

# Scout Program Director

Blue Ridge Scout Reservation

- I. Essential Functions:
  1. Responsible for developing, administering and promoting the annual and seasonal camping program of the Blue Ridge Scout Reservation.
  2. Promote and facilitate year-round Program Activity Clients
  3. Develop annual Capital and Maintenance plans coordinating timelines, budgets and vendors.
  4. Serve as Advisor to Health and Safety/Medical services, Conservation, Camp master and COPE and climbing committees.
  5. Serve as liaison for Academic and Community groups utilizing property.
  6. Assures that the council's long-range master plan strategy for the BRSR achieves its mission and makes consistent, timely progress toward goals.
  
- II. Program Activity
  1. Year Round Operation
    - a. Coordinate and facilitate programs for non-summer camp clients.
    - b. Develop budgets and manage activities to produce expected revenue and meet the deliverable
  2. Serve a staff advisor to COPE/climbing, and aquatics committee
  3. Ensure a conservation ethic is promoted within the council by coordinating the efforts of the Conservation, Program, and Properties Committees.
  
- III. Reservation Facilities
  1. Coordinate Program Staff.
  2. Coordinate with Camp Rangers and council construction crew year-round schedule for maintenance.
  3. Provide fiduciary input to maintenance operating budget—periodically review contracts and agreements. Implement procedures to reduce operating costs such as utilities, phone, septic, etc.
  4. Summer Camp
    - a. Serve program assignments as determined to coordinate and implement Reservation programs
    - b. Review all camp evaluations and staff closing reports to determine ways to improve programs.
    - c. Create and maintain an inventory and equipment database for each program.
    - d. Ensure future program success by implementing procedures to translate tacit knowledge into explicit knowledge.
    - e. Coordinate and provide trainer support for certifications such as American Red Cross, Leave no Trace and others.
  5. Advise medical situations on the Reservation as necessary.

**Cover letter and resume's and references should be mailed to:**

**Bob Drury  
2131 Valley View Dr. NW  
Roanoke, Va. 24014**