BERT ADAMS SCOUT CAMP

Assistant Program Director

Reports To	Program Director
Supervises	Area Directors within assigned zone
Zones	Zone 1: Lifeskills, Handicraft, Outdoor Skills, Field Sports, Trade Skills; Zone 2: Adult Program; Zone 3: Nature, Fishing, STEM, Shooting Sports

Position Summary

The Assistant Program Director (APD) leads one of three zones at Bert Adams Scout Camp, each made up of several program areas and the Area Directors who run them. The APD is responsible for the performance, culture, and coordination of every area in the zone by developing and holding accountable the Directors who lead them. The APD is the Program Director's direct representative inside the zone and the first point of escalation for problems too large for a single Area Director to resolve.

Requirements

- Must be at least 18 years of age.
- Eligible to hold a current National Camp School certificate in Resident Program Director.
- Must be a registered member of the Boy Scouts of America.
- Prior camp or Scouting leadership experience preferred.

Key Responsibilities

- Collaborate directly with the Program Director; do not act independently without appropriate follow-up on staffing, customer interactions, staff disagreements, and other program issues.
- Lead SPL meetings, clarifying content with the Program Director when needed.
- Coordinate, develop, and encourage inter-troop activities through special events.
- Oversee, train, and evaluate instruction in all assigned zones; assist Area Directors, other Assistant Program Directors, and staff as assigned.
- Communicate consistently and professionally, considering the audience, situation, and potential impact.
- Help Area Directors identify potential future staff members and counselors-in-training (CITs) among campers.
- Direct the CIT program: coordinate half-day program assignments, seventh-period kitchen service, training sessions, and assignment-board updates by Saturday morning for the following week; develop reviews with the Program Director as the program is established.
- Assist with or directly organize, train for, and facilitate flag raising, flag lowering, and flag retirement ceremonies.
- Organize, train for, and facilitate opening and closing campfires. The opening campfire is staff-led; the closing campfire includes units in camp.

- Prepare campfire programs on the BSA-approved planning sheet and obtain Program Director sign-off. The Program Director provides oversight and approval; supervision of songs and skits is not delegated.
- Maintain positive staff morale by listening empathetically, leading by example (including in social media and chats), and sharing candid feedback and proposed solutions with camp administration.

Common Expectations for All Staff

- Promote Scout spirit and enthusiasm and model the Scout Oath and Scout Law.
- Participate in camp-wide activities, meals, ceremonies, and campfires; assist other areas when needed.
- Work outdoors in typical Georgia summer conditions, practice hydration and sun protection, and maintain clean program areas and facilities.
- Follow the staff guidebook, employment agreement, camp policies, and emergency procedures.
- Support camp setup and closing and help visiting units when assigned.

Starting Compensation

$300 starting pay (pay period to be confirmed).