BERT ADAMS SCOUT CAMP

Handcraft Director

Reports to	The Program Director and assigned Assistant Program Director
Supervises	The Handicraft Staff
Program area	Handcraft (Handicraft in source document)
Minimum age	18 years

Position Summary

The Handicraft Director is responsible for the effective operation of the Handicraft area of camp, which teaches Art, Basketry, Indian Lore, Leatherwork, Theatre, and Woodcarving Merit Badges.

Requirements

- Must be a registered member of the Boy Scouts of America.
- Prior camp or Scouting leadership experience preferred.
- Must have working knowledge of the listed merit badges and proficiency in related skills.

Key Responsibilities

- Develop lesson plans for merit badges with the assistance of Handicraft staff.
- Instruct Scouts in the correct and safe use of Handicraft tools and equipment.
- Present engaging classes and maintain positive discipline with staff and Scouts.
- Ensure staff have prerequisite teaching skills and provide training where needed.
- Supervise and train counselors-in-training assigned to Handicraft.
- Evaluate staff effectiveness periodically during the season.
- Maintain appropriate supplies and manage program supplies responsibly.
- Communicate with the Trading Post Manager to maintain adequate handicraft supply stock.
- Ensure participant safety and maintain a clean, organized program area.
- Keep accurate class attendance records.
- Model the Scout Oath and Law, maintain positive morale, and promote hydration.
- Perform other duties assigned by the Camp Director or Program Director.

Common Expectations for All Camp Staff

- Promote Scout spirit and enthusiasm; participate in camp-wide activities and events.
- Set a positive example through appearance, attitude, camp rules, and the Scout Oath and Law.

- Be punctual, maintain a clean and organized work area, and assist elsewhere in camp when needed.
- Follow the staff guidebook, employment agreement, and emergency procedures.
- Support camp setup and takedown; promote hydration and healthy habits.
- Be available to visiting units and assist with camp-wide campfires and activities as assigned.