

**Responsibilities of the  
Assistant Program Director**

The Assistant Program Director is responsible to the Camp Director for the coordination and operation of program departments in accordance with the policies and standards of the Boy Scouts of America and the Black Swamp Area Council. The Assistant Program Director should have an ability to get along with others, be able to delegate and coordinate program duties, have a good knowledge of all Camp programs, and should possess a strong Boy Scouting background. The Assistant Program Director should also possess originality, creativity, and an open mind, and should be an enthusiastic camper.

The Assistant Program Director must:

Be a mature and responsible adult.

Be or be willing to become a registered member of the Boy Scouts of America.

Possess a valid National Camping School certificate for program directors or be willing to attend National Camping School and obtain said certificate.

Specific duties of the Assistant Program Director are as follows:

1. Help to develop and organize the training and development of the program Staff and assist the Program Director with all other aspects of Staff training and development.
2. Help to coordinate the greeting and check-in units on Sunday.
3. Work directly with the Senior Patrol Leaders' Council in developing weekly Camp programs
4. Serve as chairperson of the Troop Leader's Council.
5. Help to coordinate the phases of the program services rendered to the units in Camp and the development of the Camp schedule as needed.
6. Help to direct and operate program departments, in accordance with standards of the Camping Committee of the Boy Scouts of America:
  - A. Commissioner Area
  - B. Waterfront - Aquatics
  - C. Ecology /Conservation
  - D. Shooting Sports
  - E. Baden Powell/ Nicoteh
  - F. Outdoor Skills
7. Help to coordinate all Camp-wide programs and equipment needed for them:
  - A. Instructional
    1. Demonstration and activities.
    2. Camp-approved merit badges.
  - B. Recreational
    1. Evening Program
      - a. Camp wide games
      - b. Overnights and outpost opportunities
    2. Meal-time programming
    3. Special events
  - C. Inspirational
    1. Campfires
    2. Flag ceremonies
    3. Order of the Arrow activities

8. Help to processing of all the merit badge work and other advancement completed or partially completed at Camp each week.
9. Assisting the Camp Director in the selection of a mature, well-rounded program Staff.
10. Is aware of the program opportunities available to units both in and out of the Camp and encourages units to tailor their Camp program to their needs with the assistance of the program staff.
11. Works to ensure an adequate supply of program equipment for the execution of the summer camp program.
12. Conducts and coordinates the Counselor-In-Training program with the CIT Director.
13. Assist the Camp Director in the evaluation of program Staff members.
14. Regularly monitor the progress of the Camp programs in the field.
15. Assists the Camp Director in writing and updating the Scoutmaster's Manual.
16. Assist the Camp Director in writing and updating the Staff Manual.
17. Operates within the limits of the program budget.
18. Works to maintain Staff morale.
19. Oversees the conduct and activities of provisional Scoutmasters.
20. Writes and submits to the Camp Director a complete report by the end of the Camping Season.
21. Abides by the camp rules set forth in the *Staff Understandings/Policies* and the *Staff Guide*.

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