STAFF JOB DESCRIPTIONS

The job of the camp staff is to work together to provide the best possible experience for the Scouts who come to camp. We are one staff, and nobody's efforts will be completely successful without the teamwork and support of the entire staff. We are in this together.

The following section of job descriptions is not designed to limit anyone's contribution to camp by restricting them to a set list of duties. Nor is it designed to provide a staff member with an excuse out an assigned task ("That's not in my job description."). This section is included in the Staff Guide so that each staff member has an understanding of where he fits into the big picture, and what his responsibilities are in his position at camp.

Camp Director (must be 21 years or older and NCS trained)

- 1. Is directly responsible to the Scout Executive and carries out all responsibilities as assigned by him/her.
- 2. Responsible for the total management, operation, set-up and dismantling of the camp.
- 3. Gives leadership to, secures, trains and guides entire camp staff.
- 4. Is responsible for all mandatory items in the National Standards Camp rating for Scout Camps.
- 5. Gives direct supervision to the Program Director, Camp Commissioner and Camp Health Officer.
- 6. Works alongside and supports the Office Manager, Camp Ranger and Food Service Company.
- 7. Qualifications: 21 years of age or older and holds a current Camp Management Certificate.
- 8. Exercises control over the camp budget to assure that budget income is met and budget expenses are not exceeded.
- 9. To establish a camp program that meets the needs of the Scouts participating in the long-term camp experience.
- 10. To make reports to the Scout Executive in areas of attendance, budget and required health and safety areas.
- 11. To encourage volunteer participation in camp by those who have something to share with the camp's participating youth.
- 12. To, by personal example, encourage staff enthusiasm which is both contagious and appropriate.
- 13. Trains, coordinates and supervises the Counselors-In-Training.
- 14. Sets a positive example for the staff and campers.
- 15. Promotes the troop and Scouts to return to camp.
- 16. To file an End of Season report on the camp season.

Office Manager (must be 21 years or older)

- 1. Is directly responsible to the Camp Director and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for proper communication procedures related to the operation of the camp: radios, telephone and written.
- 3. Is responsible for clerical work as required by the Camp Director or Program Director.
- 4. Keeps all the records for the camp.
- 5. Responsible for the cleanliness of the camp office.
- 6. Greets visitors in a friendly and courteous manner.
- 7. Sets a positive example for the staff and campers.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Assists with instruction in program areas when needed.

Camp Commissioner (must be 21 years or older and NCS trained)

- 1. Is directly responsible to the Camp Director and carries out all responsibilities as assigned by him.
- 2. With the Commissioner staff assists Troops by:
 - A. Providing proper campsite set-up and housekeeping.
 - B. Providing equipment to the Troop and individual Scouts to meet their needs.
 - C. Serve the program needs of each troop in camp, including scheduling program, assisting with junior leader training and provide in-site program demonstrations when needed.
 - D. Providing the initial point of contact with camp concerning problems.
 - E. Provides a friendly ear and counseling when dealing with troop concerns.
 - F. Promotes and carries out the various camp awards.
- 3. Provide help with Patrol Cooking for any troops that need it.
- 4. Maintain an accurate inventory of all equipment.
- 5. Survey all physical facilities daily in order to maintain proper health, sanitation and safety in camp and coordinates campsite inspections.
- 6. Assists with instruction in other areas when needed.
- 7. Provides the Camp Director with a weekly and end of the season report on the camp.
- 8. Coordinates troop check-in and out and charging troops for damages.
- 9. Set a positive example for the staff and campers.
- 10. Evaluates commissioner staff when asked.
- 11. Promotes the troop and Scouts to return to camp.
- 12. Carries out all other duties assigned by the Camp Director.

