of the Arrow at camp.
11. Recognize Scouts and individuals who have made special achievements during their stay at camp.
12. Deliver all announcements at morning and evening meal.
13. Organize and M.C. campfires.
14. Assist in coordinating camp wide activities through department heads and appropriate staff members.
15. Supervise the staff patrols and ensure that staff patrol duties are carried out as necessary.
16. All other duties as assigned.



## Ecology/Conservation Director

Reports To: Dobbins Program Director

**Objective:** To develop and execute a meaningful Ecology/Conservation program for all campers.

**Essential Functions:** Must be at least 18 years old. Must be sufficiently mobile as to visit nature areas daily. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Ecology/Conservation Director must have knowledge of sound conservation and ecological practices, and be able to instruct these to campers - specific responsibilities are:

1. Supervise, train, and motivate the ecology/conservation staff in all their activities.
2. Offer a quality ecology/conservation program to include merit badges, Troop and Patrol Good Turn Projects, and troop leader's roundtables.
3. Direct the set-up and takedown of a quality ecology/conservation demonstration area, to include a nature trail.
4. Maintenance, inventory, and wise use of all ecology/conservation equipment.
5. Maintain strict discipline at all times when campers, leaders, and other staff are in the area.
6. Represent the ecology/conservation department at all department head meetings.
7. Participate in all camp wide activities.
8. Make a written advancement report on all ecology/conservation activities at the end of each week.
9. Conduct program staff evaluations for nature/ ecology staff as requested and submit a written report on the work of each of the staff at the close of camp.
10. Submit a complete inventory of all nature/ ecology equipment, including condition and recommendations for next year's supplies.
11. Assist in the set-up and takedown of all campsite facilities.
12. All other duties as assigned.



## Ecology/Conservation Instructor

Reports To: Ecology/Conservation Director

**Objective:** To instruct campers in various ecology/conservation merit badges and conservation activities.

**Essential Functions:** Must be sufficiently mobile as to visit nature areas daily. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Ecology/Conservation instructor will exhibit proficiency in at least two merit badges taught in the department - specific responsibilities are:

1. Instruct at least two of the merit badges in which they are proficient.
2. Be familiar with and provide leadership during merit badge service projects, and any other programs as directed.
3. Maintain strict discipline at all times when campers, leaders, and other staff are in the area.
4. Assist in the proper care, storage, and maintenance of all ecology/conservation equipment.
5. Participate in all camp wide activities.
6. Assist in the set-up and takedown of all campsite facilities.
7. All other duties as assigned.



## Rifle or Shotgun or Archery Director

Reports To: Shooting Sports Director

**Objective:** To assist with instruction and range operation at the Archery, Rifle and Shotgun Ranges.

**Essential Functions:** Must be at least 21 years old (Rifle and Shotgun) and at least 18 years old (Archery). Must be physically able and possess enough fine motor control to operate some of the devices used for the shooting sports program. Must be able to count numbers up to 500. Must be able to communicate and understand spoken English language clearly. Must successfully complete NRA instructor certification.

**Specific Responsibilities:** The Rifle or Shotgun or Archery Director will exhibit proficiency and demonstrate interest in the Shooting Sports. Specific responsibilities are:

1. Assist with instruction for Archery, Rifle and Shotgun merit badges.
2. Be familiar with and assist with the strict observation of all safety rules and policies for the Archery, Rifle and Shotgun ranges.
3. Oversee submission of end of week advancement report on all aquatics activities due at end of week.
4. Maintain strict discipline at all times when campers, leaders, and other staff members are in the area.
5. Assist in the proper care, storage, and maintenance of all shooting sports equipment.
6. Assist in the set-up and takedown of range facilities.
7. Participate in any other shooting sports programs as directed
8. Participate in all camp wide activities
9. Assist in the set-up and take-down of all campsite facilities
10. All other duties as assigned.



