

Camp Dietler

Job Descriptions



Dietler 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 Mining District Coordinators 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 appropriate staff members. Guide the Mining District Coordinators and WEST Director to develop programs and activities for Boy Scouts and Webelos.
14. Develop unique programs and experiences that introduce Webelos to Boy Scout camping.
15. Develop opportunities for campwide competitions on all the levels of programming.
16. Recognize Scouts and individuals who have made special achievements during their stay at camp.
17. Supervise the staff patrols and ensure that staff patrol duties are carried out as necessary.
18. All other duties as assigned.



WEST Director

Reports To: Dietler Program Director

Objective: To assure that each Webelos scout has access to a well-rounded, unique, and fun Webelos program and has the opportunity to experience a Boy Scout patrol summer camp.

Essential Functions: Must be at least 18 years old. Must be sufficiently mobile as to move around camp with campers. Must be able to speak, read, and write the English language.

Specific Responsibilities: The WEST Director must have a wide knowledge in various outdoor skills, be able to lead campers and staff, and interact with unit leaders and parents – specific responsibilities are:

1. Work with the Camp Director and Program Director to develop program opportunities for Webelos that meet the needs and desires of units and campers.
2. Deliver a fun and age appropriate program to campers.
3. Be familiar with the requirements, needs, techniques, and information required for the delivery of a quality Webelos program.
4. Be familiar with and able to describe the transition from Cub Scouts into Boy Scouts, and the differences between Boy Scout and Cub Scout camp at Peaceful Valley
5. Supervise the physical operation of the Webelos program including equipment, program supplies, and special facilities
6. Assist the Camp Director and Program Director to enforce all procedures related to health and safety, Council policies, National policies, use of equipment, and operation of facilities.
7. Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation.
8. Work with the Program Director to ensure that Cub Scout and Boy Scout programs at Dietler are coordinated and well-organized to effectively share equipment and facilities.
9. Provide opportunities for Webelos scouts to experience the Boy Scout program and prepare for the transition from Cub Scouts.
10. Maintenance, inventory, and safe use of all equipment.
11. All other duties as assigned.



Mining District Coordinator

Reports To: Dietler 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, campwide 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 Mining District Coordinator works closely with the program director in giving leadership to the camp. Specific responsibilities are:

1. Be familiar with members of the staff and their problems through helpful supervision.
2. Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.
3. To have a thorough knowledge of policies and procedures of the camp and council.
4. 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.
5. Supervise and coordinate specific program areas and support personnel. For specific responsibilities, please see organization chart.
6. Assist the Program Director and WEST Director in developing, planning, and executing programs and activities for Boy Scouts and Webelos.
7. Work closely with Camp Commissioner in assisting Scoutmasters and leaders. Informally meet with adult leaders on a daily basis.
8. Recognize Scouts and individuals who have made special achievements during their stay at camp.
9. Deliver all announcements at morning and evening flag ceremonies.
10. Organize campfires, and M.C. as necessary.
11. Plan, run, and supervise staff on campwide outpost night.
12. Assist in coordinating camp wide activities through department heads and appropriate staff members.
13. Supervise the staff patrols and ensure that staff patrol duties are carried out as necessary.
14. All other duties as assigned.



Adventure Director

Reports To: Program Director

Objective: To provide older scouts at Peaceful Valley a quality and unique 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 Adventure Director works with other area specific staff to develop an adventure program, and leads the Adventure Staff in delivering that program to scouts at Dobbins and Dietler. 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. Work closely with the Dobbins and Dietler Program Directors to ensure that the Adventure program is accessible to and serves the needs of scouts at both camps.
3. Work with the Dietler Commissary Director and Dobbins Dining Hall Steward to make adequate preparations for additional or alternate meal needs of the adventure program.
4. Plan and supervise an offsite, high adventure activity.
5. Maintenance, inventory, and wise use of all equipment.
6. Participate in all camp wide activities.
7. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
8. Assist in the setup and takedown of all campsite facilities.
9. All other duties as assigned.



ATV Director

Reports To: Dietler Program Director

Objective: Oversee the safe operation of the Dietler ATV program by providing instruction and supervision to scouts and staff. Provide adequate supervision for the area and enforce all safety policies.

