



BOY SCOUTS OF AMERICA®  
NORTHERN LIGHTS COUNCIL

# Camp Wilderness and Butler Wilderness Outpost Summer Camp Staff Job Descriptions



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## **Introduction**

This guidebook is to assist the Camp Staff of both Camp Wilderness and Butler Wilderness Outpost to better understand their roles and functions at camp. This is a living document, as camp and positions evolve over time, so too will the expectations of those positions. We will keep this guidebook updated as much as possible. As always, camp staff need to be flexible, in cases of emergencies, illness, or large projects we may find ourselves helping out in other areas to make sure the campers receive the best possible program. Remember, a Scout is Helpful!

All staff at Camp Wilderness and Butler Wilderness Outpost must be registered with the BSA, have current Youth Protection training, and have an application and contract on file. This includes full time staff, seasonal staff, Counselors in Training, Volunteer Commissioners, Camp Chaplains, and Program Volunteers. Full time, seasonal, and Counselors in Training must also complete Weather Hazards and Workplace Harassment Training.

This guidebook is broken down into three sections:

- Reservation Positions – these are camp staff positions that have responsibilities that span both Camp Wilderness and Butler Wilderness Outpost. While these individuals may have responsibilities that span both camps that does not necessarily mean they report directly to the Reservation Director. Many of these positions will report directly to the Camp Wilderness Camp Director or Program Director. They are included in this section to reinforce that their leadership and expertise is needed at both locations to provide a quality program for all campers. These individuals should also maintain a working relationship with the Butler Wilderness Outpost Camp Director and Program Director to keep them informed and part of the discussions for the program areas..
- Camp Wilderness Positions – these are camp staff positions specific to the Boy Scout operations of camp.
- Butler Wilderness Outpost – these are camp staff positions specific to the Cub Scout operations of camp.

## **Equal Employment Opportunity Policy**

The BSA is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

# Reservation Positions

## Reservation Director

**Reports To:** Scout Executive

**Supervises:** Camp Wilderness Camp Director, Butler Wilderness Outpost Camp Director, Ranger

**Objective:** Direct the overall camp operation, giving guidance to both camp staffs towards the successful completion of the camping season.

**Essential Functions:** Must be at least 25 years old and possess a current BSA National Camping School card. Must be able to listen to others, comprehend instructions and manuals, and have the physical ability to move around the camp property in various environmental conditions.

**Specific Responsibilities:** The Reservation Director works closely with the Camp Wilderness and Butler Wilderness Outpost Camp Directors to execute the Northern Lights Council's summer camp plans. They also provide leadership and guidance to the summer camp staff. Specific responsibilities are:

1. Design and implement a marketing plan to increase camper attendance and camp usage.
2. Implement human resource management practices to recruit and retain seasonal staff.
3. Work with the Camp and Program Directors to develop program opportunities that meet the needs and desires of units and campers.
4. Develop and carry out the staff training program. Be familiar with members of the staff and their problems through helpful supervision and personal conferences.
5. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
6. Be knowledgeable in, and ready to implement all camp emergency procedures.
7. Work with the Business Manager to keep accurate camp business records, as established by the council, including collection of and accounting for camp fees, trading post revenues, petty cash, and purchase orders.
8. Supervise the summer camp staff and program through certain key staff personnel and department heads.
9. Make frequent inspections of camp giving due consideration to supplies, equipment, facilities, and operating practices of the camp and units in camp.
10. To have thorough knowledge of all procedures related to health and safety, council and national policies, use of equipment, and operation of facilities. The Reservation Director will enforce all such policies.
11. To have a thorough knowledge of Boy Scouts of America and State of Minnesota rules and regulations. Will oversee and be responsible for passing Camp accreditation visitation and health inspection.
12. Supervise the physical operation of the reservation including equipment, dining hall, trading post, and special facilities.
13. Maintain harmonious relations with surrounding property owners, nearby residents, town and county officials and commercial concerns with whom the camp deals.

14. Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation through personal observation and frequent staff or staff leader meetings.
15. Other duties as assigned.

## **Camp Ranger**

**Reports To:** Scout Executive

**Supervises:** Assistant Ranger, Quartermaster, Sanitization

**Objective:** Responsible for the overall operation and maintenance of the physical camp facilities and equipment in accordance with the standards set by the Boy Scouts of America and the Northern Lights Council.

**Essential Functions:** Must be at least 21 years old and possess a valid National Camping School card from the Ranger Section. This person must also have completed Youth Protection training, First Aid training, CPR/AED training, and Planning and Preparing for Hazardous Weather training.

**Specific Responsibilities:** This individual works closely with the Reservation Director and Camp Directors to identify camp branding, maintenance and safety concerns before they become an issue. Specific responsibilities are:

1. Responsible for the maintenance and upkeep of existing facilities and equipment.
2. Develop and maintain accurate inventories of supplies.
3. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
4. Be knowledgeable in, and ready to implement all camp emergency procedures.
5. Inspect camp daily to identify facility, equipment, or inventory needs.
6. Oversee trash and garbage disposal.
7. Responsible for overall camp security and fire protection.
8. Responsible for control of keys for all buildings and equipment.
9. Attends camp administration meetings to help coordinate total camp operation(s).
10. Attend Leader's Meetings as needed.
11. Performs other duties as assigned by the Reservation Director.

## **Assistant Ranger**

**Reports To:** Camp Ranger

**Supervises:** N/A

**Employment Type:** Seasonal; May 1<sup>st</sup>, 2023- September 1<sup>st</sup>, 2023

**Location:** Camp Wilderness, 29984 Journey Trail, Park Rapids, MN 56470

**Objective:** Assists the Camp Ranger with the overall operation and maintenance of the physical camp facilities and equipment in accordance with the standards set by the Boy Scouts of America and the Northern Lights Council.

**Essential Functions:** Must be at least 21 years old .This person must also have completed Youth Protection training, Youth on Youth Abuse Training, First Aid training, CPR/AED training, and Planning and Preparing for Hazardous Weather training.

**Specific Responsibilities:**

Works closely with the Camp Ranger to ensure the facilities and equipment are in working order and clean for the campers and staff. Specific responsibilities include:

- Check in daily with Camp Ranger for assignments.
- Inspect camp daily to identify facility, equipment, or inventory needs.
- Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
- Be knowledgeable in, and ready to implement all camp emergency procedures.
- Other duties as assigned by Camp Ranger.

**Required Skills/Abilities:**

- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Ability to function well in a high-paced and at times stressful environment

**Education and Experience:**

- High School Diploma or equivalent
- Knowledge in carpentry, automotive maintenance, boat maintenance, plumbing
- Knowledge in operating lawn mowers, forklifts and tractors
- Provide a valid drivers license
- Willingness to become Chainsaw Operator Certified

**Physical Requirements:**

- Must be able to lift up to 50 pounds
- Prolonged periods of standing

## **Quartermaster**

**Reports To:** Camp Ranger

**Supervises:** N/A

**Objective:** Under the direction of the Camp Ranger, assist in the maintenance and repair of all physical property and mechanical equipment and provide support of all program elements.

**Essential Functions:** Must be at least 18 years old. Must be able to lift up to 70lbs., must be sighted and sufficiently mobile to walk over rough, wooded terrain, and must be of sufficient physical condition to perform difficult repetitive tasks under adverse weather conditions. Must hold a valid driver's license and pass a driving background check.

**Specific Responsibilities:** The Quartermaster works closely with the Camp Ranger, Assistant Ranger, Reservation Director, and Camp Admin Teams in meeting maintenance and program support needs of the camp. Specific responsibilities are:

1. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
2. Be knowledgeable in, and ready to implement all camp emergency procedures.
3. Maintain camp grounds through weed whacking, painting, clearing trails, etc.
4. Be main point of contact for pest removal.
5. Assist in the repair of buildings and facilities.
6. Perform janitorial and general maintenance duties like sweeping, scrubbing, wash windows, dispose of trash and waste and manage recycling.
7. Work with other department heads to support program events and needs throughout camp.
8. Establish and nurture good working relationships with all staff, campers, and leaders.
9. Assist in the set-up and take down of all camp facilities.
10. Assist in developing conservation project ideas to benefit camp.
11. Maintain Quartermaster Shop and track the check in and check out of camp tools.
12. Develop and oversee troop service projects.
13. All other duties as assigned.

### **Sanitation Engineer/Driver**

**Reports To:** Camp Wilderness Camp Director; Butler Wilderness Outpost Camp Director; Reservation Director, Camp Rangers

**Supervises:**

**Objective:** Ensure both camps are following all sanitation protocols and that buildings are being cleaned. Safely transport Scouts, leaders, and staff to offsite programs. Operate camp vehicles in accordance with the standards set forth by the BSA, local, state, federal and Northern Lights Council.