Campsite Commissioner (recommended 18 years or older)

- 1. Is directly responsible to the Camp Commissioner and carries out all responsibilities as assigned by them.
- 2. With the Commissioner staff assists Troops by:
 - A. Providing proper campsite set-up and housekeeping.
 - B. Providing equipment to the troop and individual Scouts to meet their needs.
 - C. Providing in-site program demonstrations when needed.
 - D. Providing the initial point of contact with camp concerning problems.
 - E. Provides a friendly ear and counseling when dealing with troop concerns.
- 3. Provides help with Patrol Cooking for any troops that need it.
- 4. Maintains an accurate inventory of all equipment.
- 5. Surveys all physical facilities daily in order to maintain proper health, sanitation and safety in camp.
- 6. Assists with instruction in other program areas when needed.
- 7. Assists in troop check-in and check-out, inventorying all equipment that comes back from troops and charging them for damages.
- 8. Makes sure all equipment is clean and ready for next week's troops.
- 9. Sets a positive example for the staff and campers.
- 10. Promotes the troop and Scouts to return to camp.
- 11. Carries out all other duties assigned by the Camp Director.

Camp Health Officer (must be 21 years or older and NCS trained)

- 1. Is directly responsible to the Camp Director for the operation of the Health Lodge and carries out all responsibilities as assigned by him/her.
- 2. Responsible for conducting medical rechecks of all campers, leaders and staff.

- 3. Distributes list of campers, adults and staff needing special medical care to the Camp Director and to Area Directors and troop leaders who need to know.
- 4. Maintains the Health Lodge in a clean and orderly fashion capable of receiving patients at all times.
- 5. Directly cares for all patients in the Health Lodge.
- 6. Is responsible for medical supplies, inventories and replenishment of supplies at the Health Lodge and in the camp's first aid kits.
- 7. Assists the non-resident physician in the treatment of patients.
- 8. Is responsible to see that insurance forms are properly filled out for all patients leaving camp for treatment.
- 9. Responsible upon consultation with the Camp Director on making decisions on who and how individuals should be transported to the hospital.
- 10. Notifies the Camp Director when it becomes necessary to leave camp property.
- 11. 24 hour coverage is always provided.
- 12. Maintains Health Lodge log (bound book) in which is kept records of all illnesses or accidents.
- 13. Provides the Camp Director with an end of the season report.
- 14. Sets a positive example for the staff and campers.
- 15. Promotes the troop and Scouts to return to camp.

The Program Director (must be 21 years or older and NCS trained)

- 1. Is directly responsible to the Camp Director for the Scout program in camp and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for creating and maintaining high morale among the camp staff and all troops in camp.
- 3. Responsible for directing and coordinating all program department staffs through their respective department directors.
- 4. Is responsible for the proper care and use of all program facilities and equipment.
- 5. Is responsible for the organization and posting of the master program schedule with the department heads.
- 6. Conducts Staff, Scoutmaster and SPL meetings when scheduled.
- 7. Is responsible with the Camp Director for the training of the camp staff upon arrival at camp.
- 8. Coordinates camp advancement.
- 9. Works with the Steward to provide meal time program in the Dining Hall.
- 10. Through the Camp Commissioner, will ensure that each troop achieves a good, balanced program.
- 11. Sees that each program department area is completely set up and ready to operate by opening day of the camp season. In addition, sees that each area is dismantled correctly at the end of each season.
- 12. Responsible for submitting the advancement report to the Camp Director at the end of each week.
- 13. Evaluates the Area Directors and any other staff as needed.
- 14. Sets a positive example for the staff and campers.
- 15. Promotes the troop and Scouts to return to camp.

Aquatics Director (must be 21 years or older and NCS trained)

- 1. Is directly responsible to the Program Director for the operation of the Aquatics program and carries out all responsibilities as assigned by him/her.
- 2. Trains, directs, advises and leads the members of the Aquatics staff in their duties maintaining a safe and fun Waterfront and high morale at all times for the benefit of the camp.
- 3. Serves as Merit Badge Counselor for all Waterfront badges and awards.

