

CAMP STAFF JOB DESCRIPTIONS

Position: Camp Commissioner

Program: Resident Camp

Reports To: Camp Director

Supervises: Volunteer Campsite Commissioners

Primary Functions: To act as the liaison between units, camp staff and camp administration by giving leadership to commissioners assigned.

Major Duties and Responsibilities:

- Be the first-line contact point for unit leaders while in camp.
- Assist units and unit leaders throughout their stay in camp assuring their camp experience is safe, enjoyable, and educational.
- Field questions, concerns, and suggestions from unit leaders and passes on information to appropriate staff members.
- Counsel leaders, when appropriate, in the ideals, goals and methods of Scouting. Helps units while in camp to improve patrol and troop operations, especially the patrol method.
- Attends all camp leader's meetings to help coordinate total camp operation(s).
- Conducts leader's roundtable with program features to enhance knowledge and skills of unit leaders.
- Assists with and promotes staff morale
- Performs other duties as assigned by the Camp Director and Program Director.

Critical Elements of the Position:

- Must be 21 years of age or older.
- Must be registered and trained commissioner and attend the National Camp School commissioner orientation completed by the Camp Director or designee.
- Extensive walking and moderate lifting required.

CAMP STAFF JOB DESCRIPTIONS

Position: Trading Post Director

Program: Resident Camp

Reports To: Camp Director

Supervises: Trading Post Staff

Primary Functions: Operate the camp store

Major Duties and Responsibilities:

- Direct trading post staff
- Keep track of inventory and cash
- Sell inventory
- Be comfortable with online credit/debit transactions
- Assist Shoppers
- Conduct inventory counts
- Keep the Trading post area clean and tidy

Critical Elements of the Position:

- Must be responsible with money

CAMP STAFF JOB DESCRIPTIONS

Position: Trading Post Staff

Program: Resident Camp

Reports To: Trading Post Director

Supervises: Not applicable

Primary Functions: Operate the Camp Store

Major Duties and Responsibilities:

- Sell inventory
- Keep track of inventory and cash
- Be comfortable with online credit/debit transactions
- Assist Shoppers
- Conduct inventory counts
- Keep the Trading post area clean and tidy

Critical Elements of the Position:

- Must be responsible with money

CAMP STAFF JOB DESCRIPTIONS

Position: Admin Director

Program: Resident Camp

Reports To: Camp Director

Supervises: Admin camp staff

Primary Functions:

- Maintain admin office

Major Duties and Responsibilities:

- Train admin staff
- Maintain office hours at camp
- Responsible for handling administrative functions at camp, primarily answering questions, printing forms, and assisting with program needs
- Keep staff records, maintain camp sign in and sign out records, keep track of counselor records, handle check in and check out packets

Critical Elements of the Position:

Must be computer savvy

CAMP STAFF JOB DESCRIPTIONS

Position: Admin assistant

Program: Resident Camp

Reports To: Admin Director

Supervises: Not applicable

Primary Functions:

- Assist Admin Director in maintaining admin office during camp

Major Duties and Responsibilities:

- Maintain office hours at camp
- Assists Admin Director in daily admin functions (i.e. answering questions, printing forms, and assisting in program needs)
- Keep staff and counselor records, maintain camp sign in and sign out records, handle check in and check out packets
- From 1700-1800 be available to collect daily camper completed requirements from the area directors to input into computer

Critical Elements of the Position:

CAMP STAFF JOB DESCRIPTIONS

Position: Camp Health Officer and Medics

Program: Resident Camp

Reports To: Camp Director

Supervises: Not applicable

Primary Functions: Maintain medical hut Care for injured/sick campers

Major Duties and Responsibilities:

- Check all incoming participants' medical records
- Hand out medical alert wristbands if necessary
- Secure medical records during camp sessions
- Assist in medical situations that may arise during camp
- When necessary, will be responsible for sending campers to the hospital

Critical Elements of the Position:

- Must be medically trained and capable of emergency medicine treatment (i.e. registered nurse, physician, or EMT)

CAMP STAFF JOB DESCRIPTIONS

Position: Outdoor Skills Director

Program: Resident Camp

Reports To: Program Director

Supervises: Outdoor Skills staff

Primary Functions: Ensure success of the Outdoor Skills Program

Major Duties and Responsibilities:

- Train Outdoor Skills staff
- Assist Outdoor Skills staff in preparing merit badge area by making sure everything that is needed is procured and ready for classes
- Accurately track prerequisites completed by scouts and track completed requirements each day
- Collect camper completed requirements and deliver to the admin staff at the close of the PM sessions daily
- Required to attend all flag raising ceremonies, flag lowering ceremonies, campfire ceremonies, and program area meetings

Critical Elements of the Position:

This is a National Camp School training required position

CAMP STAFF JOB DESCRIPTIONS

Position: Outdoor Skills Staff

Program: Resident Camp

Reports To: Outdoor Skills Director

Supervises: Not applicable

Primary Functions: Ensure success of the Outdoor Skills Program

Major Duties and Responsibilities:

- Prepare merit badge area by making sure everything that is needed is procured and ready for classes
- Teach classes to ScoutBSA participants
- Accurately track prerequisites completed by scouts and track completed requirements each day
- Required to attend all flag raising ceremonies, flag lowering ceremonies, campfire ceremonies, and program area meetings

CAMP STAFF JOB DESCRIPTIONS

Position: Shooting Sports Director

Program: Resident Camp

Reports To: Program Director

Supervises: Shooting Sports staff

Primary Functions: Ensures success and safety of Shooting Sports Program

Major Duties and Responsibilities:

- Train Shooting Sports staff
- Must be able to build a successful and safe range for the Rifle Shooting and Archery merit badges
- Make sure supplies needed for the Shooting Sports program is procured and ready
- Make sure counselors are accurately tracking prerequisites and completed merit badge requirements
- Collect camper completed requirements and deliver to the admin staff at the close of the PM sessions daily
- Responsible for running shooting event on Thursday evening for campers
- Required to attend all flag raising ceremonies, flag lowering ceremonies, campfire ceremonies, and program area meetings

Critical Elements of the Position:

- Must be 21 years old
- Must have National Camping School certification for Shooting Sports

CAMP STAFF JOB DESCRIPTIONS

Position: Shooting Sports staff

Program: Resident Camp

Reports To: Shooting Sports Director

Supervises: Not applicable

Primary Functions: Ensure success of the Shooting Sports Program

Major Duties and Responsibilities:

- Prepare merit badge area by making sure everything that is needed is procured and ready for classes
- Teach Shooting Sports to ScoutBSA participants
- Accurately track prerequisites completed by scouts and track completed requirements each day
- Required to attend all flag raising ceremonies, flag lowering ceremonies, campfire ceremonies, and program area meetings

CAMP STAFF JOB DESCRIPTIONS

Position: Aquatics Director

Program: Resident Camp

Reports To: Program Director

Supervises: Aquatics staff

Primary Functions: Ensures success and safety of Aquatics Program

Major Duties and Responsibilities:

- Train Aquatics staff
- Ensure safe poolside environment
- Make sure everything is needed for Aquatics classes are procured and ready for classes
- Make sure counselors are accurately tracking prerequisites and completed merit badge requirements
- Collect camper completed requirements and deliver to the admin staff at the close of the PM sessions daily
- Be accountable for campers that leave campus for various aquatic classes
- Responsible for administering swim tests for all campers
- Required to attend all flag raising ceremonies, flag lowering ceremonies, campfire ceremonies, and program area meetings

Critical Elements of the Position:

- Must be 21 years old
- Must have National Camping School certification for Aquatics

CAMP STAFF JOB DESCRIPTIONS

Position: Aquatics staff

Program: Resident Camp

Reports To: Aquatics Director

Supervises: Not applicable

Primary Functions: Ensure success of the Aquatics Program

Major Duties and Responsibilities:

- Prepare merit badge area by making sure everything that is needed is procured and ready for classes
- Teach Aquatics classes to campers
- Accurately track prerequisites completed by scouts and track completed requirements each day
- Required to attend all flag raising ceremonies, flag lowering ceremonies, campfire ceremonies, and program area meetings
- Must be 16 years old or older - our camp only has an open waterfront – no pool