Essential Functions: Must be at least 21 years old. Must be physically able and possess enough fine motor control to operate the camp ATVs. Must be able to see and act quickly in emergencies. Must be able to communicate and understand spoken English communication clearly. Must successfully complete All-Terrain Vehicle Safety Institute certification.

Specific Responsibilities: The ATV Director oversees the Dietler ATV Program, including the instruction and certification of all riders. Specific responsibilities are:

1. Provide leadership to the ATV Program staff. Assist with instruction for the ATV program.
2. Be familiar with and assist with the strict observation of all safety rules and policies for the ATV area.
3. Maintain strict discipline at all times when campers, leaders, and other staff members are in the area.
4. Evaluate the skills of scouts in the ATV class and sign certification cards upon successful completion of course requirements and demonstration of skills on the closed course.
5. Oversee the proper care, storage, and maintenance of all ATV equipment.
6. Oversee in the setup and takedown of ATV facilities.
7. Participate in all camp wide activities
8. Assist in the setup and takedown of all campsite facilities
9. All other duties as assigned.



ATV Counselor

Reports To: ATV Director

Objective: To assist the ATV Director in the operation of the Dietler ATV Program. Provide adequate supervision for the area and enforce all safety policies are.

Essential Functions: Must be at least 18 years old. Must be physically able and possess enough fine motor control to operate the camp ATVs. Must be able to see and act quickly in emergencies. Must be able to communicate and understand spoken English communication clearly. Must successfully complete All-Terrain Vehicle Safety Institute certification.

Specific Responsibilities: The ATV Counselor is responsible for the safe operation of the ATV Program. Specific responsibilities are:

1. Act as qualified supervision for the ATV area and ensure that all appropriate safety procedures are followed. Be familiar with and assist with the strict observation of all safety rules and policies for the ATV area.
2. Maintain strict discipline at all times when campers, leaders, and other staff members are in the area.
3. Assist with the proper care, storage, and maintenance of all ATV equipment.
4. Assist with the setup and takedown of ATV facilities.
5. Participate in all camp wide activities
6. Assist in the setup and takedown of all campsite facilities
7. All other duties as assigned.



Dietler Archery Director

Reports To: Program Director, Shooting Sports Director

Objective: To provide leadership to range staff and oversee safe operation of the Dietler Field Archery Range.

Essential Functions: Must be at least 18 years old. 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 see and act quickly in emergencies. Must be able to count numbers up to 500. Must be able to communicate and understand spoken English communication clearly. Must successfully complete NRA instructor certification.

Specific Responsibilities: The Archery Director is responsible for operating the range in a safe and effective manner to provide adequate shooting sports training and opportunities to campers. Specific responsibilities are:

1. Provide leadership to the Dietler Archery counselors. Assist with instruction for Archery merit badge.
2. Be familiar with and assist with the strict observation of all safety rules and policies for the Archery range.
3. Maintain strict discipline at all times when campers, leaders, and other staff members are in the area.
4. Oversee the proper care, storage, and maintenance of all shooting sports equipment.
5. Oversee in the setup and takedown of range facilities.
6. Operate the range during other events at the Dietler Archery range, including Webelos range time and Scoutmaster shoot.
7. Participate in any other shooting sports programs as directed.
8. Participate in all camp wide activities
9. Assist in the setup and takedown of all campsite facilities
10. All other duties as assigned.



Shotgun Director

Reports To: Program Director, Shooting Sports Director

Objective: To provide leadership to range staff and oversee safe operation of the Shotgun Range.

Essential Functions: Must be at least 21 years old. 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 see and act quickly in emergencies. Must be able to count numbers up to 500. Must be able to communicate and understand spoken English communication clearly. Must successfully complete NRA instructor certification.

Specific Responsibilities: The Shotgun Director is responsible for operating the range in a safe and effective manner to provide adequate shooting sports training and opportunities to campers. Specific responsibilities are:

1. Provide leadership to the Dietler Shotgun and Rifle counselors. Assist with instruction for Shotgun merit badge.
2. Be familiar with and assist with the strict observation of all safety rules and policies for the Shotgun range.
3. Maintain strict discipline at all times when campers, leaders, and other staff members are in the area.
4. Oversee the proper care, storage, and maintenance of all shooting sports equipment.
5. Oversee in the setup and takedown of range facilities.
6. Operate the range during other events at the Dietler Shotgun range, including Scoutmaster shoot.
7. Participate in any other shooting sports programs as directed.
8. Participate in all camp wide activities
9. Assist in the setup and takedown of all campsite facilities
10. All other duties as assigned.