**Essential Functions:** Must be at least 18 years of age. Experience in a commercial transportation is desirable.

**Specific Responsibilities:**

1. Responsible for Sanitation of Camp Wilderness and Butler Wilderness Outpost
2. Clean and sanitize all restrooms at least twice a day
3. Responsible for ensuring all program areas and buildings have adequate cleaning supplies
4. Responsible for making sure vehicles are safe for operation (visual inspections, no maintenance responsibilities).
5. Follow all BSA, local, state, and federal motor vehicle and driving regulations.
6. Drop off and pick up Scouts in timely manner.
7. Make weekly trip to Costco for donations
8. Drive Units to Northern Tier and back as needed
9. Drive participants to SCUBA program
10. Must have valid driver's license

## Health Officer

**Reports To:** Camp Wilderness Camp Director; Butler Wilderness Outpost Camp Director; Reservation Director

**Supervises:** Medic, Health Aides, Volunteer Medical Corps

**Objective:** Direct the overall reservation medical staff and provide for the health and safety needs of the reservation.

**Essential Functions:** Must be at least 21 years old. Must hold at least an EMT certification. Must be able to read and write written communications, see and act quickly in emergencies, speak clearly, be physically mobile in the event emergency first aid is required. Must not have any known communicable diseases or open sores or wounds.

**Specific Responsibilities:** The Health Officer alerts the Reservation Director and Camp Directors to any unsafe actions or conditions of the campers or camp. Specific responsibilities are:

1. Oversee the provided health care at camp, ensuring it meets the individual needs of camp staff and campers.
2. Responsible for handling all first response medical emergencies and non-emergencies.
3. Provide leadership to volunteer medical corps who help provide officer hours at Camp Wilderness and Butler Wilderness Outpost.
4. Be particularly alert to conditions, which affect health, safety, sanitation, and good housekeeping practices.
5. Submit a list of people in camp who have known medical conditions to key staff: Reservation Director, Camp Directors, Program Directors, kitchen staff, and program area directors as appropriate.
6. Work in conjunction with the camp physician, local emergency services and local hospital.
7. Ensure camp staff orientation session is presented on medical services. Train camp staff members about their role related to health care and first aid.
8. Organize and maintain a daily sick call at both camps.
9. Organize and oversee the medical check of each camper upon arrival at camp.
10. Oversee daily health logs of all occurrences involving the Health Lodges, ensuring accurate reporting and correct handling of each situation.
11. Retain and file all medical forms in accordance with the standards set by the BSA and in compliance with state and federal regulations.
12. Oversee First Aid procedures and supplies. Prepare and distribute first aid kits and emergency procedures throughout camp and ensure supplies stay well stocked throughout the summer.
13. Coordinate with / report to Program Director for merit badges taught through the health lodge.
14. Submit a final report of medical supplies needed and recommendations for the next summer.
15. Maintain a clean / sanitary Health Lodge.
16. All other duties as assigned.

## **Business Manager**

**Reports To:** Reservation Director; Camp Wilderness Camp Director; Butler Wilderness Outpost Camp Director; Northern Lights Council Accounting Specialist

**Supervises:** Trading Post Manager, Administrative Aide

**Objective:** Direct the overall ordering and fiscal responsibility for trading post operations, unit check-in reports and accounting, and daily banking.

**Essential Functions:** Must be at least 21 years old. Must be able to speak, hear, write, and read communications clearly. Must be able to count and assist in completing inventory for ordering.

**Specific Responsibilities:** The Business Manager works closely with the Reservation Director, Camp Directors, and Trading Post Manager in giving leadership to the camp business operations. Specific responsibilities are:

1. Management of camp business records, as established by the council, including collection of and accounting for camper fees, trading post revenues, petty cash, and purchase orders. Maintain and submit reports of cash transactions and deposits to Reservation Director and NLC Accounting Specialist.
2. Review unit check-in and check-out reports for accuracy as to numbers of campers and amount of money due and collected.
3. Manage the Purchase Order Process and have all purchases approved by the Reservation Director.
4. Ensure all invoices are collected and submitted to the Council Accounting Specialist.
5. Maintain a spreadsheet tracking all income and expenses to ensure fiscal policies are being followed.
6. Work with Trading Post Manager to monitor and control daily and weekly ordering of supplies.
7. Submit a complete written inventory of all equipment and supplies at the close of camp along with a written report of recommendations prior to the end of camp.
8. Manage petty cash and perform shopping functions as needed for all camp supplies.
9. Maintain a supply of change to ensure the trading post has proper change available in the tills.
10. Oversee the collection of laundry machine money.
11. Ensure all money is properly stored and secured in the safe.
12. Assist in the management of record keeping.
13. Other duties as assigned.

## **Trading Post Manager**

**Reports To:** Business Manager

**Supervises:** Trading Post Clerks, OA Coordinator (when assigned to the trading post)

**Objective:** To oversee trading post operations at Camp Wilderness and Butler Wilderness Outpost, ensuring a businesslike and orderly atmosphere.

**Essential Functions:** Must be at least 18 years old. Must be able to lift weights up to 50lbs., must be able to see, count, read and write the English language.

**Specific Responsibilities:** The Trading Post Manager works closely with the Business Manager in meeting the needs of the campers. Specific responsibilities are:

1. Generating an opening inventory.
2. Keep Camp Directors informed of your operations.
3. Maintain inventory throughout the summer, adding product to the inventory as it arrives.
4. Overseeing the set-up and take-down of all trading post operations including merchandise distribution, pricing, floor layout and merchandise storage.
5. Create Trading Post hours and ensure Trading Post open and close on schedule and serve all customers in a courteous "Scout like" manner.
6. Supervise and schedule trading post clerks to ensure staff are available during posted business hours.
7. Coordinate with Business Manager to ensure the tills have proper change before they run out.
8. Cleanliness of the Trading Post, porch, and surrounding areas at all time.
9. Keep shelves, displays, and vending machines fully stocked at all times.
10. Maintain lists of merchandise that needs to be reordered and communicate regularly with Business Manager to maintain a fully stocked store.
11. Keep accurate daily records of cash receipts through the use of a Daily Cash Reconciliation form.
12. Meet or exceed sales goals.
13. Make sure all money in the trading post is handled properly and is secured throughout the day and at night.
14. Assist in the set-up and take-down of all camp facilities.
15. Perform closing inventory.
16. Track daily sales, overages, and shortages for each Trading Post Clerk.
17. All other duties as assigned.

## **Commissioner**

**Reports To:** Reservation Director; Camp Directors; Program Directors

**Supervises:** Volunteer Campsite Commissioners

**Objective:** To assure that each unit has a well-rounded, attainable daily camp program.

**Essential Functions:** Must be at least 18 years old. Must be sufficiently mobile as to visit units in campsites daily.

**Specific Responsibilities:** The Camp Commissioner must have knowledge of, and be able to teach Scouting skills to campers and be able to interact with unit leadership. Specific responsibilities are:

1. Maintain, inventory, and ensure wise use of all campsite equipment.
2. Recruit, train, and supervise volunteer campsite commissioners.
3. Maintain roster of commissioners each week and report who is eligible for incentives to the Business Manager and Reservation Director.
4. Responsible for Commissioner Campfire on Wednesday night and closing campfire.

5. Coordinate the Adult Leader Training at both camps.
6. Submit adult leader training rosters to Business Manager for submission to Fargo Service Center.
7. Represent Commissioners at Senior Patrol Leader meetings.
8. Assist in planning and executing Camp Leader Badge programming.
9. Assist the Quartermaster in planning and implementing Troop and Patrol service projects.
10. Greet units upon their arrival at camp, assist them in operating within the patrol method, provide immediate help in meeting specific and urgent problems, and ensure that they are aware of all available resources and programs.
11. Act as an ambassador to all units visiting camp.
12. Promote safe, clean camping using daily campsite inspections.
13. Represent the Commissioner staff at all Leader's Meetings and Staff Meetings.
14. Participate in all camp wide activities.
15. Submit a complete inventory of all campsite equipment, including condition and recommendations for next year's supplies.
16. Assist in the set-up and takedown of all campsite facilities.
17. All other duties as assigned.

## Shooting Sports Director

**Reports To:** Camp Wilderness Program Director

**Supervises:** Rifle Range Director, Shotgun Range Director, Archery Director, Cub Scout Shooting Sports Director

**Objective:** To develop and carry out a meaningful Shooting Sports program for all campers while maintaining high standards of safety.

**Essential Functions:** Must be at least 21 years old. Must be physically able to accurately shoot and teach using standard target equipment. Must be able to see and act quickly in emergencies. Must hold a valid certificate from the BSA National Camping School for Shooting Sports Director.

