

**Western
Massachusetts
Council, BSA**



**Summer Camp Staff
Job Descriptions
2017**

Camp Staff Job Descriptions

Administrative Staff

Camp Director (21+)

National Camp School Certification required

- Ensure that the operation of the camp meets or exceeds the BSA national standards.
- Deal with emergency situations as needed.
- Train staff members or ensure that staff members are trained.
- Conduct staff meetings.
- Evaluate staff performance.
- Enforce all BSA, local council and camp policies, rules and regulations.
- Ensure that the purchase, storage and preparation of food meets with the highest standards
- Oversee operation of the trading post.
- Ensure that the camp facilities are well maintained, and work with the ranger to ensure the good working order of the facilities.
- Understand the jobs in camp.
- Develop a relationship with each staff member.
- See that the program is sound, exciting and effective.
- Mediate staff disputes.
- Maintain a relationship with unit leaders.
- Be able to handle the physical demands of camp, including visiting campsites, helping with camp set up and take down and camp maintenance.

Program Director (21+)

National Camp School Certification required

- Chair the Scoutmaster's daily meeting.
- Develop a high quality program for each unit and each Scout in camp.
- Develop a relationship with each staff member.
- Oversee the hiring of program staff.
- Evaluate the program staff.
- Keep careful track of all program inventories.
- Understand the jobs in camp.
- See that the program is sound, exciting and effective.
- Train the program staff.
- Enforce all BSA, local council and camp policies, rules and regulations.
- Be sure that each unit's program is set well in advance of camp.
- Serve as camp director in the event the camp director is unable to carry out his/her duties.
- Be able to handle the physical demands of camp, including visiting campsites, helping with camp set up and take down and camp maintenance.
- Any other duties assigned by the camp director.

Business Manager (21+)

National Camp School Certification recommended

- Work with the camp director to ensure the camp follows the established budget.
- Direct the trading post operation, including supervising the trading post manager.
- Work with the cook to ensure that adequate food is on hand.
- Work with the cook to ensure the food operation stays within budget.
- Work with the program director to ensure that all program material needs are provided.
- Supervise the camp clerk.
- Any other duties assigned by the camp director.

Camp Health Officer (18+)

Certified Nurse, EMT, etc.

- Ensure that the camp staff is adequately trained in first aid and CPR.
- Ensure that the toilet facilities, kitchen, dining hall, showers, and overall camp are clean and sanitary, before campers arrive.
- Perform the medical check-in when campers arrive.
- Ensure that everyone in camp has an up-to-date medical form on file.
- Check hot-cold charts daily.
- Maintain the first aid logs.
- Perform first aid for campers.
- Accompany serious injury cases to the hospital.
- Inform the camp director of any potential health hazards in camp.
- Any other duties assigned by the camp director.

Camp Commissioner (18+)

National Camp School Certification or equivalent skills required

- Assist with unit check-in.
- Ensure that units have a positive experience in camp.
- Be pro-active in solving unit problems.
- See that units have a well rounded program in camp.
- Encourage SCOUT SPIRIT.
- Any other duties assigned by the camp director.

Provisional Scoutmaster (21+)

- Supervise the Scouts in the provisional troop.
- Work with the Scouts to develop a fun and exciting program.
- Use the patrol method to run the troop.
- Help maintain the provisional campsite.
- Participate in the daily Leader's morning meeting.
- Any other duties assigned by the camp director.

Counselor in Training (CIT) Director (21+)

- Coordinate the Counselor in Training (CIT) program.
- Work with each CIT to help them develop to be a future member of the camp staff.
- Schedule the rotation of each CIT through the program areas.
- Provide staff training sessions for the CITs.
- Sleep in the CIT area to provide overnight supervision.
- Work with each group of CITs to develop a sense of belonging.
- Work with area directors to ensure that the CITs are not used either as extra staff or gophers.
- Any other duties assigned by the camp director or program director.

