

<b>JOB TITLE: Shooting Sports Assistant Director</b>
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**JOB SUMMARY:**

1. A key member of the Camp Oljato staff. Be alert to any opportunity to improve the program Camp Oljato
2. Assist in supervising the Shooting Sports Program including shooting sports area staff
3. Directly oversee the shotgun range and/or rifle range as directed
4. Assist in ensuring all shooting sport activities at Camp Oljato meet the National Camp Accreditation Standards of the Boy Scouts of America, California Rules for Organized Camps and policies of the Pacific Skyline Council
5. Provide outstanding customer service and program
6. Work with other staff to provide to each camper the best possible camp experience
7. Serve as a Scouting role model to staff and units
8. Live onsite at Camp Oljato for the duration of employment

**PRINCIPAL RESPONSIBILITIES:**

1. Ensure proper daily opening and closing procedures of assigned range(s)
2. Ensure daily inspection of equipment and facilities of assigned range(s)
3. Ensure program schedule and goals are met of assigned range(s)
4. Ensure there is adequate equipment inventory to facilitate program at assigned range(s)
5. Participate in pre-camp meetings, staff development weekends and staff week training
6. Participate in leader meetings as directed
7. Assist in providing appropriate training to all Shooting Sports staff members
8. Ensure the Shooting Sports area is providing a high-quality program
9. Work with other staff to ensure clear communication and cooperation in delivering outstanding programs
10. Assist in evaluating the Shooting Sports program effectiveness and implement changes as needed
11. Participate in Camp-Wide activities
12. Coordinate time off so that a qualified person can cover all assigned duties
13. Follow and enforce BSA, Pacific Skyline Council, and Camp Oljato policies as well as any applicable laws

\*These items are required by the incumbent's report date and must remain current through the term of employment.

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**QUALIFICATIONS:**

1. 21 years or older
2. Previous camp experience preferred
3. Previous BSA experience preferred
4. Current certification in *American Red Cross CPR/AED for Adults* or equivalent\*
5. Current certification in *American Red Cross Standard First Aid* or equivalent\*
6. Current certification as an *NRA Rifle Instructor* and/or as an *NRA Shotgun Instructor*\*
7. Current certification of training as a *BSA Shooting Sports Director* from a National Camping School preferred\*
8. Possess knowledge and understanding of applicable BSA and State of California standards and/or rules for organized camps
9. Ability to understand direction and work with camp management with minimal supervision
10. Friendly and customer service oriented with leaders and staff
11. Punctual and dependable
12. Ability to manage seasonal staff and gain respect and support of the staff
13. Ability to look ahead and forecast needs
14. Be a registered member of the BSA\*

**POSITION REPORTS TO: Shooting Sports Director**

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Signature

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Print name

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Date

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