**Specific Responsibilities:** The Shooting Sports Director must have knowledge of safe shooting practices on rifle, shotgun, BB's, slingshot, tomahawks, and archery ranges, and is able to instruct these to campers. Specific responsibilities are:

1. Supervise, train, and motivate the shootings sports staff in all their activities.
2. Keep both Program Directors informed of your operations.
3. Offer a quality shooting sports program to include merit badges, open shoots, adult leader shoots, and Cub Scout Shooting Sports Award.
4. Direct the set-up and takedown of a quality shooting sports area.
5. Maintenance, inventory, security, safety, and wise use of all shooting sports equipment.
6. Participate in all camp wide activities.
7. Oversee submission of end of week advancement reports on all shooting sports activities due at end of week.
8. Conduct program staff evaluations for shooting sports staff as requested and submit written report on each of the staff at the close of the camp season.

9. Submit a complete inventory of all shooting sports equipment, including condition and recommendations for next year's supplies.
10. Make sure all ranges are kept in a clean manner.
11. All other duties as assigned.

## **Program Volunteers**

**Reports To:** Assigned Area Director

**Supervises:** N/A

**Objective:** To instruct campers in various merit badges, assist in program areas, assist the Ranger staff, and perform other duties as assigned.

**Essential Functions:** Must be at least 18 years old and be proficient / knowledgeable in the area they are volunteering.

### **Specific Responsibilities:**

1. Instruct merit badges in which they are proficient.
2. Be familiar with and assist in the enforcement of all safety rules and policies for camp.
3. Assist in the proper care, useage, storage, and maintenance of camp equipment.
4. Assist in the set-up and takedown of camp facilities.
5. Ensure the safety and welfare of all campers, camp staff, and volunteers while in program area.
6. All other duties as assigned.

## **Volunteer Medical Corps**

**Reports To:** Camp Health Officer, Camp Administration

**Supervises:** N/A

**Objective:** Support Camp medical staff by assisting with medical check ins, fill daily office hours, and be on call for emergencies.

**Essential Functions:** Must be at least 18 years old. Must hold at least an EMR certification. Must be able to read and write written communications, see and act quickly in emergencies, speak clearly, be physically mobile in the event emergency first aid is required. Must not have any known communicable diseases or open sores or wounds.

### **Specific Responsibilities:**

1. Maintain office hours when Health Officer and Medic are teaching classes and be on call for emergency situations.
2. Under the direction of the Health Officer, assist in providing health care services to meet the needs of camp staff and campers.
3. Assist the medical check of each camper upon arrival at Camp Wilderness and or Butler Wilderness Outpost.
4. Maintain daily and accurate health log records of all occurrences involving the Health Lodge.

5. If needed, accompany campers off-site for clinic visits.
6. All other duties as assigned.

## Camp Chaplain

**Reports To:** Program Directors

**Supervises:** N/A

**Objective:** To ensure that each camper and camp staff at Camp Wilderness and Butler Wilderness Outpost has their spiritual needs met.

**Essential Function:** Must be 21 years old and recognized as a qualified clergyman, seminarian, or layman by his or her religious organization OR approved by the Scout Executive.

**Specific Responsibilities:** The Camp Chaplain must have knowledge of BSA religious practices and be able to interact with campers and camp staff. Specific responsibilities are:

1. Provide a spiritual element for summer camp participants.
2. Provide spiritual counseling when needed or requested.
3. Provide opportunities for all Scouts to grow in their relationship with God and their fellow Scouts.
4. Offer a Scout Vespers program for each session (2 sessions per week at Butler Wilderness Outpost and 1 session per week at Camp Wilderness).
5. Provide leadership to meal time prayer program at Camp Wilderness and Butler Wilderness Outpost.
6. Keep Chaplain's Cabin in clean and orderly condition.

## Kitchen Manager

**Reports To:** Camp Wilderness Camp Director

**Supervises:** All Kitchen staff at Camp Wilderness and Butler Wilderness Outpost and Commissary Director

**Objective:** Direct overall kitchen operations at both Camp Wilderness and Butler Wilderness Outpost to ensure safe, quality, and timely food service to campers and staff.

**Essential Functions:** Must be at least 21 years old and have experience in a commercial kitchen, preferably with management experience.

**Specific Responsibilities:** Operate the kitchen in accordance with the standards set forth by the BSA, local, state, federal and Northern Lights Council. Specific Responsibilities include:

1. Responsible for meal planning, inventory control, preparation, and serving.
2. Keep both Camp Directors informed of your operations.
3. Food inventory should be reviewed before every food order is placed – running out of staples is not acceptable.

4. New food deliveries should be placed in the back with older items rotated to the front of shelving to ensure quality and freshness of food throughout the summer.
5. Provide leadership to all kitchen staff to ensure their jobs are being performed adequately.
6. Responsible for scheduling kitchen staff to ensure all positions are covered at every meal.
7. Responsible for meals being served on time.
8. First batch of food should be prepared and properly stored in warmers at least 15 minutes before meal is to be served.
9. Maintains the Hot / Cold charts and makes sure they are kept up to date.
10. Maintain the cleanliness and daily cleanup of the kitchen, serving area, seating area, and equipment. Responsible for mid summer and end of season deep clean of kitchen and Dining Hall.
11. Working with Business Manager and Trading Post Manager, order food through approved vendors using the Purchase Order process.
12. All other duties as assigned.

## **Camp Wilderness Positions**

### **Camp Director**

**Reports To:** Reservation Director

**Supervises:** All Camp Wilderness Staff through Program Director, Business Manager, Health Officer, and Kitchen Manager.

**Objective:** Direct the overall camp operation, giving guidance to the entire camp staff towards the successful completion of the camping season.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card for Camp Management or Resident Camp Director. Must be able to listen to others, comprehend instructions and manuals, and have the physical ability to move around the camp property in various environmental conditions.

**Specific Responsibilities:** The Camp Director works closely with the Reservation Director in giving leadership to the camp. The specific responsibilities are:

1. To help promote camping opportunities both during camp and in the offseason.
2. To supervise the summer camp staff and program through certain key staff personnel and department heads.
3. To assist in employing the camp staff and carry out the staff-training program as developed. Be familiar with members of the staff and their problems through helpful supervision and personal conferences.
4. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
5. Be knowledgeable in, and ready to implement all camp emergency procedures.

6. Work with the Reservation Director and Program Director to develop program opportunities that meet the needs and desires of units and campers.
7. Make frequent inspections of camp giving due consideration to supplies, equipment, facilities, and operating practices of the camp and units in camp.
8. To have a thorough knowledge of all procedures related to health and safety, council and national policies, use of equipment, and operation of facilities. The Camp Director will enforce all such policies.
9. Supervise the physical operation of the camp including equipment, commissary, trading post, and special facilities.
10. Prepare an evaluation and summary of current season including inventories, staff evaluations, and recommendations for the following season.
11. Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation through personal observation and frequent staff or staff leader's meetings.
12. Attend all Leader Meetings and Staff Meetings
13. Work with volunteers and unit leaders to assure the camp experience meets the aims of Scouting.
14. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

## **Program Director**

**Reports To:** Camp Director

**Supervises:** Program Area Directors, Program Staff, Lead Commissioner, Driver and Camp Chaplain.

**Objective:** Direct the operation of camp program areas, giving guidance and leadership to the entire program staff. Coordinate camp wide activities and ceremonies. Give leadership to area directors to guide them to successful presentation of the Boy Scout programs meeting the aims of the programs, using the appropriate methods.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card for Camp Management or Resident Camp Program Director. Must have the ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques. Must have the visual and auditory ability to identify and respond to environmental and other hazards and be physically capable to assist campers in an emergency.

**Specific Responsibilities:** The Program Director works closely with the Camp Director in giving leadership to the camp. Specific responsibilities are:

1. Help promote camping opportunities both during camp and in the offseason.
2. Maintain appropriate records as necessary to meet Boy Scouts of America camping standards and to fulfill needs for council use.
3. Represent Camp at Senior Patrol Leader meetings.
4. To supervise program staff through appropriate department heads and personnel.

5. To assist in employing the camp staff and carry out the staff-training program as developed. Be familiar with members of the staff and their problems through helpful supervision and personal conferences.
6. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
7. Be knowledgeable in, and ready to implement all camp emergency procedures.
8. To evaluate staff members as requested and complete a written report on the work of the staff at the end of the season.
9. Deliver a fun and age appropriate program to campers.
10. Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.
11. To have a thorough knowledge of policies and procedures of the camp and council.
12. Be familiar with the requirements, needs, techniques and information required for the delivery of quality programming in all of the areas of camp.
13. Supervise the operation of the program areas through the area directors and appropriate staff members.
14. Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation.
15. Represent the program staff at all leader's meetings.
16. Coordinate camp wide activities through department heads and appropriate staff members.
17. Develop opportunities for camp-wide competitions on all the levels of programming.
18. Deliver announcements at meal time.
19. Organize opening campfire.
20. Recognize Scouts and individuals who have made special achievements during their stay at camp.
21. Supervise the staff patrols and ensure staff patrol duties are carried out as necessary.
22. All other duties as assigned.