- 4. Trains each troop's leaders in the Safe Swim Defense Plan and Safety Afloat.
- 5. Is responsible of the proper use, maintenance and accurate inventory of all Waterfront program equipment.
- 6. Is responsible for the swimming classification of each person who uses the waterfront for either swimming or boating.
- 7. Represents the Aquatics department at all leaders' meetings and staff meetings as directed by the Program Director.
- 8. Assists in the operation of camp wide events as requested.
- 9. Ensures strict employment of the Safe Swim Defense during all Aquatic Activities.
- 10. Is responsible for making sure that only those Scouts, Leaders, Staff and visitors with approval of the Health Officer use the Waterfront.
- 11. Responsible for training and evaluation of assigned staff and CITs.
- 12. Sets a positive example for the staff and campers.
- 13. Promotes the troop and Scouts to return to camp.
- 14. Submits a weekly advancement report to the Program Director.
- 15. Carries out all other duties assigned by the Camp Director.

Aquatics Staff (15 years or older – In addition hold the following certificates: BSA Lifeguard, American Red Cross (ARC) First Aid, CPR and AED)

- 1. Is directly responsible to the Aquatics Director and carries out all responsibilities as assigned by him/her.
- 2. Assists in the operation of a safe waterfront program including Merit Badges, instructional periods, free swims and afternoon program.
- 3. Serves as Merit Badge Counselor (if qualified) for those badges taught by him.
- 4. In questions of policy, procedures, actions involving discipline or the safety of persons at the Aquatics area, consults with the Aquatics Director.
- 5. Assists in camp wide or special events.
- 6. Ensures strict employment of the Safe Swim Defense during all Aquatic Activities.
- 7. Assists with instruction in other program areas when needed.
- 8. Sets a positive example for the staff and campers.
- 9. Promotes the troop and Scouts to return to camp.
- 10. Carries out all other duties assigned by the Assistant Aquatics Director, Program Director or Camp Director.

COPE Course Director (must be 21 years or older and NCS trained)

- 1. Is directly responsible to the Program Director for the operation of the COPE program and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the proper use, maintenance and inventory of all COPE Course facilities and equipment.
- 3. Is required to run his course by the standards set forth by the BSA on COPE Courses.
- 4. Is responsible for the instruction of the COPE Certification Course.
- 5. Is responsible for directing the COPE Course staff in the operation of a safe COPE and New Games program.
- 6. Serves as Merit Badge Counselor for Climbing Merit Badge.
- 7. Assists in camp wide program.
- 8. Is responsible for the training and evaluation of all staff and CITs assigned to the area.
- 9. Sets a positive example for the staff and campers.
- 10. Promotes the troop and Scouts to return to camp.
- 11. Submits a closing report at the end of the summer.
- 12. Required to submit a weekly advancement report to the Program Director.

13. Carries out all other duties assigned by the Camp Director.

COPE Course Staff (must be 18 years or older)

- 1. Is directly responsible to the COPE Director and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the knowledge of the COPE Course program.
- 3. In questions of policy, procedures, actions involving discipline or the safety of persons at the COPES area, consults with the COPE Director.
- 4. Assists in the safe operation of all COPE program activities.
- 5. Assists in camp wide program.
- 6. Assists with instruction in other program areas when needed.
- 7. Set a positive example for the staff and campers.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Carries out all other duties assigned by the Assistant COPE Director, Program Director or Camp Director.

Field Sports Staff (must be 17 years or older)

- 1. Is directly responsible to the Program Director for the operation of the Field Sports program and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the proper use, maintenance and inventory of all Field Sports facilities and equipment.
- 3. Administer all aspects of the Field Sports program in accordance with the National BSA policies and federal, state and local safety laws and regulations.
- 4. Assists in camp wide program.
- 5. Is responsible for the training and evaluation of all staff and CITs assigned to the area.
- 6. Sets a positive example for the staff and campers.
- 7. Promotes the troop and Scouts to return to camp.
- 8. Responsible for all advancement records, required to submit a weekly advancement report to the Program Director and serves as the counselor for all Field Sports merit badges.
- 9. Submits a closing report at the end of the summer.
- 10. Carries out all other duties assigned by the Camp Director.