## Shooting Sports Staff

**Reports To:** Rifle or Shotgun or Archery Director

**Objective:** To assist in instructing campers in various shooting sports programs.

**Essential Functions:** Must be able to see and act quickly in emergencies. Must be able to communicate and understand spoken English language clearly. Must be physically able and possess enough fine motor control to operate some of the devices used for the shooting sports program. Must be able to count numbers up to 500. Must successfully complete NRA instructor certification.

**Specific Responsibilities:** The Shooting Sports Staff will exhibit proficiency in all areas - specific responsibilities are:

1. Assist with instruction for Archery, Rifle and Shotgun merit badges.
2. Be familiar with and assist in the strict observation of all safety rules and policies for the shooting sports areas.
3. Maintain strict discipline at all times when campers, leaders, and other staff are in the area.
4. Assist in the proper care, storage, and maintenance of all shooting sports equipment.
5. Participate in all camp wide activities.
6. Assist in the set-up and takedown of campsite facilities.
7. All other duties as assigned.



## Handicraft Director

Reports To: Dobbins Program Director

**Objective:** To assure that each scout has access to a well-rounded Handicraft area and/or merit badge program.

**Essential Functions:** Must be at least 18 years old. Must be able to speak, read, and write the English

language. **Specific Responsibilities:** The director will have skills in various handicrafts, knowledge of and be able to instruct campers in the handicrafts merit badges and other programs offered in the program area. The director will also:

1. Supervise, train, and motivate the handicraft staff in all of their activities.
2. Offer a quality handicraft program to include Basketry, Leatherwork, Indian Lore, Woodcarving, Basketry, Space Exploration, and Pottery merit badges and other camp programs as staff allows.
3. Oversee submission of end of week advancement report on all aquatics activities due at end of week.
4. Be responsible for the proper care, storage, maintenance, and inventory of all handicrafts equipment.
5. Represent the Handicrafts staff at all department head meetings.
6. Conduct staff evaluations for handicrafts staff as requested.
7. Submit a complete inventory and report of all handicrafts equipment and programs including condition and recommendations for next year's program and supplies.
8. All other duties as assigned.



## Handicraft Instructor

Reports To: Handicraft Director

**Objective:** To assure that each scout has an access to a well-rounded Handicraft area and/or merit badge program.

**Essential Functions:** Must be to be sufficiently mobile as to be able to visit units in campsites daily. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The instructor will have skills in various handicrafts, knowledge of and be able to instruct campers in the handicrafts merit badges and other programs offered in the program area. The instructor will also:

1. Offer a quality handicraft program to include Basketry, Leatherwork, Indian Lore, Woodcarving, Space Exploration, and Pottery merit badges as well as other camp programs as staff allows.
2. Be responsible for the proper care, storage, maintenance, and inventory of all handicrafts equipment.
3. Support the Handicrafts Director in all crafts related activities.
4. All other duties as assigned.



## Eagle Bound Director

**Reports To:** Dobbins Program Director

**Objective:** To assure that each scout has access to a well-rounded First Year Camper experience.

**Essential Functions:** Must be at least 18 years old. Must be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Eagle Bound Director must have knowledge of, and be able to teach Tenderfoot through First Class skills to campers and to be able to interact with unit leadership - specific responsibilities are:

1. Supervise, train, and motivate the Eagle Bound staff in all their activities.
2. Offer a quality program to include skills from Tenderfoot through First Class ranks.
3. Direct the set-up and takedown of a quality program area.
4. Maintenance, inventory, and wise use of all equipment.
5. Promote and instruct outpost.
6. Participate in all camp wide activities.
7. Make a written advancement report on all activities at the end of each week.
8. Conduct program staff evaluations for staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
9. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
10. Assist in the set-up and takedown of all campsite facilities.
11. All other duties as assigned.



## Eagle Bound Instructor

Reports To: Eagle Bound Director

**Objective:** To assist the Director in promoting a well-rounded, attainable daily First Year Camper program.

**Essential Functions:** Must be able to be sufficiently mobile as to visit units in campsites daily.

**Specific Responsibilities:** Instructors must have knowledge of, and be able to teach Outdoor Skills from Tenderfoot through First Class to campers - specific responsibilities are:

1. Offer a quality program to include skills from Tenderfoot through First Class.
2. Assist in the set-up and takedown of a quality program area.
3. Promote camp programs and activities through personal contact, Patrol Leader's meetings, and presentations.
4. Participate in all camp wide activities.
5. Assist in the set-up and takedown of all campsite facilities.
6. All other duties as assigned.