## Medic

**Reports To:** Health Officer; Camp Director

**Supervises:** N/A

**Objective:** Assist in addressing and maintaining the health and safety needs of the camp.

**Essential Functions:** Must be at least 18 years old. Must hold at least an EMR certification, EMT or higher preferred. Must be able to see and act quickly in emergencies, speak clearly, and be physically mobile in the event emergency first aid is required. Must not have any known communicable diseases or open sores or wounds.

**Specific Responsibilities:** The Medic alerts the Health Officer and Camp Director to any unsafe actions or conditions of the campers or camp. Specific responsibilities are:

1. Be particularly alert to conditions which affect health, safety, sanitation, and good housekeeping practices.

2. Under the direction of the Health Officer, assist in providing health care services to meet the needs of camp staff and campers.
3. Dispense daily medications and keep accurate records.
4. Maintain the Health Lodge facility.
5. Assist the medical check of each camper upon arrival at camp.
6. Maintain daily and accurate health log records of all occurrences involving the Health Lodge.
7. If needed, accompany campers off-site for clinic visits.
8. Assist in instructing Scouts in related merit badges.
9. All other duties as assigned.

## **Aquatics Director**

**Reports To:** Camp Wilderness Program Director

**Supervises:** All Aquatics Staff

**Objective:** To develop and execute a variety of aquatics programs to meet the needs of the campers, in coordination with the total camp program.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card for Aquatics Director. Currently certified in CPR and physically able to act quickly in emergencies, effectively communicate, and clearly understand oral and written English. Possess superb leadership and managerial capabilities and have a high degree of personal integrity and dependability.

**Specific Responsibilities:** Develop a well-rounded aquatics program that will provide campers and leaders and enjoyable an meaningful camp experience. Specific responsibilities are:

1. Supervise, train, and motivate the waterfront staff in all aquatics activities.
2. Keep Program Director informed of your operations.
3. Be familiar with and assist in the enforcement of all safety rules and policies for waterfront areas.
4. Provide Fishing Director with the resources and knowledge to safely offer the Motorboating Merit Badge.
5. Assist in instructing merit badges to Scouts and adult leader trainings.
6. Act as a lifeguard when waterfront is open.
7. Offer a quality aquatics program to include merit badges, Safe Swim Defense, Safety Afloat, mile swim, free boating and swimming, Aquatics Supervision Certification, Safe Swim Defense, Safety Afloat, Paddle Craft Safely, Swimming and Water Rescue, Ironman, and Polar Bear Plunge.
8. The maintenance, inventory, security, safety, and use of all aquatic equipment.
9. Set-up and takedown of Camp Wilderness waterfront facilities.
10. Classify all campers according to their swimming ability during check-in and as needed throughout the camp period.
11. Oversee submission of end of week advancement reports on all aquatic activities due at end of week.
12. Submit staff evaluations for aquatics staff as requested and a written evaluation of all waterfront staff at the close of camp.

13. Submit a complete inventory of all on-hand aquatics material and equipment, to include the serviceable condition of each and recommendations for replacements and those supplies needed for next year's summer camp operation.
14. Maintain the cleanliness of the waterfront area.
15. All other duties as assigned.

## **Assistant Aquatics Director**

**Reports To:** Aquatics Director

**Supervises:** Camp Wilderness Lifeguards

**Objective:** To assist the Aquatics Director develop and execute a variety of aquatics programs to meet the needs of the campers, in coordination with the total camp program.

**Essential Functions:** Must be at least 18 years old and possess a current Lifeguard certification from the BSA, Red Cross, or equivalent certification recognized by state legislation or regulation. Currently certified in CPR and physically able to act quickly in emergencies, effectively communicate, and clearly understand oral and written English. Possess superb leadership and managerial capabilities and have a high degree of personal integrity and dependability.

**Specific Responsibilities:** Provide campers and leaders an enjoyable and meaningful camp experience. Specific responsibilities are:

1. Assist the Aquatics Director to supervise, train, and motivate the waterfront staff.
2. Assist in teaching merit badges to Scouts and adult leader trainings.
3. Be familiar with and assist in the enforcement of all safety rules and policies for waterfront areas.
4. Act as a lifeguard when waterfront is open.
5. Participate in camp wide activities.
6. Set-up and takedown of Camp Wilderness and Butler Wilderness outpost waterfront facilities.
7. Maintain the cleanliness of the waterfront area.
8. All other duties as assigned.

## **Lifeguards**

**Reports To:** Aquatics Director

**Supervises:** N/A

**Objective:** To instruct campers in various aquatics activities and perform lifeguard duties.

**Essential Functions:** Must be at least 16 years old and possess a valid BSA Lifeguard, Red Cross Lifeguard, or equivalent certification. Must be physically able to conduct rescue type maneuvers, able to see and act quickly in emergencies, and communicate clearly.

**Specific Responsibilities:** Specific responsibilities are:

1. Instruct activities in which they are proficient.
2. Be familiar with and assist in the enforcement of all safety rules and policies for waterfront areas.
3. Maintain strict safety discipline at all times when campers, leaders, and other staff are in the waterfront area.
4. Assist in the proper care, usage, storage, and maintenance of all aquatic equipment.
5. Participate in any aquatic programs as directed.
6. Participate in camp wide activities.
7. Assist in the set-up and takedown of all waterfront areas and other campsite facilities.
8. All other duties as assigned.

## **Scoutcraft Director / Assistant Director**

**Reports To:** Program Director

**Supervises:** Scoutcraft Staff

**Objective:** To ensure that each Scout has access to a well-rounded Scoutcraft area and merit badge program.

**Essential Functions:** Must be 18 years old and possess superb leadership and managerial capabilities and have a high degree of personal integrity and dependability.

**Specific Responsibilities:** The Scoutcraft Director must have knowledge of, and be able to teach Outdoor Skills to campers and to be able to interact with unit leadership. Specific Responsibilities are:

1. Supervise, train, and motivate the Scoutcraft staff in all of their activities.
2. Offer a quality Outdoor Skills program to include: merit badges, pioneering projects, and tomahawk range time.
3. Direct the set-up and takedown of Scoutcraft area.
4. Maintain, inventory, and properly use all Scoutcraft equipment.
5. Participate in all camp wide activities.
6. Make a written advancement report on all Scoutcraft activities at the end of each week.
7. Conduct program staff evaluations for Scoutcraft staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
8. Submit a complete inventory of all Scoutcraft equipment, including condition and recommendations for next year's supplies.
9. Maintain a clean and organized Scoutcrafts area.
10. All other duties as assigned.

## **Nature Director / Assistant Director**

**Reports To:** Program Director

**Supervises:** Nature Staff

**Objective:** To develop and execute a meaningful Nature program for all campers.

**Essential Functions:** Must be at least 18 years old. Must be sufficiently mobile as to visit nature areas daily and be proficient in materials they are instructing.

**Specific Responsibilities:** The Nature Director must have knowledge of sound conservation and ecological practices, and be able to instruct these to campers. Specific responsibilities are:

1. Supervise, train, and motivate the nature staff in all their activities.
2. Offer quality nature related merit badge instruction.
3. Direct the set-up and takedown of the Nature Lodge.
4. Maintain, inventory, and promote the wise use of all nature equipment.
5. Participate in all camp wide activities.
6. Make a written advancement report on all nature activities at the end of each week.
7. Conduct program staff evaluations for nature staff as requested and submit a written report on the work of each of the staff at the close of camp.
8. Submit a complete inventory of all nature equipment, including condition and recommendations for next year's supplies.
9. Direct the transition of the Nature Lodge to storm shelter as necessary.
10. Maintain a clean and organized Nature Lodge and nature area.
11. All other duties as assigned.

## Climbing Director

Replaced by High Adventure Director – 2019

**Reports To:** Program Director

**Supervises:** Climbing Staff

**Objective:** To ensure that each Scout has access to a well-rounded climbing program. Supervise and provide guidance to the climbing staff to ensure a successful camping season.

**Essential Functions:** Must be at least 21 years old. Must have enough physical endurance to lead and participate in climbing sessions. Must hold a valid certificate from the BSA National Camping School for either Climbing Director or COPE Director.