Support Staff

Cook

- Responsible for Menu Planning Including Special Diets and Allergy compliance
- Food and Supplies Procurement from approved vendors
- Safe Serve Certified
- Manage Kitchen Staff as necessary to provide food preparation, service, and sanitation
- Maintain documentation to support BSA Standards and local Health Code requirements
- Supervise preparation for all Health and Standards Inspections and oversee inspection process.
- Any other duties assigned by the camp director.

Dining Hall Staff (15+)

- Maintain Serving Line for Health and Safety and Volume to provide efficient service
- Supervise Unit cleanup as well as overall cleanup of Dining Hall
- Report to Cook any Safety and Health concerns
- Any other duties assigned by the Cook or camp director.

Dining Hall Steward (15+)

- Maintain order in the Dining Hall
- Oversee Dining Hall Staff and assist as needed
- Report to Cook any Safety and Health concerns
- Any other duties assigned by the camp director.

Trading Post Manager (16+)

- Assist in camp orders of inventory and supplies
- Prepare daily cash reconciliation for cash transfers
- Maintain adequate inventory as needed through the Summer Camping season
- Maintain Physical Inventory Weekly
- Insure Trading Post operations meet all BSA, State and local laws and Health requirements
- Any other duties assigned by business manager the camp director.

Camp Clerk (15+)

- Greet campers, leaders and visitors at the Nunes building.
- Keep upstairs of the Nunes Building clean.
- Answer the camp phone and take messages.
- Any other duties assigned by the camp director or program director.

Program Staff

Aquatics Director (21+)

National Camp School Certification required

- Coordinate the camp aquatics program.
- Ensure that aquatics equipment is safe, in good repair and adequate before campers arrive.
- Ensure that the aquatics area is safe, clean, and attractive before campers arrive.
- Supervise swim checks for arriving campers.
- Supervise the aquatics staff.
- Conduct the aquatics staff training.
- Enforce the aquatics rules at camp.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Assistant Aquatics Director (18+)

National Camp School Certification required

- Work with the Aquatics Director to coordinate the camp aquatics program.
- Assist with swim checks for arriving campers.
- In the absense of the Aquatics Director, supervise the aquatics staff.
- Enforce the aquatics rules at camp.
- Any other duties assigned by the camp director or program director.

COPE/Climbing Director (21+)

National Camp School Certification required

- Coordinate the camp COPE/Climbing program.
- Ensure that all COPE/Climbing equipment and elements are safe and up to BSA national standards before camp begins.
- Conduct the COPE/Climbing staff training.
- Ensure that all BSA COPE/Climbing national standards are followed.
- Conduct ongoing maintenance and inspections throughout the camp season.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Keep an up to date log.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Ecology/Conservation Director (18+)

National Camp School Certification or equivalent training in outdoor education required

- Coordinate the camp Ecology/Conservation program.
- Ensure that Ecology/Conservation equipment is safe, in good repair and adequate before campers arrive.
- Supervise the Ecology/Conservation staff.
- Conduct the Ecology/Conservation staff training.
- Assist units in planning conservation projects.
- Coordinate conservation projects for units in camp.
- Educate units on the ecology of camp.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Outdoor Skills Director (18+)

National Camp School Certification or equivalent skills required

- Coordinate the camp outdoor skills program.
- Ensure that outdoor skills equipment is safe, in good repair and adequate before campers arrive.
- Ensure that the outdoor skills area is safe, clean, and attractive before campers arrive.
- Supervise the outdoor skills staff.
- Conduct the outdoor skills staff training.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Shooting Sports Director (21+)

National Camp School Certification required

- Coordinate the camp shooting sports program.
- Ensure that shooting sports equipment is safe, in good repair and adequate before campers arrive.
- Ensure that the shooting sports area is safe, clean, and attractive before campers arrive.
- Supervise the shooting sports staff.
- Conduct the shooting sports staff training.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Rifle Director (21+)

National Camp School Certification required

- Work with the Shooting Sports Director to conduct the rifle shooting program at the camp.
- Ensure that rifle range equipment is safe and in good repair during the camp season.
- Ensure that the rifle range is safe, clean, and attractive during the camp season.
- Supervise the rifle range staff.
- Any other duties assigned by the camp director or program director.