## Hollywood Director

**Reports To:** Dobbins Program Director

**Objective:** To assure that each scout has access to a well-rounded Hollywood area and merit badge program.

**Essential Functions:** Must be at least 18 years old. Must be sufficiently mobile as to visit units in campsites daily. Must have sufficient knowledge and possess skills in equipment and programs used at area. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Hollywood Director must have knowledge of, and be able to teach Hollywood merit badges to campers and to be able to interact with unit leadership - specific responsibilities are:

1. Supervise, train, and motivate the staff in all their activities.
2. Offer a quality program to include Communications, Cinematography, Photography, Music, and Journalism merit badges.
3. Direct the set-up and takedown of a quality program area.
4. Maintenance, inventory, and wise use of all equipment.
5. Promote Troop Photo opportunities.
6. Participate in all camp wide activities.
7. Make a written advancement report on all activities at the end of each week.
8. Conduct program staff evaluations for staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
9. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
10. Assist in the set-up and takedown of all campsite facilities.
11. All other duties as assigned.



## Hollywood Instructor

Reports To: Hollywood Director

**Objective:** To assure that each scout has access to a well-rounded Hollywood area and merit badge program.

**Essential Functions:** Must be able to be sufficiently mobile as to visit units in campsites daily.

**Specific Responsibilities:** Hollywood Instructors must have knowledge of, and be able to teach appropriate merit badges to campers-specific responsibilities are:

1. Offer a quality program to include Communications, Cinematography, Photography, Music, and Journalism merit badges.
2. Assist in the set-up and takedown of a quality program area.
3. Promote camp programs and activities through personal contact, Patrol Leader's meetings, and presentations.
4. Participate in all camp wide activities.
5. Assist in the set-up and takedown of all campsite facilities all other duties as assigned.
6. All other duties as assigned.



## Scoutcraft Director

**Reports To:** Dobbins Program Director

**Objective:** Must be at least 18 years old. To assure that each scout has access to a well-rounded Scoutcraft area and merit badge program.

**Essential Functions:** Must be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Scoutcraft Director must have knowledge of, and be able to teach Outdoor Skills to campers and to be able to interact with unit leadership - specific responsibilities are:

1. Supervise, train, and motivate the Scoutcraft staff in all their activities.
2. Offer a quality Outdoor Skills program to include Camping, Orienteering, Emergency Preparedness, First Aid, Hiking, Pioneering, and Wilderness Survival merit badges.
3. Direct the set-up and takedown of a quality Scoutcraft and model campsite area.
4. Maintenance, inventory, and wise use of all Scoutcraft equipment.
5. Promote and instruct outpost and low impact camping opportunities.
6. Participate in all camp wide activities.
7. Make a written advancement report on all Scoutcraft activities at the end of each week.
8. Conduct program staff evaluations for Scoutcraft staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
9. Submit a complete inventory of all Scoutcraft equipment, including condition and recommendations for next year's supplies.
10. Assist in the set-up and takedown of all campsite facilities.
11. All other duties as assigned.



## Scoutcraft Instructor

Reports To: Scoutcraft Director

**Objective:** To assure that each scout has access to a well rounded Scoutcraft area and merit badge program.

**Essential Functions:** Must be able to be sufficiently mobile as to visit units in campsites daily.

**Specific Responsibilities:** Scoutcraft Instructors must have knowledge of, and be able to teach Outdoor Skills to campers-specific responsibilities are:

1. Offer a quality Scoutcraft program to include Camping, Orienteering, Emergency Preparedness, First Aid, Hiking, Pioneering, and Wilderness Survival merit badges.
2. Assist in the set-up and takedown of a quality Outdoor Skills and model campsite area.
3. Assist with campsite inspections as necessary.
4. Assist in facilitating outpost camping opportunities.
5. Promote camp programs and activities through personal contact, Patrol Leader's meetings, and presentations.
6. Participate in all camp wide activities.
7. Assist in the set-up and takedown of all campsite facilities all other duties as assigned.
8. All other duties as assigned.