**Specific Responsibilities:** The Climbing Director must have knowledge of, and be able to teach, Climbing to campers and be able to interact with unit leadership. Specific responsibilities are:

1. Supervise, train, and motivate the climbing staff in all their activities.
2. Ensure BSA climbing standards and all safety regulations are followed.
3. Offer a quality program of free climbing, Climbing Merit Badge, and Mountain Goat Climb.
4. Direct the set-up and takedown of program areas.
5. Maintain, inventory, and promote the wise use of program equipment.
6. Teach Climb on Safely to Scoutmasters.
7. Participate in all camp wide activities.
8. Make a written advancement report on all activities at the end of the week.
9. Conduct program staff evaluations for staff as requested and submit a written report on the work of each staff at the end of the camp season.

10. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
11. Maintain a clean and organized program area.
12. All other duties as assigned.

## **Assistant Climbing Director**

Replaced by Assistant High Adventure Director - 2019

**Reports To:** Climbing Director

**Supervises:** Climbing Staff

**Objective:** To assist the Climbing Director to ensure that each Scout has access to a well-rounded climbing program.

**Essential Functions:** Must be at least 18 years old. Must have enough physical endurance to lead and participate in climbing sessions.

**Specific Responsibilities:** The Assistant Climbing Director must have knowledge of, and be able to teach, Climbing to campers and be able to interact with unit leadership. Specific responsibilities are:

1. Ensure BSA climbing standards and all safety regulations are followed.
2. Offer a quality program of free climbing, Climbing Merit Badge, and Mountain Goat Climb.
3. Participate in all camp wide activities.
4. Help with set-up and takedown of program area.
5. All other duties as assigned.

## **COPE Director**

Replaced by High Adventure Director – 2019

**Reports To:** Program Director

**Supervises:** COPE Staff

**Objective:** To ensure that each Scout has access to a well-rounded COPE program. Supervise and provide guidance to the COPE staff to ensure a successful camping season.

**Essential Functions:** Must be at least 21 years old. Must have enough physical endurance to lead and participate in low, medium, and high COPE sessions. Must hold a valid certificate from the National Camping School for COPE.

**Specific Responsibilities:** The COPE Director must have knowledge of and be able to teach COPE to campers and to be able to interact with unit leadership. Specific responsibilities are:

1. Supervise, train, and motivate the COPE staff in all their activities.
2. Ensure BSA COPE standards and all safety regulations are followed.
3. Offer COPE programs to both Scouts and adults.

4. Direct the set-up and takedown of program area.
5. Maintain, inventory, and promote wise use of program equipment.
6. Participate in all camp wide activities.
7. Make a written report of Scouts who participated by the end of the week.
8. Conduct program staff evaluations as requested and submit a written report on the work of each of the staff at the end of the camping season.
9. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
10. Maintain a clean and organized program area.
11. All other duties as assigned.

## **Assistant COPE Director**

Replaced by Assistant High Adventure Director - 2019

**Reports To:** COPE Director

**Supervises:** N/A

**Objective:** To assist COPE Director to ensure that each Scout has access to a well-rounded COPE program.

**Essential Functions:** Must be at least 18 years old. Must have enough physical endurance to lead and participate in low, medium, and high COPE sessions.

**Specific Responsibilities:** The Assistant COPE Director must have knowledge of and be able to teach COPE to campers and to be able to interact with unit leadership. Specific responsibilities are:

1. Ensure BSA COPE standards and all safety regulations are followed.
2. Assist with COPE programs to both Scouts and adults.
3. Help set-up and takedown of program area.
4. Maintain, inventory, and promote wise use of program equipment.
5. Participate in all camp wide activities.
6. All other duties as assigned.
- 1.

## **Rifle, Shotgun, Archery Director**

**Reports To:** Shooting Sports Director (who may be one of the three range directors)

**Supervises:** N/A

**Objective:** To assist with instruction and range operation at the Archery, Rifle, and Shotgun Ranges.

**Essential Functions:** Must be at least 21 years old (Shotgun and Rifle) and at least 18 years old (Archery). Must be physically able to possess enough fine motor control to operate some of the devices used for the shooting sports program. Shotgun and Rifle instructors must possess NRA Instructor certifications for both rifle and shotgun and also possess a valid National Camp School card for Shooting Sports

Director. Exceptions to the BSA Camp School Card can be considered for up to 1 of the Range Directors. The Archery Director must be a BSA National Camp School trained Shooting Sports Director, USA Archery / National Field Archery Association Instructor, or trained by one of those instructors to operate the range.

**Specific Responsibilities:** The Rifle, Shotgun, and Archery Director will exhibit proficiency and demonstrate interest in shooting sports. Specific responsibilities are:

1. Provide instruction for Archery, Rifle, and Shotgun merit badges.
2. Be familiar with and assist with the strict observation of all safety rules and policies for the Archery, Rifle, and Shotgun ranges.
3. Oversee the submission of end of week advancement report on all shooting sports activities due at end of week.
4. Use proper care, storage, and maintenance of all shooting sports equipment.
5. Assist in the set-up and takedown of range facilities.
6. Participate in all camp wide activities.
7. Maintain a clean and organized program area.
8. All other duties as assigned.

## **Trailblazer Director**

**Reports To:** Program Director

**Supervises:** Program Aide

**Objective:** To provide a well-rounded Scout to 1<sup>st</sup> Class program for first year campers. Supervise and provide guidance to the Trailblazer staff to ensure a successful camping season.

**Essential Functions:** Must be at least 18 years old.

**Specific Responsibilities:** The Trailblazer Director must have knowledge of, and be able to teach Scout through First Class skills to campers and to be able to interact with unit leadership. Specific Responsibilities include:

1. Supervise, train, and motivate the Trailblazer staff in all of their activities.
2. Offer a quality program to include skills from Scout through First Class ranks.
3. Direct the set-up and takedown of quality program area.
4. Maintenance, inventory, and wise use of all equipment.
5. Participate in all camp wide activities.
6. Make a written advancement report on all activities at the end of each week.
7. Conduct program staff evaluations for staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
8. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
9. Maintain a clean and organized program area.
10. All other duties as assigned.

## **Fishing Director**

**Reports To:** Program Director

**Supervises:** Fishing area staff

**Objective:** To ensure that each Scout has access to a well-rounded fishing and motorboating program.

**Essential Functions:** To be at least 18 years old and be proficient in fishing skills.

**Specific Responsibilities:** The Fishing Director will be proficient and have skills required for fishing and be able to interact with unit leaders. Specific responsibilities are:

1. Supervise, train, and motivate the fishing staff in all of their activities.
2. Offer a quality program to include merit badges, open program and troop pontoon reservations.
3. Direct the set-up and takedown of quality program area.
4. Bailout motorboats after every rain event.
5. Maintenance, inventory, and wise use of all equipment. Pay special attention to motor maintenance.
6. Participate in all camp wide activities.
7. Make a written advancement report on all activities at the end of each week.
8. Conduct program staff evaluations for staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
9. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
10. Work with Cub Scout and Boy Scout waterfronts to ensure their rescue boats have proper fuel and is in good working order.
11. Maintain log of fuel usage.
12. Maintain a clean and organized program area.
13. All other duties as assigned.

## **Order of the Arrow Coordinator**

**Reports To:** Program Director; Pa-Hin Lodge Key 3; Trading Post Manager

**Supervises:** N/A

**Objective:** To ensure that each Scout and Scouter has access to a well-rounded Order of the Arrow program.

**Essential Functions:** Be a dues paying member of the Pa-Hin Lodge and have the recommendation of the OA Key 3. Must be able to lift up to 50lbs. and have the physical ability to move around camp.

**Specific Responsibilities:** The OA Coordinator is the representative of the Pa-Hin Lodge and plans and executes OA programming at camp. Will also assist in the trading post as scheduled. Specific responsibilities are:

1. Work with unit leaders and Scouts to promote and advance the mission of the OA.
2. Plan and execute plan for Ordeal Call Out Ceremony.

3. Plan and execute plan for those wishing to attain Brotherhood.
4. Working with Ranger staff, ensure OA ceremony sites are clean and prepared for campers.
5. Responsible for holding weekly OA membership meeting.
6. Coordinate one OA member social event during the course of the week.
7. Maintain an inventory of OA merchandise at the trading post.
8. Work hours assigned by the Trading Post Manager in the trading post.
9. Maintain a clean and organized ceremony site and office area.
10. Responsible for proper “tear down” of ceremony site at end of summer.
11. Other duties as assigned.