Shooting Sports Director (must be 21 years or older and NCS trained)

- 1. Is directly responsible to the Camp Director for the operation of the Shooting Sports program and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the proper use, maintenance and inventory of all Shooting Sports facilities and equipment.
- 3. Administer all aspects of the Shooting Sports program in accordance with the National BSA policies and federal, state and local safety laws and regulations.
- 4. Is responsible for directing the staff in the operation of a safe Shooting Sports program.
- 5. Assists in camp wide program.
- 6. Is responsible for the training and evaluation of all CITs assigned to the area.
- 7. Sets a positive example for the staff and campers.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Serves as the counselor for Shooting Sports merit badges.
- 10. Carries out all other duties assigned by the Program Director and Camp Director.

Rifle and Shotgun Staff

1. Is directly responsible to the Shooting Sports Director and carries out all responsibilities as assigned by him/her.

- 2. Is responsible for the knowledge of the Shooting Sports program and instructs campers in the proper use of Rifles and Shotgun.
- 3. In questions of policy, procedures, actions involving discipline or the safety of persons at the Shooting Sports areas, consults with the Shooting Sports Director.
- 4. Assists in the safe operation of all Shooting Sports program activities.
- 5. Assists in camp wide program.
- 6. Assists with instruction in other program areas when needed.
- 7. Sets a positive example for the staff and campers.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Carries out all other duties assigned by the Program Director or Camp Director.

Archery Staff

- 1. Is directly responsible to the Shooting Sports Director and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the knowledge and operation of the Archery program and instructs campers in the proper use of bows and arrows.
- 3. In questions of policy, procedures, actions involving discipline or the safety of persons at the Archery areas, consults with the Shooting Sports Director.
- 4. Assists in the safe operation of all Shooting Sports program activities.
- 5. Assists in camp wide program.
- 6. Assists with instruction in other program areas when needed.
- 7. Sets a positive example for the staff and campers.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Carries out all other duties assigned by the Program Director or Camp Director.

Nature Director (recommended 18 years or older and NCS trained)

- 1. Is directly responsible to the Program Director for the operation of the Nature program and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the proper use, maintenance and inventory of all Nature facilities and equipment.
- 3. Serves as a merit badge counselor for all Nature merit badges.
- 4. Develops a list of conservation projects (in consultation with the Camp Conservationist) for troops and patrols.
- 5. Assists in camp wide program.
- 6. Is responsible for the training and evaluation of all staff and CITs assigned to the area.
- 7. Sets a positive example for the staff and campers.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Responsible for all advancement records and required to submit a weekly advancement report to the Program Director.
- 10. Plans, marks and maintains Nature Trails in camp.
- 11. Submits a closing report at the end of the summer.
- 12. Carries out all other duties assigned by the Camp Director.

Nature Staff

- 1. Is directly responsible to the Nature Director and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the knowledge and operation of the Nature program and instructs campers in the proper use of the equipment.
- 3. In questions of policy, procedures, actions involving discipline or the safety of persons at the Nature area, consults with the Nature Director.

- 4. Assists in the safe operation of all Nature program activities.
- 5. Assists in camp wide program.
- 6. Assists with instruction in other program areas when needed.
- 7. Sets a positive example for the staff and campers.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Carries out all other duties assigned by the Program Director or Camp Director.

Scoutcraft Director (recommended 21 years or older and NCS trained)

- 1. Is directly responsible to the Program Director for the operation of the Scoutcraft program and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the proper use, maintenance and inventory of all Scoutcraft facilities and equipment.
- 3. Serves as Merit Badge Counselor for all Scoutcraft merit badges and oversees the instruction of the Tenderfoot, Second Class and First Class requirements.
- 4. Assists in camp wide program.
- 5. Is responsible for the training and evaluation of all staff and CITs assigned to the area.
- 6. Sets a positive example for the staff and campers.
- 7. Promotes the troop and Scouts to return to camp.
- 8. Responsible for all advancement records and required to submit a weekly advancement report to the Program Director.
- 9. Responsible for keeping the area clean and safe.
- 10. Submits a closing report at the end of the summer.
- 11. Carries out all other duties assigned by the Camp Director.