## Climbing Lead

**Reports To:** Dobbins Program Director

**Objective:** To assure that each scout has an access to a well-rounded climbing program. Supervise and provide guidance to the climbing staff to ensure a successful camping season.

**Essential Functions:** Must be at least 21 years old. Must be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read, and write the English language. Must have enough physical endurance to lead and participate in rock climbing sessions. Must hold a valid certification from BSA National Camping School.

**Specific Responsibilities:** The Climbing Director must have knowledge of, and be able to teach Climbing to campers and to be able to interact with unit leadership - specific responsibilities are:

1. Supervise, train, and motivate the climbing staff in all their activities.
2. Insure BSA Climbing standards and all safety regulations are followed.
3. Offer a quality program of free Climbing and Climbing merit badge.
4. Direct the set-up and takedown of a program area.
5. Maintenance, inventory, and wise use of all equipment.
6. Teach Climb on Safely to Scoutmasters.
7. Participate in all camp wide activities.
8. Make a written advancement report on all activities at the end of each week.
9. Conduct program staff evaluations for staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
10. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
11. Assist in the set-up and takedown of all campsite facilities.
12. All other duties as assigned.



## Mission Adventure Director

Reports To: Adventure Director

**Objective:** To assure that each scout has an access to a well-rounded Mission Adventure program.

**Essential Functions:** Must be at least 18 years old. Must be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read, and write the English language. Must have enough physical endurance to lead and participate in high adventure activities like rock climbing, mountain hiking, swimming, etc.

**Specific Responsibilities:** The Mission Adventure Director must have knowledge of high adventure skills, be able to lead campers, and to be able to interact with unit leadership - specific responsibilities are:

1. Offer a quality older boys program consisting of various high adventure activities such as rock climbing, white water rafting, shooting, swimming, outposts, etc.
2. Plan and supervise an offsite, high adventure activity.
3. Maintenance, inventory, and wise use of all equipment.
4. Participate in all camp wide activities.
5. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
6. Assist in the set-up and takedown of all campsite facilities.
7. All other duties as assigned.



## Adventure Instructor

**Reports To:** Adventure Area Director

**Objective:** To assure that each scout has access to a well-rounded Adventure area and merit badge program.

**Essential Functions:** Must be able to be sufficiently mobile as to visit units in campsites daily. Must have enough physical endurance to lead and participate in outdoor activities like cycling, hiking, and rock climbing.

**Specific Responsibilities:** Adventure Instructors must have knowledge of, and be able to teach basic adventure skills to campers-specific responsibilities are:

1. Offer a quality adventure program to include Cycling, Rock Climbing, and Hiking.
2. Assist in the set-up and takedown of a quality adventure program area.
3. Promote camp programs and activities through personal contact, Patrol Leader's meetings, and presentations.
4. Participate in all camp wide activities.
5. Assist in the set-up and takedown of all campsite facilities all other duties as assigned.
6. All other duties as assigned.



## Climbing Instructor

Reports To: Climbing Director

**Objective:** To assure that each scout has access to a well-rounded climbing area and merit badge program.

**Essential Functions:** Must be at least 18 years old. Must be able to be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read, and write the English language. Must have enough physical endurance to lead and participate in rock climbing sessions.

**Specific Responsibilities:** Climbing Instructors must have knowledge of, and be able to teach Outdoor Skills to campers and - specific responsibilities are:

1. Offer a quality program to include free Climbing and Climbing Merit Badge.
2. Assist in the set-up and takedown of a quality program area.
3. Insure all safety policies are followed.
4. Promote camp programs and activities through personal contact, Patrol Leader's meetings, and presentations.
5. Participate in all camp wide activities.
6. Assist in the set-up and takedown of all campsite facilities all other duties as assigned.
7. All other duties as assigned.



