

**Camping Director
Job Description**

Job Title: Camping Director for William B. Snyder
Classification: Exempt
Reports to: Director of Support Services

Department: Camping
Position: Full Time

Position Summary

Provide a brief overview of the role and how it supports the organization's mission. The Camping Director provides high-caliber, timely, and dependable service to all members of the National Capital Area Council, and facilitates safe, developmental, and brand consistent programs of Scouting America. The Camping Director leads full-time and seasonal staff to execute accredited summer and year-round camping programs; this includes but is not limited to program planning and execution, staffing and human resources, food services, community relations, facilities, communications, emergency preparedness, business and retail management, and health services. Camping directors serve as the staff advisors to critical Council-level committees, supporting year-round program delivery, camping, training, and volunteer development. The Camping Director leads all areas of the camping team, including training, onboarding, continuing education, workflow, calendar, budget management, and goal completion (on time or ahead of schedule, superior quality of execution).

Primary Responsibilities:

- General Inquiry and Questions about Camping
- Camp Business Acquisition and Registration (Achieve Camper Goal and Net Revenue)
- Camper Retention and Renewal
- Compliance (Local, State, Scouting America)
- Seasonal Staff Hiring and Management
- Facilities Readiness and Overall Property Safety
- Event Closeouts and Reconciliations
- Records Management (First Aid Logs, NCAP authorization, etc.)
- Logistics, Procurement, Retail Operations
- New Program Development and Implementation
- Volunteer Development (Committees to support program operations, program development)
- Communications and marketing of seasonal and year-round camp opportunities
- Training and education of adult leaders (webinar series, in-person, at unit meetings, etc.)

- BlackPug Event Management
- Maintenance Endowment (Planning and Implementing Project)
- Customer Satisfaction Surveying (Microsoft Forms, or equivalent)

Qualifications

Education:

- A Bachelor's degree is required
- A project management certificate (PMP or equivalent) is preferred, or the ability to acquire the credential.

Experience:

- Minimum 5 years of experience in a camping or outdoor education environment. Previous leadership experience and Scouting experience preferred.
- Ability to lead staff to complete a multitude of priorities across competing deadlines and benchmarks.
- Leadership ability to drive positive interactions with volunteers, change management, and quality control/

Skills:

- Strong communication and interpersonal skills
- Proficiency in all Microsoft platforms, event management software.
- Ability to work independently and collaboratively

Working Conditions

- Typically 40-45 hrs per week, at the MSSC, assigned camp, or other office location
- Evening and weekend work required.

This position operates in a professional office setting and uses standard office equipment including computers, phones, calculators, and multifunction copiers.

Work hours are 8:30am to 5:00pm Monday through Friday. Occasional evening and weekend work may be required, along with limited travel.

Must be able to walk, sit, stand, use hands for handling objects, reach with arms, climb stairs, balance, stoop, kneel, crouch, crawl, and communicate effectively. May occasionally lift or move up to

30 pounds. Visual requirements include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

Performance Metrics (If applicable)

- Annual Performance Goals

Other Duties

This job description is not exhaustive and may be updated or modified at any time. Additional duties, responsibilities, or activities may be assigned as needed.