## **Trading Post Clerks**

**Reports To:** Trading Post Manager

**Supervises:** N/A

**Objective:** To operate the camp Trading Post in a businesslike and orderly manner.

**Essential Functions:** Must be able to lift weights up to 50lbs,. must be able to count and assist with inventory.

**Specific Responsibilities:** Trading Post Clerk works closely with Trading Post Manager in meeting the needs of the campers at both Camp Wilderness and Butler Wilderness outpost. Specific responsibilities are:

1. Open and close the trading post at both camps on schedule and serve all customers in a courteous “Scout like” manner.
2. Cleanliness of the Trading Post, porch, and outside areas at all times.
3. Keep shelves and vending machines fully stocked at all times.
4. Assist in the set-up and takedown of all camp facilities.
5. Assist with beginning and ending inventory counts.
6. All other duties as assigned.

## **Administrative Aide**

**Reports to:** Business Manager; Reservation Director, Camp Wilderness Camp Director, Camp Wilderness Program Director; Butler Wilderness Outpost Camp Director; Butler Wilderness Outpost Program Director; Lead Commissioner

**Supervises:** N/A

**Objective:** Assist in running the camp office in an efficient manner.

**Essential Functions:** Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Office Clerk assists the Business Manager, Reservation Director, Camp Director, and Program Director in efficiently running the camp office. Specific Responsibilities are:

1. Control use of and maintain good housekeeping in the office facilities and Black Building.

2. Open and close the camp office on schedule and serve all persons in a friendly and courteous manner.
3. Operate the camp phone system and office radio, especially in time of emergency.
4. Help with record keeping: advancement records, training records, merit badge reports, troop campsite assignments, and rosters of who is in camp.
5. Manage incoming and outgoing mail.
6. Serve as gatekeeper of information, passing along pertinent information to various department heads.
7. All other duties as assigned.

## **Commissary Director**

**Reports To:** Kitchen Manager

**Supervises:** All staff assisting in Commissary duties.

**Objective:** Oversees Commissary operations including food distribution for patrol style cooking, camp wide pack-out meals, and meals for off-site programs to ensure safe, quality, and timely food service to campers and staff.

**Essential Functions:** Must be at least 18 years old. Experience in a commercial kitchen is preferred.

**Specific Responsibilities:** Operate the Commissary in accordance with the standards set forth by the BSA, local, state, federal and Northern Lights Council. Specific Responsibilities include:

1. Responsible for inventory control, preparation, and distribution.
2. Provide leadership to all commissary staff to ensure their jobs are being performed adequately.
3. Responsible for food being ready for distribution on time.
4. Maintains the Hot / Cold charts and makes sure they are kept up to date.
5. Maintain the cleanliness and daily cleanup of the commissary and equipment.
6. Assist the Kitchen Manager with kitchen operations when Commissary responsibilities are slow.
7. All other duties as assigned.

## **Shift Cook**

**Reports To:** Kitchen Manager

**Supervises:** Kitchen Staff when Kitchen Manager is not present.

**Objective:** Assist in the overall kitchen operations to ensure safe, quality, and timely food service to campers and staff.

**Essential Functions:** Must be at least 18 years old. Experience in a commercial kitchen is preferred.

**Specific Responsibilities:** Operate the kitchen in accordance with the standards set forth by the BSA, local, state, federal and Northern Lights Council. Specific Responsibilities include:

8. Responsible for inventory control, preparation, and serving.

9. Provide leadership to all kitchen staff when kitchen manager is not present to ensure their jobs are being performed adequately.
10. Responsible for meals being served on time, this includes having servers prepared and ready to go at specified times.
11. First batch of food should be prepared and properly stored in warmers at least 15 minutes before meal is to be served.
12. Maintains the Hot / Cold charts and makes sure they are kept up to date.
13. Maintain the cleanliness and daily cleanup of the kitchen, serving area, seating area, and equipment.
14. All other duties as assigned.

## **Dining Hall Steward**

**Reports To:** Kitchen Manager or Shift Cook

**Supervises:** N/A

**Objective:** Work with Kitchen Manager and / or Shift Cooks to ensure Dining Hall functions properly.

**Essential Functions:** Must be present at all assigned meals. Must arrive at least 45 minutes before meal is to be served to begin set-up and stay until facility is clean. Must be able to lift up to 40lbs.

**Specific Responsibilities:** Dining Hall Steward works closely with Kitchen Manager and Shift Cooks to ensure a quality dining experience. Specific Responsibilities are:

1. Arrive 45 minutes before meal is to be served.
2. Setup and prepare the salad bar area. Make sure salad bar is stocked throughout the meal.
3. Make sure appropriate drinks are made and available for the specified meal.
4. Set out condiments as appropriate for the meal and replenish as needed.
5. Set out bread, turn on toaster, and condiments on back table.
6. Make sure napkin dispensers are full and silverware and trays are ready for use.
7. Monitor food on serving lines and inform Kitchen Manager or Shift Cooks when quantities are low.
8. Notify Kitchen Manager if / when inventory is getting low and needs to be reordered – running out of staples is not acceptable.
9. Set out a fresh bucket of soapy water and rags before every meal for Scouts to wipe their own tables.
10. Oversee the cleanliness of the serving area and dining hall. Sweep and clean the serving area floors and countertops between meal shifts. Sweep and clean all floors, countertops, and unclean tabletops after every meal. Mop serving area and dining hall at end of every day. Deep clean the area mid-summer and at the end of the summer.
11. All other duties as assigned.

## **Dishwashers**

**Reports To:** Kitchen Manager or Shift Cook

**Supervises:** N/A

**Essential Functions:** Must be present at all assigned meals. Must arrive at least 30 minutes before meal is to be served to begin set-up and stay until pots/pans, dishes, plates, and silverware are clean. Must be able to lift up to 40lbs.

**Specific Responsibilities:** The dishwashers work closely with Kitchen Manager and Shift Cooks to ensure a quality dining experience. Specific Responsibilities are:

1. Arrive 30 minutes before your assigned meal is to be served. Prepare rinse sinks and buckets for the meal rush. Begin washing dirty prep dishes and utensils.
2. During the meal police where dirty dishes are placed by Scouts and leaders. Carry these dishes by cart or hand to the dishwashing area.
3. Soak all items with heavy, stuck on food or grease in rinse sinks or buckets.
4. Make sure dishwasher is turned on and filling with water. Turn on the heat boost pump.
5. Rinse off all plates, pots, pans, coffee mugs, cups, and silverware before running them through the dishwasher. Silverware will need to be run through the dishwasher a second time. Visually inspect to make sure they are clean. Rerun any items that are not clean through the dishwasher.
6. Return all cleaned items to their proper storage area or in their place on the food line.
7. Once all items have been cleaned turn off the heat boost on the dishwasher – its important this is turned off first! After the heat boost is turned off you can turn off the dishwasher and drain the water from the dishwasher. Remove filter and clean the remaining food stuff out. Return filter.
8. Wipe the sinks, counters, and shelves in the dishwashing area daily.
9. Remove recycling to recycling shed after each meal. Keep recycling and dumpster area presentable.
10. All other duties as assigned.

## **Program Aides**

**Reports To:** Assigned Area Director

**Supervises:** N/A

**Objective:** To instruct campers in various merit badges, assist in program areas, and perform other duties as assigned.

**Essential Functions:** Must be at least 15 years old and be proficient / knowledgeable in the area they are assigned.

**Specific Responsibilities:**

7. Instruct merit badges in which they are proficient.
8. Be familiar with and assist in the enforcement of all safety rules and policies for camp.
9. Assist in the proper care, useage, storage, and maintenance of camp equipment.
10. Participate in all camp wide activities.
11. Assist in the set-up and takedown of all camp facilities.

12. Assist area directors in submission of advancement records due at the end of the week.
13. All other duties as assigned.

## **Counselors In Training**

**Reports To:** Assigned Area Directors, Program Director

**Supervises:** N/A

**Objective:** To assist the program area staff to which they are assigned in carrying out a quality program, learn the basics of merit badge counseling and what it means to be a summer camp staff member.

**Essential Function:** Must be at least 14 years old.

**Specific Responsibilities:**

1. Attend CIT Orientation Meeting with Program Director.
2. Attend and participate in appropriate staff meetings.
3. Assist the program area staff to which they are assigned each week in carrying out a quality program, but not to the extent that they are merit badge counselors.
4. Abide by the camp staff responsibilities and policies listed in the Camp Staff Manual and live up to the Scout Oath and Law.
5. All other duties as assigned.

## **Volunteer Commissioner**

**Reports To:** Lead Commissioner

**Supervises:** N/A

**Objective:** To assure that each unit has a well-rounded, attainable daily camp program.

**Essential Functions:** Must be at least 18 years old. Must be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read, and write the English language.