Scoutcraft Staff

- 1. Is directly responsible to the Scoutcraft Director and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the knowledge and operation of the Scoutcraft program and instructs campers in the proper use of the equipment.
- 3. In questions of policy, procedures, actions involving discipline or the safety of persons at the Scoutcraft or First Year area, consults with the Scoutcraft Director.
- 4. Assists in the safe operation of all Scoutcraft program activities.
- 5. Assists in camp wide program.
- 6. Assists with instruction in other program areas when needed.
- 7. Sets a positive example for the staff and campers.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Carries out all other duties assigned by the Program Director or Camp Director.

Handicraft Director (recommended 21 years or older and NCS trained)

- 1. Is directly responsible to the Program Director for the operation of the Handicraft program and carries out all responsibilities as assigned by him/her.
- 2. Serves as a merit badge councilor for all Handicraft merit badges.
- 3. Is responsible for the proper use, maintenance and inventory of all Handicraft facilities and equipment.
- 4. Assists in camp wide program.
- 5. Is responsible for the training and evaluation of all staff assigned to the area.
- 6. Sets a positive example for the staff and campers.
- 7. Promotes the troop and Scouts to return to camp.
- 8. Responsible for all advancement records and required to submit a weekly advancement report to the Program Director.

- 9. Responsible for keeping the area clean and safe.
- 10. Submits a closing report at the end of the summer.
- 11. Carries out all other duties assigned by the Camp Director.

Handicraft Staff

- 1. Is directly responsible to the Handicraft Director and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for the knowledge and operation of the Handicraft program and instructs campers in the proper use of the equipment.
- 3. In questions of policy, procedures, actions involving discipline or the safety of persons at the Handicraft area, consults with the Handicraft Director.
- 4. Assists in the safe operation of all Handicraft program activities.
- 5. Serves as a merit badge instructor for all Handicraft merit badges.
- 6. Assists in camp wide program.
- 7. Sets a positive example for the staff and campers.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Responsible for helping keep the area clean and safe.
- 10. Carries out all other duties assigned by the Program Director and Camp Director.

Provisional Scoutmaster (must be 21 years or older)

- 1. Is directly responsible to the Program Director for the operation of the Provisional unit and carries out all responsibilities as assigned by him/her.
- 2. Performs the functions of the Scoutmaster for all Provisional Scouts.
- 3. Responsible for evaluating the troop program with the Commissioner and Program Director.
- 4. Helps with camp activities and operation as requested by the Program Director.
- 5. Is responsible for the proper use, maintenance and inventory of all provisional troop facilities and equipment.
- 6. Sets a positive example for the staff and campers.
- 7. Informs Camp Director of any discipline problems within the troop.
- 8. Promotes the troop and Scouts to return to camp.
- 9. Responsible for keeping the troop area clean and safe.
- 10. Submits a closing report at the end of the summer.
- 11. Carries out all other duties assigned by the Camp Director.

Assistant Provisional Scoutmaster (must be 21 years or older)

- 1. Is directly responsible to the Provisional Scoutmaster and carries out all responsibilities as assigned by him/her.
- 2. Performs the functions of the Assistant Scoutmaster for all Provisional Scouts.
- 3. Is responsible for helping the Provisional Scoutmaster coordinate the program and operate the troop.
- 4. Helps with camp activities and operation as requested by the Program Director.
- 5. Sets a positive example for the staff and campers.
- 6. Promotes the troop and Scouts to return to camp.
- 7. Responsible for keeping the troop area clean and safe.
- 8. Carries out all other duties assigned by the Program Director and Camp Director.

Dining Hall Steward (recommended 18 years or older)

- 1. Is directly responsible to the Camp Director and carries out all responsibilities as assigned by him/her.
- 2. Supervises and assists the sanitation of the kitchen and its equipment following each meal.