Archery Director (18+)

National Camp School Certification or Archery Level 1 training required

- Work with the Shooting Sports Director to conduct the archery program at the camp.
- Ensure that archery equipment is safe and in good repair during the camp season.
- Ensure that the archery range is safe, clean, and attractive during the camp season.
- Ensure that the field archery trail is safe, clean, and attractive during the camp season.
- Supervise the archery range staff.
- Any other duties assigned by the camp director or program director.

Adventurer's Club Director (21+)

National Camp School Certification recommended (Voyageur)

- Coordinate the camp adventure program.
- Ensure that the onsite equipment is safe, in good repair and adequate before campers arrive.
- Ensure that the onsite area is safe, clean, and attractive before campers arrive.
- Supervise the adventure staff.
- Conduct the adventure staff training.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Coordinate offsite transportation and camping.
- Coordinate activity timing with offsite businesses or individuals for group activities.
- Coordinate camp gear with quartermaster and food requests with kitchen staff.
- Any other duties assigned by the camp director or program director.

Chaplain

- Provide counseling services for campers and staff.
- Provide an example of the point of the Scout law "A Scout is reverent."
- Deliver emergency messages and console recipients.
- Make the camp director aware of needs and concerns in camp.
- Any other duties assigned by the camp director.

Trail's Head Director (18+)

National Camp School Certification or equivalent skills required

- Coordinate the first year camper program (Trail's Head).
- Ensure that first year camper program equipment is safe, in good repair and adequate before campers arrive.
- Ensure that the first year camper program area is safe, clean, and attractive before campers arrive.
- Supervise the first year camper program staff.
- Coordinate with other areas to ensure a sound, exciting and effective program for first year campers.
- Conduct the first year camper program staff training.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Program Aide (15+)

Skills in photography and video assembly required

- Work with the Program Director to realize the best possible summer camp program.
- Take pictures throughout the week for promotional purposes.
- Develop the end of week slide show for the Boy Scout camp weeks.
- Any other duties assigned by the camp director or program director.

Training Coordinator (18+)

Trained in Scoutmaster Specifics and Introduction to Outdoor Skills (IOLS)

- Work with the Program Director to coordinate the adult training programs during camp.
- Runs Scoutmaster Specifics.
- Coordinates with the appropriate program areas to provide the training for IOLS
- Coordinates with the waterfront for Paddle Craft Safety, Safe Swim Defense and Safety Afloat training.
- Coordinates with the climbing staff for Climb On Safely training.
- Coordinates with the Scoutcraft staff for Trek Safely and Leave No Trace Training.
- Offers other trainings as requested, if possible.
- Any other duties assigned by the camp director or program director.

ATV Director (21+)

ATV RiderCourse Instructor License

- Provides the ATV program.
- Maintains the ATVs, keeping them clean and in good shape.
- Supervises the ATV staff.
- Any other duties assigned by the camp director or program director.

ATV Instructor (21+)

ATV RiderCourse Instructor License

- Assists with providing the ATV program.
- Assists with maintaining the ATVs, keeping them clean and in good shape.
- Any other duties assigned by the camp director or program director.

ATV Assistant (18+)

Have successfully completed the ATV RiderCourse

- Assists with providing the ATV program.
- Assists with maintaining the ATVs, keeping them clean and in good shape.
- Any other duties assigned by the camp director or program director.

Program Staff (15+/16+ Waterfront and COPE/Climbing)

Includes Outdoor Skills, Trail's Head, Shooting Sports, Adventurer's Club, Ecology, Handicraft, COPE/Climbing and Waterfront Staff

- Follow the directions given to you by your area director.
- Be cheerful and attentive when working with Scouts.
- Prepare your lessons and activities thoughtfully and carefully.
- Act as a unit host, if assigned.
- Participate in the opening campfire.
- Follow the code of conduct for camp staff.
- Eat all meals in the dining hall at your assigned table and provide program/grace if requested.
- Communicate any and all concerns, problems, and ideas to your area director and/or the program director and/or the camp director. (Totem highly suggested)
- Be able to handle the physical demands of camp, including visiting campsites, helping with camp set up and take down and camp maintenance.
- Any other duties assigned by the camp director or program director.