**Specific Responsibilities:** The Volunteer Commissioner must have knowledge of, and be able to teach Scouting skills to campers and be able to interact with unit leadership. Specific responsibilities are:

1. Attend all Commissioner meetings.
2. Promote adult leader trainings and programs at camp for Scouts.
3. Assist with the Commissioner Campfire on Wednesday night and closing campfire.
4. Work with Senior Patrol Leaders at your assigned campsite.
5. Assist units in operating within the patrol method, provide immediate help in meeting specific and urgent problems, and ensure that they are aware of all available resources and programs.
6. Act as an ambassador to all units visiting camp and report issues to Lead Commissioner.
7. Promote safe, clean camping using daily campsite inspections.
8. Participate in camp wide activities.

# Butler Wilderness Outpost

## Camp Director

**Reports To:** Reservation Director

**Supervises:** All Butler Wilderness Outpost Staff through Program Director and Shift Cook

**Objective:** Direct the overall camp operation, giving guidance to the entire camp staff towards the successful completion of the camping season.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card for Camp Management or Resident Camp Director. Must be able to listen to others, comprehend instructions and manuals, and have the physical ability to move around the camp property in various environmental conditions.

**Specific Responsibilities:** The Camp Director works closely with the Reservation Director in giving leadership to the camp. The specific responsibilities are:

1. To help promote camping opportunities both during camp and in the offseason.
2. To supervise the summer camp staff and program through certain key staff personnel and department heads.
3. To assist in employing the camp staff and carry out the staff-training program as developed. Be familiar with members of the staff and their problems through helpful supervision and personal conferences.
4. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
5. Be knowledgeable in, and ready to implement all camp emergency procedures.
6. Responsible for preparing storm shelter for severe weather.
7. Work with the Reservation Director and Program Director to develop program opportunities that meet the needs and desires of units and campers.
8. Make frequent inspections of camp giving due consideration to supplies, equipment, facilities, and operating practices of the camp and units in camp.
9. To have a thorough knowledge of all procedures related to health and safety, council and national policies, use of equipment, and operation of facilities. The Camp Director will enforce all such policies.
10. Supervise the physical operation of the camp including equipment, dining hall, trading post, and special facilities.
11. Prepare an evaluation and summary of current season including inventories, staff evaluations, and recommendations for the following season.
12. Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation through personal observation and frequent staff or staff leader's meetings.
13. Attend all Leader Meetings and Staff Meetings
14. Work with volunteers and unit leaders to assure the camp experience meets the aims of Scouting.

15. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

## **Program Director**

**Reports To:** Camp Director

**Supervises:** Program Area Directors and Program Staff

**Objective:** Direct the operation of camp program areas, giving guidance and leadership to the entire program staff. Coordinate camp wide activities and ceremonies. Give leadership to area directors to guide them to successful presentation of the Cub Scout programs meeting the aims of the programs, using the appropriate methods.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card for Camp Management or Resident Camp Program Director. Must be able to speak, read, and write the English language. Must have the ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques. Must have the visual and auditory ability to identify and respond to environmental and other hazards and be physically capable to assist campers in an emergency.

**Specific Responsibilities:** The Program Director works closely with the Camp Director in giving leadership to the camp. Specific responsibilities are:

1. Help promote camping opportunities both during camp and in the offseason.
2. Maintain appropriate records as necessary to meet Boy Scouts of America camping standards and to fulfill needs for council use.
3. To supervise program staff through appropriate department heads and personnel.
4. To assist in employing the camp staff and carry out the staff-training program as developed. Be familiar with members of the staff and their problems through helpful supervision and personal conferences.
5. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
6. Be knowledgeable in, and ready to implement all camp emergency procedures.
7. To evaluate staff members as requested and complete a written report on the work of the staff at the end of the season.
8. Deliver a fun and age appropriate program to campers.
9. Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.
10. To have a thorough knowledge of policies and procedures of the camp and council.
11. Be familiar with the requirements, needs, techniques and information required for the delivery of quality programming in all of the areas of camp.
12. Supervise the operation of the program areas through the area directors and appropriate staff members.
13. Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation.

14. Represent the program staff at all leader's meetings.
15. Coordinate camp wide activities through department heads and appropriate staff members.
16. Develop opportunities for camp-wide competitions on all the levels of programming.
17. Deliver announcements at meal time.
18. Organize opening and closing campfire.
19. Recognize Scouts and individuals who have made special achievements during their stay at camp.
20. Supervise the staff patrols and ensure staff patrol duties are carried out as necessary.
21. Maintain a clean and organized camp office (Jones Tower) and bathroom facilities at Dining Hall / Shower House.
22. All other duties as assigned.

## **Medic**

**Reports To:** Health Officer; Camp Director

**Supervises:** N/A

**Objective:** Assist in addressing and maintaining the health and safety needs of the camp.

**Essential Functions:** Must be at least 18 years old. Must hold at least an EMR certification, EMT or higher preferred. Must be able to see and act quickly in emergencies, speak clearly, and be physically mobile in the event emergency first aid is required. Must not have any known communicable diseases or open sores or wounds.

**Specific Responsibilities:** The Medic alerts the Health Officer and Camp Director to any unsafe actions or conditions of the campers or camp. Specific responsibilities are:

1. Be particularly alert to conditions which affect health, safety, sanitation, and good housekeeping practices.
2. Under the direction of the Health Officer, assist in providing health care services to meet the needs of camp staff and campers.
3. Dispense daily medications and keep accurate records.
4. Maintain the Health Lodge facility.
5. Assist the medical check of each camper upon arrival at camp.
6. Maintain daily and accurate health log records of all occurrences involving the Health Lodge.
7. If needed, accompany campers off-site for clinic visits.
8. Assist in instructing Scouts in related merit badges.
9. Maintain a clean and organized Health Lodge.
10. All other duties as assigned.

## **Aquatics Director**

**Reports To:** Butler Wilderness Outpost Program Director

**Supervises:** All Aquatics Staff

**Objective:** To develop and execute a variety of aquatics programs to meet the needs of the campers, in coordination with the total camp program.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card for Aquatics Director. Currently certified in CPR and physically able to act quickly in emergencies, effectively communicate, and clearly understand oral and written English. Possess superb leadership and managerial capabilities and have a high degree of personal integrity and dependability.

**Specific Responsibilities:** Develop a well-rounded aquatics program that will provide campers and leaders and enjoyable an meaningful camp experience. Specific responsibilities are:

1. Supervise, train, and motivate the waterfront staff in all aquatics activities.
2. Keep Program Director informed of your operations.
3. Be familiar with and assist in the enforcement of all safety rules and policies for waterfront areas.
4. Assist in instructing Scout.
5. Act as a lifeguard when waterfront is open.
6. Offer a quality aquatics program.
7. The maintenance, inventory, security, safety, and use of all aquatic equipment.
8. Set-up and takedown of Butler Wilderness outpost waterfront facilities.
9. Classify all campers according to their swimming ability during check-in and as needed throughout the camp period.
10. Submit staff evaluations for aquatics staff as requested and a written evaluation of all waterfront staff at the close of camp.
11. Submit a complete inventory of all on-hand aquatics material and equipment, to include the serviceable condition of each and recommendations for replacements and those supplies needed for next year's summer camp operation.
12. Maintain the cleanliness of the waterfront area.
13. All other duties as assigned.

## **Lifeguards**

**Reports To:** Butler Wilderness Outpost Aquatics Director

**Supervises:** N/A

**Objective:** To instruct campers in various aquatics activities and perform lifeguard duties.

**Essential Functions:** Must be at least 16 years old and possess a valid BSA Lifeguard, Red Cross Lifeguard, or equivalent certification. Must be physically able to conduct rescue type maneuvers, able to see and act quickly in emergencies, and communicate clearly.

**Specific Responsibilities:** Specific responsibilities are:

1. Instruct activities in which they are proficient.
2. Be familiar with and assist in the enforcement of all safety rules and policies for waterfront areas.

3. Maintain strict safety discipline at all times when campers, leaders, and other staff are in the waterfront area.
4. Assist in the proper care, usage, storage, and maintenance of all aquatics equipment.
5. Participate in any aquatic programs as directed.
6. Participate in camp wide activities, as needed.
7. Assist in the set-up and takedown of all waterfront areas and other campsite facilities.
8. All other duties as assigned.

## **Shooting Range Director**

**Reports To:** Program Director; Camp Wilderness Shooting Sports Director

**Supervises:** N/A

**Objective:** To assist with instruction and range operation at the Archery, BB Gun, and Slingshot ranges.

**Essential Functions:** Must be at least 18 years old. Must be physically able to possess enough fine motor control to operate some of the devices used for the shooting sports program. The Range Director must be a BSA National Camp School trained Shooting Sports Director, USA Archery / National Field Archery Association Instructor, or be trained by an authorized instructor to run the ranges.