Dietler Shooting Sports Counselor

Reports To: Shooting Sports Director, Area Director, Program Director

Objective: To assist in instructing campers in various shooting sports programs, while maintaining safe operation of the shooting ranges.

Essential Functions: Must be able to see and act quickly in emergencies. 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 communication clearly. Must successfully complete NRA instructor certification.

Specific Responsibilities: All shooting sports staff are responsible for instructing scouts at each range, and ensure that all safety regulations are followed. 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 range area.
4. Assist in the proper care, storage, and maintenance of all shooting sports equipment.
5. Assist and supervise scouts during meal times, patrol host time, and during other activities.
6. Participate in all camp wide activities.
7. Assist in the setup and takedown of campsite facilities.
8. All other duties as assigned.



Shakedown Director

Reports To: Mining District Coordinator

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 Shakedown 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 Shakedown staff in **all** their activities.
2. Develop and implement a quality program to include skills from Tenderfoot through First Class ranks.
3. Direct the setup and takedown of a quality program area.
4. Work with other area-specific staff to coordinate shared use of program areas.
5. Assist the WEST Director in providing Webelos campers opportunities to be exposed to Boy Scout camping activities and skills.
6. Maintenance, inventory, and wise use of **all** equipment.
7. Participate in **all** camp wide activities.
8. Assist in the setup and takedown of **all** campsite facilities.
9. **All** other duties as assigned.



Shakedown Instructor

Reports To: Shakedown Director

Objective: To assist the Shakedown Director in promoting a well rounded First Year Camper 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 Shakedown 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. Assist with the development and implementation of a quality program to include skills from Tenderfoot through First Class ranks.
2. Assist with the setup and takedown of a quality program area.
3. Work with other area-specific staff to coordinate shared use of program areas.
4. Provide Webelos campers opportunities to be exposed to Boy Scout camping activities and skills.
5. Maintenance, inventory, and wise use of all equipment.
6. Assist and supervise scouts during meal times, patrol host time, and during other activities.
7. Participate in all camp wide activities.
8. Assist in the setup and takedown of all campsite facilities.
9. All other duties as assigned.



Dietler Climbing Counselor

Reports To: Mining District Coordinator, Climbing Lead

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 Climbing Skills to campers. Specific responsibilities are:

1. Offer a quality program to include free climbing and Climbing Merit Badge.
2. Assist in the setup and takedown of a quality program area.
3. Ensure all safety policies are followed.
4. Be familiar with and assist in the enforcement of all safety rules and policies for camp.
5. Assist and supervise scouts during meal times, patrol host time, and during other activities.
6. Participate in all camp wide activities.
7. Assist in the setup and takedown of campsite facilities.
8. All other duties as assigned.



Lake Counselor

Reports To: Lake Director, Mining District Coordinator

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. Assist and supervise scouts during meal times, patrol host time, and during other activities.
6. Participate in any aquatic programs as directed.
7. Participate in camp wide activities, as needed.
8. Assist in the set-up and takedown of all waterfront areas and other campsite facilities.
9. All other duties as assigned.



Pool Counselor

Reports To: Pool Director, Mining District Coordinator

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. Assist and supervise scouts during meal times, patrol host time, and during other activities.
6. Participate in any aquatic programs as directed.
7. Participate in camp wide activities, as needed.
8. Assist in the set-up and takedown of all waterfront areas and other campsite facilities.
9. All other duties as assigned.



Dietler Program Counselor

Reports To: Mining District Coordinator

Objective: To assist in instructing campers in various merit badges, and to contribute to the successful operation of other camp programs.

Essential Functions: Must 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: All program staff are responsible for . Specific responsibilities are:

1. Instruct merit badges in which proficient. Develop lesson plans and present needs lists to supervisors.
2. Maintain records of requirements completed and provide mid-week and end-of-week progress reports for units. Make reasonable accommodations for scouts to ensure that everyone has the opportunity to succeed.
3. Be familiar with and assist in the enforcement of all safety rules and policies for camp.
4. Assist and supervise scouts during meal times, patrol host time, and during other activities.
5. Participate in all camp wide activities.
6. Assist in the setup and takedown of campsite facilities.
7. All other duties as assigned.

