

Magness Adventure Camp

Job Descriptions



Magness 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. Enforce all such policies.
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.



Shelter Director

Reports To: Magness Program
Director

Objective: Direct and supervise shelter operations, ensuring day to day living needs of the campers are met. Supervise and provide guidance to assigned staff members to ensure a successful camping season.

Essential Functions: Must be at least 18 years old. Must be able to lift up to 50 lbs., must be sighted and sufficiently mobile to walk over rough, wooded terrain, and must be of sufficient physical condition to perform difficult repetitive tasks under adverse weather conditions, i.e. pushing a lawn mower in hot weather.

Specific Responsibilities: The Shelter Director works closely with the Program Director in meeting the day to day living needs of campers. Specific Responsibilities are:

1. Train and supervise camp staff in shelter protocol including maintenance, cleaning, and program elements as appropriate.
2. Create and oversee a shelter cleaning schedule.
3. Oversee the serving of food on serving lines, ensuring timely start of meal, portion sizes are correct, and relevant health codes are being followed.
4. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
5. Perform janitorial and general maintenance duties like sweeping, scrubbing, wax floors, wash windows, dispose of trash and waste, stocking paper products, and manage recycling.
6. Prepare an evaluation and summary of current season including inventories and recommendations for the following season.
7. Be knowledgeable in, and ready to implement all camp emergency procedures.
8. Establish and nurture good working relationships with all staff, campers, and parents.
9. Assist in the set-up and take down of all camp facilities.
10. All other duties as assigned.



Magness Lake Director

Reports To: Primary: Aquatics Director, Secondary: Magness Program Director

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.



Magness 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.



Magness Shooting Sports Director

Reports To: Primary: Ranch Shooting Sports Director, Secondary: Magness Program Director

Objective: To assist with instruction and range operation at the Archery, BB's, Slingshot, and Tomahawk Ranges.

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 count numbers up to 500. Must be able to communicate and understand spoken English communication clearly. Must successfully complete NRA instructor certification.

Specific Responsibilities: Magness Shooting Sports Director will exhibit proficiency and demonstrate interest in the Shooting Sports. Specific responsibilities are:

1. Assist in supervising, training, and motivating the Magness shooting sports staff in all their activities.
2. Assist with instruction for Archery, BB's, Slingshot, and Tomahawk activities.
3. Be familiar with and assist with the strict observation of all safety rules and policies for the Archery, BB's, Slingshot and Tomahawk ranges.
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



Magness Archery or BB's Director

Reports To: Magness Shooting Sports
Director & Program Director

Objective: To assist with instruction and range operation at the Archery and BB Ranges.

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 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 or BB's Director will exhibit proficiency and demonstrate interest in the Shooting Sports. Specific responsibilities are:

1. Assist with instruction for Archery or BB's.
2. Be familiar with and assist with the strict observation of **all** safety rules and policies for the Archery and BB ranges.
3. Maintain strict discipline at **all** times when campers, leaders, and other staff members are in the area.
4. Assist in the proper care, storage, and maintenance of **all** shooting sports equipment.
5. Assist in the set-up and takedown of range facilities.
6. Participate in any other shooting sports programs as directed
7. Participate in **all** camp wide activities
8. Assist in the set-up and take-down of **all** campsite facilities
9. **All** other duties as assigned.



Magness Shooting Sports Counselors

Reports To: Magness Shooting Sports Area Directors

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

1. Assist with instruction for Archery, BB's, Slingshot, and Tomahawk activities.
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.



Magness CIT Coordinator

Reports To: CIT Director

Objective: To provide instruction to Counselors in Training in how to carry out a quality program, the basics of merit badge counseling and what it means to be summer camp staff member.

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

Specific Responsibilities: Specific responsibilities include:

1. Assist in employing the CITs and carry out the CIT-training program as developed. Be familiar with members of the CIT group and their problems through helpful supervision and personal conferences.
2. Train and supervise CITs in the use of camp equipment including maintenance and program equipment as appropriate.
3. Train and supervise CITs in merit badge instruction including lesson planning, learning styles, and teaching to a group, classroom management strategies, and active learning practices.
4. Train and supervise CITs in program elements including campfire conduct, campsite/patrol hosting, etc.
5. With the help of program area directors, conduct a short review of CITs strengths and weaknesses.
6. At the end of each week, hold a face to face meeting with each CIT to discuss daily reviews from the week.
7. Help with camp activities and operation as requested by the Program Director.
8. Sets a positive example for the CITs.
9. Informs Operations Director of any discipline problems within the CITs.
10. Responsible for keeping the CIT area clean and safe.
11. Submits a closing report at the end of the summer.
12. All other duties as assigned.



Webelos Director

Reports To: Magness Program Director

Objective: To assure that each Webelos has an access to a well-rounded, unique, and fun Webelos program.

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. Must have enough physical endurance to lead and participate in activities like boating, hiking, swimming, etc.

Specific Responsibilities: The Webelos Director must have a wide knowledge in various outdoor skills, be able to lead campers, and to be able to interact with unit leadership - specific responsibilities are:

1. Offer a quality Webelos program consisting of various activities such as boating, hiking, shooting, swimming, outposts, cooking, etc.
2. Plan and supervise a visit to Camp Dobbins and/or Dietler.
3. Be familiar with and able to describe the transition into Boy Scouts, and the differences between Boy Scout and Cub Scout camp at PV.
4. Maintenance, inventory, and wise use of all equipment.
5. Participate in all camp wide activities.
6. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
7. Assist in the set-up and takedown of all campsite facilities.
8. All other duties as assigned.