## Lake Director

**Reports To:** Primary: Aquatics Director, Secondary: Dobbins and Dietler Program Directors

**Objective:** To assist the Aquatics Director in developing and executing a variety of aquatics programs that will meet the needs of campers.

**Essential Functions:** Must be at least 18 years old. Must be either a current BSA Aquatics Instructor, or BSA Lifeguard. General administrative responsibility as delegated by Aquatics Director, and full supervisory responsibility in respective waterfront areas.

**Specific Responsibilities:** Specific responsibilities include:

1. Assist in the supervision, training, and motivation of the aquatics program staff in all aquatics activities.
2. Assist in activity instruction and quality control and any other areas as assigned by the Aquatics Director.
3. Be familiar with and assist in the enforcement of all safety rules and policies for waterfront areas.
4. Maintain strict safety discipline at all times when campers, leaders, and other staff are in the waterfront area.
5. Assist in the proper care, usage, storage, and maintenance of all aquatics equipment.
6. Participate in camp-wide activities.
7. Assist in the set-up and takedown of all waterfront facilities and other campsite facilities as needed.
8. All other duties as assigned.



## Lake Counselor

Reports To: Lake Director

**Objective:** To instruct campers in various aquatics activities and perform lifeguard duties as required.

**Essential Functions:** Must be a BSA Lifeguard, or equivalent, and be physically able to conduct rescue type maneuvers, able to see and act quickly in emergencies, and communicate clearly, both written and orally.

**Specific Responsibilities:** Exhibit proficiency in at least two of the following waterfront skills: rowing, swimming, and canoeing. Specific responsibilities include:

1. Instruct in activities in which proficient.
2. Be familiar with and assist in the enforcement of all safety rules and policies for waterfront areas.
3. Maintain strict safety discipline at all times when campers, leaders, and other staff are in the waterfront area.
4. Assist in the proper care, usage, storage, and maintenance of all aquatics equipment.
5. Participate in any aquatic programs as directed.
6. Participate in camp wide activities, as needed.
7. Assist in the set-up and takedown of all waterfront areas and other campsite facilities.
8. All other duties as assigned.



## Pool Director

**Reports To:** Primary: Aquatics Director, Secondary: Dobbins and Dietler Program Directors

**Objective:** To assist the Aquatics Director in developing and executing a variety of aquatics programs that will meet the needs of campers.

**Essential Functions:** Must be at least 18 years old. Must be either a current BSA Aquatics Instructor, or BSA Lifeguard. General administrative responsibility as delegated by Aquatics Director, and full supervisory responsibility in respective waterfront areas.

**Specific Responsibilities:** Specific responsibilities include:

1. Assist in the supervision, training, and motivation of the aquatics program staff in all aquatics activities.
2. Assist in activity instruction and quality control and any other areas as assigned by the Aquatics Director.
3. Be familiar with and assist in the enforcement of all safety rules and policies for waterfront areas.
4. Maintain strict safety discipline at all times when campers, leaders, and other staff are in the waterfront area.
5. Assist in the proper care, usage, storage, and maintenance of all aquatics equipment.
6. Participate in camp-wide activities.
7. Assist in the set-up and takedown of all waterfront facilities and other campsite facilities as needed.
8. All other duties as assigned.



## STEM Lodge Instructor

Reports To: Dining Hall Steward

**Objective:** To instruct campers in various science-based merit badges and science based activities.

**Essential Functions:** Must be sufficiently mobile as to visit science areas daily. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Science Lodge instructor will exhibit proficiency in at least two merit badges taught in the department - specific responsibilities are:

1. Instruct at least two of the merit badges in which they are proficient.
2. Be familiar with and provide leadership during merit badge service projects, and any other programs as directed.
3. Maintain strict discipline at all times when campers, leaders, and other staff are in the area.
4. Assist in the proper care, storage, and maintenance of all science lodge equipment.
5. Participate in all camp wide activities.
6. Assist in the set-up and takedown of all campsite facilities.
7. All other duties as assigned.