**Specific Responsibilities:** The Shooting Range Director will exhibit proficiency and demonstrate interest in shooting sports. Specific responsibilities are:

1. Provide instruction for Archery, BB Gun, and Slingshots.
2. Be familiar with and assist with the strict observation of all safety rules and policies for the Archery, BB Gun, and Slingshot ranges.
3. Provide opportunities to earn the Cub Scout Shooting Sports Award for Archery, BB Guns, and Slingshot.
4. Use proper care, storage, and maintenance of all shooting sports equipment.
5. Assist in the set-up and takedown of range facilities.
6. Participate in all camp wide activities.
7. Maintain a clean and organized program area.
8. All other duties as assigned.

## **Village Guide Leader**

**Reports To:** Program Director

**Supervises:** N/A

**Objective:** To ensure Cub Scouts have access to a well-rounded, theme oriented, Cub Scout program.

**Essential Functions:** Be at least 15 years old and be able to communicate with and lead others.

**Specific Responsibilities:**

1. Offer a quality program consisting of boating, hiking, shooting, swimming, and advancement appropriate for your assigned den (Tiger, Wolf, Bear, Webelos, Arrow of Light).
2. Be able to direct / instruct campers in various rotations.
3. Keep your den on time and on schedule.
4. Assist area directors when your den arrives at their area.
5. Be familiar with and assist in the enforcement of all safety rules and policies for camp.
6. Maintenance, inventory, and wise use of all equipment.
7. Participate in camp wide activities.
8. Assist in the set-up and takedown of all campsite facilities.
9. Other duties as assigned.

## Shift Cook

**Reports To:** Kitchen Manager

**Supervises:** Kitchen Staff when Kitchen Manager is not present.

**Objective:** Assist in the overall kitchen operations to ensure safe, quality, and timely food service to campers and staff.

**Essential Functions:** Must be at least 18 years old and have experience in a commercial kitchen.

**Specific Responsibilities:** Operate the kitchen in accordance with the standards set forth by the BSA, local, state, federal and Northern Lights Council. Specific Responsibilities include:

1. Responsible for inventory control, preparation, and serving.
2. Provide leadership to all kitchen staff when kitchen manager is not present to ensure their jobs are being performed adequately.
3. Responsible for meals being served on time, this includes having servers prepared and ready to go at specified times.
4. First batch of food should be prepared and properly stored in warmers at least 15 minutes before meal is to be served.
5. Maintains the Hot / Cold charts and makes sure they are kept up to date.
6. Maintain the cleanliness and daily cleanup of the kitchen, serving area, seating area, and equipment. Perform a deep clean of the kitchen mid-season and at the end of the summer.
7. All other duties as assigned.

## Dining Hall Steward

**Reports To:** Kitchen Manager or Shift Cook

**Supervises:** N/A

**Objective:** Work with Kitchen Manager and / or Shift Cooks to ensure Dining Hall functions properly.

**Essential Functions:** Must be present at all assigned meals. Must arrive at least 45 minutes before meal is to be served to begin set-up and stay until facility is clean. Must be able to lift up to 40lbs.

**Specific Responsibilities:** Dining Hall Steward works closely with Kitchen Manager and Shift Cooks to ensure a quality dining experience. Specific Responsibilities are:

1. Arrive 45 minutes before meal is to be served.
2. Setup and prepare the salad bar area. Make sure salad bar is stocked throughout the meal.
3. Make sure appropriate drinks are made and available for the specified meal.
4. Set out condiments as appropriate for the meal and replenish as needed.
5. Make sure napkin dispensers are full and silverware and trays are ready for use.
6. Monitor food on serving lines and inform Kitchen Manager or Shift Cooks when quantities are low.
7. Notify Kitchen Manager if / when inventory is getting low and needs to be reordered – running out of food staples is not acceptable.
8. Set out a fresh bucket of soapy water and rags before every meal for Scouts to wipe their own tables.
9. Oversee the cleanliness of the serving area and dining hall. Sweep and clean the serving area floors and countertops between meal shifts. Sweep and clean all floors, countertops, and unclean tabletops after every meal. Help with mid-season and end of summer deep clean of kitchen and Dining Hall.
10. All other duties as assigned.

## Dishwashers

**Reports To:** Kitchen Manager or Shift Cook

**Supervises:** N/A

**Essential Functions:** Must be present at all assigned meals. Must arrive at least 30 minutes before meal is to be served to begin set-up and stay until pots/pans, dishes, plates, and silverware are clean. Must be able to lift up to 40lbs.

**Specific Responsibilities:** The dishwashers work closely with Kitchen Manager and Shift Cooks to ensure a quality dining experience. Specific Responsibilities are:

1. Arrive 30 minutes before your assigned meal is to be served. Prepare rinse sinks and buckets for the meal rush. Begin washing dirty prep dishes and utensils.
2. During the meal police where dirty dishes are placed by Scouts and leaders. Carry these dishes by cart or hand to the dishwashing area.
3. Soak all items with heavy, stuck on food or grease in rinse sinks or buckets.
4. Make sure dishwasher is turned on and filling with water. Turn on the heat boost pump.
5. Rinse off all plates, pots, pans, coffee mugs, cups, and silverware before running them through the dishwasher. Silverware will need to be run through the dishwasher a second time. Visually inspect to make sure they are clean. Rerun any items that are not clean through the dishwasher.
6. Return all cleaned items to their proper storage area or in their place on the food line.
7. Once all items have been cleaned turn off the heat boost on the dishwasher – its important this is turned off first! After the heat boost is turned off you can turn off the dishwasher and drain

the water from the dishwasher. Remove filter and clean the remaining food stuff out. Return filter.

8. Wipe the sinks, counters, and shelves in the dishwashing area. Help with mid-season and end of summer deep clean of the kitchen and Dining Hall.
9. All other duties as assigned.

## **Retired Position Descriptions**

### **High Adventure Director**

**Reports To:** Program Director

**Supervises:** High Adventure Staff

**Objective:** To ensure that each Scout has access to a well-rounded High Adventure program. Supervise and provide guidance to the High Adventure staff to ensure a successful camping season.

**Essential Functions:** Must be at least 21 years old. Must have enough physical endurance to lead and participate in climbing, low, medium, and high COPE sessions. Must hold a valid certificate from the National Camping School for COPE.

**Specific Responsibilities:** The High Adventure Director must have knowledge of and be able to teach Climbing and COPE to campers and to be able to interact with unit leadership. Specific responsibilities are:

12. Supervise, train, and motivate the High Adventure staff in all their activities.
13. Ensure BSA COPE & Climbing standards and all safety regulations are followed.
14. Offer COPE programs as well as free climbing, Climbing Merit Badge, and Mountain Goat Climb to both Scouts and adults.
15. Direct the set-up and takedown of program area.
16. Maintain, inventory, and promote wise use of program equipment.
17. Participate in all camp wide activities.
18. Make a written report of Scouts who participated by the end of the week.
19. Conduct program staff evaluations as requested and submit a written report on the work of each of the staff at the end of the camping season.
20. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
21. Maintain a clean and organized program area.
22. All other duties as assigned.

### **Assistant High Adventure Director**

**Reports To:** High Adventure Director

**Supervises:** N/A

**Objective:** To assist High Adventure Director to ensure that each Scout has access to a well-rounded High Adventure program.

**Essential Functions:** Must be at least 18 years old. Must have enough physical endurance to lead and participate in climbing, low, medium, and high COPE sessions.

**Specific Responsibilities:** The Assistant High Adventure Director must have knowledge of and be able to teach COPE & Climbing to campers and to be able to interact with unit leadership. Specific responsibilities are:

7. Ensure BSA COPE & Climbing standards and all safety regulations are followed.
8. Assist with COPE & Climbing programs to both Scouts and adults.
9. Help set-up and takedown of program area.
10. Maintain, inventory, and promote wise use of program equipment.
11. Participate in all camp wide activities.
12. All other duties as assigned.

## **Pumphouse Director**

**Reports To:** Program Director

**Supervises:** Program Aide

**Objective:** To ensure that each Scout has access to a well-rounded program that revolve around technology and communication.

**Essential Functions:** Must be at least 18 years of age.

**Specific Responsibilities:** Must be proficient in technology and communications related skills and merit badges. Specific responsibilities are:

1. Supervise, train, and motivate the Pumphouse staff in all their activities.
2. Offer a quality program that includes merit badge instruction, Cyber Chip training, and weekly newspaper.
3. Publish the weekly "Pumphouse Chronicles" on Friday for campers.
4. Direct the set-up and takedown of program area.
5. Maintenance, inventory, and wise use of all program equipment.
6. Participate in all camp wide activities.
7. Make a written advancement report on all activities at the end of each week.
8. Conduct program staff evaluations for staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
9. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
10. Maintain a clean and organized program area.
11. All other duties as assigned.