CUB SCOUT DAY CAMP STAFF

Personnel Requirements, Responsibilities & Descriptions

Personnel Requirements

All camp staff must:

● Complete a camp staff application
● Be registered in the Boy Scouts of America
● Online Tentaroo Registration as Staff Member for each camp volunteering for
● Submit three letters of recommendation
● Consent to a Criminal Offense Registry Inquiry (CORI) to the Western Massachusetts Council
● Consent to a Sex Offense Registry Inquiry (SORI) to the Western Massachusetts Council
● Submit a current BSA medical form parts A and B
● Be 14 years of age or older. Certain staff positions have different minimum age requirements.
● Possess required trainings and/or certifications for prescribed position (National Camp School, Shooting Sports Certification, First Aid, etc.).
● Be Youth Protection Trained and Camp Youth Protection Trained.
● Agree to adhere to the Camp Calendar (as applicable).
● Agree to adhere to the Code of Conduct for the Day Camp.

Primary Personnel Responsibilities

Camp staff includes all personnel, paid or volunteer, approved by the council and camp directors, who interact with camp participants.

● Complete required pre-camp staff training commensurate with their responsibilities
  ○ Camp Plans and Procedures Training
  ○ Camper Security Training
  ○ Emergency Procedures Training
  ○ Camp Staff Youth Protection Training
  ○ Stress Management Training
  ○ Weather Hazard Training
  ○ Unlawful Harassment Prevention Training
- Assist in initial setup and breakdown of camp, both in prescribed areas and in other areas as directed by the camp director
- Be present at camp daily as set forth in the Letter of Agreement
- Take part in all opening and closing ceremonies and whole camp activities, including morning arrival and afternoon dismissal, except when exempted by the camp or program director
- Take part in setup and breakdown of camp
- Maintain a current inventory list of relevant supplies, and notify the program or camp director of needs
- Maintain a clean, safe and healthy program area site
- Prepare a Post Action Report

Personnel Descriptions

Professional Advisor
- Oversee the operation of camp
- Work with the camp director in the selection of all staff
- Manage human resource matters
- Develop staff guidelines and Staff Handbook
- Maintain employee records
- Develop and oversee camp operating budget
- Oversee camp promotional activities

Camp Director
- Responsible for the execution of the overall camp program
- Insure compliance with all national standards for Local Council Accreditation Standards; manage accreditation process
- Execute camp operating budget
- Recruit all camp personnel
- Manage personnel matters
- Coordinate and execute staff training and development
- Actively engage units in camp promotions
- Supervise area directors and support staff in executing programs
- Oversee and supervise staff, engaging in active communication; serve as a troubleshooter for area directors and staff
- Arrange and oversee parent volunteer coverage
- Carry out camp-wide activities, including ceremonies; supervise lunch, camper arrival and dismissal
- Serve as emergency response coordinator
- Monitor health and safety of staff, campers, and volunteers
- Manage supply inventories and oversee requisition of new materials and supplies
- Coordinate donation requests
- Approve camp program schedule
- Approve all program activities
- Manage customer relations, being visible and accessible to campers, parents and volunteers during the camp day
- Coordinate staff and parent incentives
- Coordinate and execute the family activity of the week; prepare awards, approve den skits and songs

Program Director

- Responsible for the day-to-day operation of the camp program
- Assist in selection of camp personnel
- Assist in the planning and execution of staff training
- Actively engage units in camp promotions
- Supervise area directors and support staff in executing programs
- Oversee creative/theme development of camp
- Coordinate camp-wide incentive programs for campers (totems and beads, etc.)
- Plan and coordinate rainy day and other special/plan B activities
- Coordinate special programs, guest speakers, etc.
- Assist camp director in executing camp-wide activities, supervising lunch, opening and closing ceremonies
- Develop the daily and weekly program schedule with the camp director
- Oversee den chiefs and youth volunteers
- Working with area directors, develop a comprehensive program plan for each area director
- Monitor and evaluate each program area continually
- Develop dens and assign registered campers accordingly
- Compile achievement sheets for distribution to campers and their units
- Develop camper “envelopes” for distribution at the conclusion of camp
- Coordinate and execute the family activity of the week; prepare awards, approve den skits and songs

Camp Commissioner

- Assist volunteers with den management
- Serve as an advisor and mentor to camp program staff, including den chiefs and volunteers
- Assist the camp director and program director in executing the camp program, including tasks
- Be available to volunteer den leaders for advice and support in den organization and operations
- Serve as “volunteer chief,” engaging volunteers in games, songs and skits
- Help dens plan and prepare for the family activity of the week
Health Officer

- Adhere to the *Standing Orders* issued by the camp physician of record
- Aid the camp director in conducting a camp staff training activity
- Work with the camp director in maintaining and upholding Board of Health and BSA regulations for food handling, storage and sanitation
- Review and maintain all camp health histories
- Be responsible for all medication storage and distribution
- Treat any injuries and be chief determinate as to whether further care is necessary
- Maintain and supply First Aid Kits for all program areas more than 100 yards from the medical care area
- Maintain the *First Aid Log* for all persons in camp
- Monitor safety of camp at all times
- Maintain attendance records daily and maintain camp-wide daily tallies, including contact with and documentation of missing or late campers
- Sign in all visitors to camp and provide appropriate identification
- Work with program director in developing dens
- Supervise camp lost and found

Area Directors

- Operate and manage assigned area as prescribed by the camp and program director
- Supervise assistant(s)
- With the program director, develop a comprehensive program plan for assigned area
- Provide program director with achievements campers complete
- Provide program director with information on needed supplies and materials for the prescribed program area
- Maintain a daily plan and a plan B
- Maintain daily attendance and participation logs

Program Aides

- Assist in the overall operation of the program through assigned tasks, duties and responsibilities
- Set an example to campers
- Assist the area director or other supervisor in the development of a program plan (if in an area)
- Assist the area director in running of program area, including program and administrative tasks (if applicable)

Den Leaders

- Oversee den operations, including but not limited to
○ Scout daily sign in and sign out
○ Creation of a den flag
○ Creation of a den cheer/yell
○ Creation of assigned song/skit
○ Facilitate assigned den flag ceremony
○ Moving group to activities and overseeing conduct at all times
○ Supervise den time activities
○ Oversee immediate health and safety of den members
○ Be in contact with directors and/or health officer on necessary matters

Den Chiefs

Scouts at least age 14 may volunteer as den chiefs and are considered staff members. Day camp den chiefs may be under the age of 14 only if they are serving as a den chief for the same den they serve in their local pack.

Responsibilities:
● Help with beginning of the day setup, including moving lunch bins and den bags to appropriate den areas
● Assist area directors and assistants in carrying out program
● Assist Camp and Program Directors with general camp tasks
● Work with Parent Volunteers to lead dens through the course of the day with the various tasks set forth by the Camp and Program Directors, including leading games and cheers, planning skits and songs and stringing totem beads in addition to other activities
● Meet with the Camp and/or Program Director each day to discuss different aspects of leadership
● Promote Scout spirit with and among campers
● Serve as an example to younger Cub Scouts
● HAVE FUN WITH CUB SCOUTS!

Scouts BSA Volunteers

Scouts under the age of 14 may volunteer to help at day camp if under the direct supervision of a parent, guardian, or Cub/Boy Scout leader. However, they are not considered staff members.