- 3. Sets up the dining hall for each meal.
- 4. On Sunday, gives an orientation to the troops on how the dining hall works.
- 5. Keeps the meal running on time.
- 6. Coordinates Dining Hall program with the Program Director.
- 7. Supervises and assists with garbage disposal.
- 8. Is responsible for coordinating the cleanup of the dining hall after each meal.
- 9. Sets a positive example for the staff and campers.
- 10. Promotes the troop and Scouts to return to camp.
- 11. Carries out all other duties assigned by the Camp Director and Program Director.

Trading Post Manager (must be 18 years or older)

- 1. Is directly responsible to the Office Manager and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for providing prompt and courteous service to all customers.
- 3. Is responsible for the accurate inventory of stock and accounting of receipts.
- 4. Is responsible for maintaining a clean trading post building with attractively displayed stock.
- 5. Is responsible for ensuring that all items are sold as marked, allows no borrowing, allows no one except the Trading Post staff behind the counter or to handle the cash.
- 6. Reorders all needed supplies with the Office Manager.
- 7. Provides the Office Manager with all cash receipts daily.
- 8. Set a positive example for the staff and campers.
- 9. Promotes the troop and Scouts to return to camp.
- 10. Carries out all other duties assigned by the Camp Director.

Trading Post Staff

- 1. Is directly responsible to the Trading Post Manager and carries out all responsibilities as assigned.
- 2. Provides prompt and courteous service to all customers.
- 3. Sets a positive example for the staff and campers.
- 4. Promotes the troop and Scouts to return to camp.
- 5. Carries out all other duties assigned by the Office Manager and Camp Director.

Chaplain (must be 21 years or older and NCS trained)

- 1. Is directly responsible to the Camp Director and carries out all responsibilities as assigned.
- 2. Provides a spiritual tone for the camp experience.
- 3. Coordinates interfaith worship services for the camp community.
- 4. Offers spiritual counseling for Scouts, staff and leaders.
- 5. Helps youth, leaders and staff grow in their relationships to God and fellow campers.
- 6. Helps foster high moral standards among Scouts, leaders and staff.
- 7. Develops the interest of Scouts in participating in the religious emblems program of their respective faiths.
- 8. Carries out all other duties assigned by the Camp Director.

Quartermaster: (recommended 16 years or older)

- 1. Is directly responsible to the Camp Director and the Camp Ranger and carries out all responsibilities as assigned by him/her.
- 2. Is responsible for providing prompt and courteous service to all scouts and scouters in need of his/her service.
- 3. Is responsible for maintaining an accurate inventory and reporting shortages to the Camp Ranger.

- 4. Is responsible for maintaining a clean and orderly building.
- 5. Is responsible for an accurate and up to date "IN and OUT" sheet for the purpose of inventory control.
- 6. Is responsible to keep regular posted hours of operation.
- 7. Set a positive example for the staff and campers.
- 8. Promotes the camp to all Troops and Campers encouraging them to return.
- 9. Carries out all other duties assigned by the Camp Director.

New Scout Director (must be 21 years or older)

- 1. Is directly responsible to the Program Director and for the operation of the New Scout Program and carries out all responsibilities as assigned to him/her.
- 2. Is responsible to for the knowledge and operation of the New Scout program and instructs campers in the Tenderfoot through First Class requirements.
- 3. Is responsible for the proper use, maintenance and inventory of all New Scout program facilities and equipment.
- 4. Is responsible for an accurate and on-time reporting system for all advancement records.
- 5. Responsible for keeping the New Scout program area neat, clean, and safe.
- 6. Sets a positive example for the staff and the campers.
- 7. Submits a closing report at the end of each week and a final report at the end of the season.
- 8. Carries out all other duties assigned by the Camp Director.

New Scout Staff (must be 15 years or older)

- 1. Is directly responsible to the New Scout Director and carries out responsibilities as assigned by him/her.
- 2. Provides prompt and courteous service to all participants of the new Scout programs program.
- 3. Sets a positive example for scouts who participate in the New Scout programs.
- 4. Assists in camp-wide programs when needed.
- 5. Assists in the safe operation of the New Scout program area and keeping it clean and neat.
- 6. Promotes the Troop and Scouts to return to camp.
- 7. Carries out all other duties assigned by the Camp Director.