



## POSITION DESCRIPTION

Resume required  
for consideration

Job Title	Adventure Director
Job Concept	<p>The Adventure Director oversees all older-youth adventure programs at Broad Creek, with a focus on the <a href="#">Project WAKE week-long aquatics and backpacking trek program</a>. 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.</p>
Reports To	Scouts BSA Program Director
Program(s)	Scouts BSA Summer Camp
Salary Grade	IV – Upper Manager
Desired 2022 Availability	June 9 <sup>th</sup> to August 3 <sup>rd</sup>
Position Responsibilities	<ul style="list-style-type: none"><li>Coordinate with Broad Creek leadership to plan itineraries, menus, and logistics for the <a href="#">Project WAKE aquatics and backpacking trek program</a></li><li>Train and manage a team of Trek Guides in how to safely implement an engaging and reflective trek program</li><li>Develop an emergency action plan for the Project WAKE trek program, accounting for scenarios in all overnight camping and activity areas</li><li>Become a knowledgeable resource on local put ins, camping locations, and other recreational areas</li><li>Using knowledge of area, work with the Quartermaster to facilitate the check-out of equipment and guidance for unit-run "Troop Trips"</li><li>Work with Broad Creek management and outside organizations to plan meaningful service projects as part of the trek itinerary</li><li>Maintain respectful relationships with subordinate staff, helping to manage their morale and general well-being</li><li>Conduct mid-season and end-of-season evaluations for trek staff members</li><li>Write an end-of-season report with accurate itinerary information, inventories, and recommendations for the future, using the closing report template</li></ul>
General Responsibilities	<ul style="list-style-type: none"><li>Provide cheerful and helpful service to all Broad Creek participants and staff</li><li>Demonstrate the Aims and Methods of Scouting to all participants and staff</li><li>Come prepared to camp with completed onboarding paperwork as required by Broad Creek management</li><li>Must adhere to the policies set forth in the Staff Handbook and any additional policies communicated by Broad Creek management</li><li>Keep work area safe, clean, and organized, and ensure that all safety rules are strictly followed</li><li>Ensure that all equipment used is well-maintained, used properly, and returned after use</li><li>Report any maintenance needs to the Camp Ranger using designated channels</li><li>Complete all other duties as assigned by Broad Creek management</li></ul>





BOY SCOUTS  
OF AMERICA  
BALTIMORE AREA COUNCIL

## 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

