



POSITION DESCRIPTION

**Resume required
for consideration**

Job Title Adventure Director

Job Concept

The Adventure Director oversees all older-youth adventure programs at Broad Creek, with a focus on the [Project WAKE week-long aquatics and backpacking trek program](#). With the help of the trek guides and support staff, they plan itineraries, group activities, supply orders, and back-of-house logistics to develop and maintain quality adventure program experiences.

Reports To

Scouts BSA Program Director

Program(s)

Scouts BSA Summer Camp

Salary Grade

IV – Upper Manager

**Desired 2022
Availability**

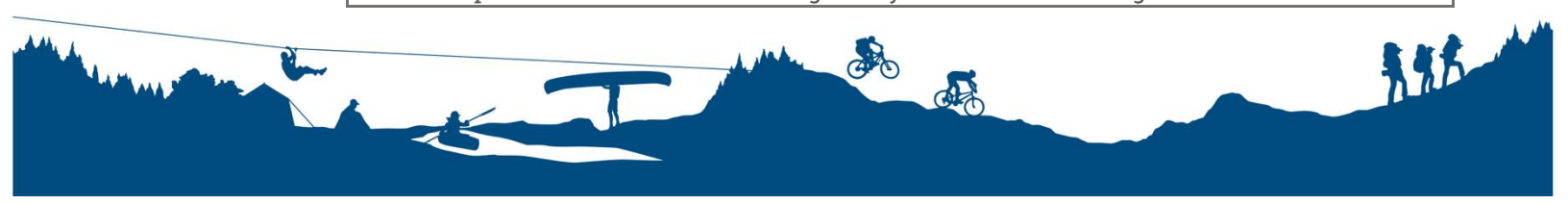
June 9th to August 3rd

**Position
Responsibilities**

- Coordinate with Broad Creek leadership to plan itineraries, menus, and logistics for the [Project WAKE aquatics and backpacking trek program](#)
- Train and manage a team of Trek Guides in how to safely implement an engaging and reflective trek program
- Develop an emergency action plan for the Project WAKE trek program, accounting for scenarios in all overnight camping and activity areas
- Become a knowledgeable resource on local put ins, camping locations, and other recreational areas
- Using knowledge of area, work with the Quartermaster to facilitate the check-out of equipment and guidance for unit-run “Troop Trips”
- Work with Broad Creek management and outside organizations to plan meaningful service projects as part of the trek itinerary
- Maintain respectful relationships with subordinate staff, helping to manage their morale and general well-being
- Conduct mid-season and end-of-season evaluations for trek staff members
- Write an end-of-season report with accurate itinerary information, inventories, and recommendations for the future, using the closing report template

**General
Responsibilities**

- Provide cheerful and helpful service to all Broad Creek participants and staff
- Demonstrate the Aims and Methods of Scouting to all participants and staff
- Come prepared to camp with completed onboarding paperwork as required by Broad Creek management
- Must adhere to the policies set forth in the Staff Handbook and any additional policies communicated by Broad Creek management
- Keep work area safe, clean, and organized, and ensure that all safety rules are strictly followed
- Ensure that all equipment used is well-maintained, used properly, and returned after use
- Report any maintenance needs to the Camp Ranger using designated channels
- Complete all other duties as assigned by Broad Creek management





Pre-Camp
Responsibilities

- If not already certified, attend required trainings listed below under qualifications
- Complete necessary employment and identification documents available on the Camp Staff Resources page on the Broad Creek website
- Thoroughly read through the Staff Handbook prior to arrival and sign the attached Camp Staff Code of Conduct
- Be or become during onboarding a member of the Boy Scouts of America
- Complete a current BSA Annual Health and Medical Record
- Observe all email communications from Broad Creek management
- Participation in online meetings and in-person development weekends are recommended; participation in at least one weekend is strongly recommended

Qualifications &
Training

- Must be at least 21 years of age by start of employment
- Backpacking and/or paddle-sport experience preferred
- Active certification in any of the following preferred:
 - Trek Director section of National Camp School
 - American Canoe Association Level III Instructor
 - Leave No Trace Trainer or Master Educator
- Must have an active driver's license
- Must be or become a registered member of the Boy Scouts of America at the start of employment
- Must provide a complete and current BSA Annual Health and Medical Record to the Health Officer upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Broad Creek's uniform policy
- Must participate in designated staff training

