

# 2012 CAMP WARE



# HSR

HORSESHOE SCOUT RESERVATION

# STAFF GUIDE

# Welcome!

You have been chosen to serve at one of the best Scout camps in the region. The quality, helpfulness, and character of the staff are important to our continuing success.

Some practical things are explained in this guide. As you read, remember that your effectiveness and success this summer depends on a willing attitude, a sense of personal honor, a friendly face, a kind word, and the desire to serve all.

Being a staff member is a challenge and requires your physical, mental, and spiritual best, and the rewards you will receive back far outweigh anything you can put into words. You will find, as have countless others that the traditions and unique spirit built over seventy years of service, form life-long memories as you become a part of the Horseshoe Scout Reservation and it becomes a part of you.



## **Code of Conduct**

Three ideals reflected in the Scout Oath are the center of the Reservation Staff philosophy:

### ***Personal Honor and Endeavor***

The good of the Scouts, your personal reputation and that of your fellow staff members, must be the central goal of every task and activity. Conduct according to the highest standards of personal trustworthiness and honor is expected of each staff member in all situations.

### ***Service to Others***

Service is the number one priority of every staff member. Scouts and leaders are there to learn and grow through the camp program. Every effort is extended to make the most out of every opportunity to serve.

### ***Duty to Self***

A mature and disciplined approach to daily living at camp, the desire to learn and grow in skills, Leadership, and character is reflected in the attitude of every staff member.

You will not find a list of prohibitions or punishments in this guide. Each staff member is expected to know and understand the Scout Oath and Law and take it seriously in guiding their conduct.

**On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake and morally straight.**

**A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.**

We all have these words committed to memory. They apply to all the things we say or do and their intentions and meaning are unmistakable. If difficulty arises when deciding on any issue this summer, recall these simple things that we have pledged ourselves.

## **Initiative**

Defined as "energy or aptitude in action"; initiative is the mark of an effective staff member, student, or employee. We encounter many challenges in the course of a summer and the work of running the camp program is constant and demanding.

Staff members are expected to demonstrate a high level of personal initiative by completing tasks and maintaining their responsibilities with a minimum of direction and oversight.

## **Self Discipline**

A high level of maturity, responsibility, and leadership is assumed of anyone chosen to serve on staff. It is a point of honor amongst staff members that they do not allow harmful or inconsiderate conditions and actions to go un-checked.

The relationship between you, your fellow staff members, and the camp administration is based on your personal honor, trustworthiness, and self-discipline. Indeed, all of Scouting is founded on interdependence and trust.

Anyone who repeatedly and willfully disregards this trust, risks his or her position as a staff member.

## **Honor Council**

Living and working in close contact with many different people as we do at camp is a unique experience. Occasionally, conditions can breed conflict and lapses of good judgment. The Honor Council exists to resolve these conflicts and recommend appropriate disciplinary actions.

The council is made up of senior staff members between the ages of 18 and 21. All serve voluntarily and may excuse themselves from any session of the council if they feel that they could not judge any given matter fairly. The Honor Council meets with the concerned staff members and agrees on a course of action. These plans are committed in writing, signed by all present, and reviewed by the Camp Director. Becoming a staff member implies that you will abide by the decisions of the Honor Council. Appeals are directed to the Camp Administration who may opt to reconsider the matter or uphold the council's original decision.

## **Camp Equipment**

Staff members will use camp equipment in a safe manner and for its intended purpose only and will return the equipment in good condition. Staff members will be charged for damages caused by misuse or horseplay. Treat all equipment as if it were your own!

## **Personal Appearance**

As a representative of the camp, council, and Scouting in general, your personal appearance is an important consideration. All staff members are expected to maintain a high level of personal hygiene out of respect for each other and the principles we represent.

## **Reverence**

Staff members are expected to attend Vespers and Chapel services in observance of the twelfth point of the Scout Law and to support the program. All faiths and beliefs deserve respect and every effort will be made to accommodate their observance.

Another aspect of reverence has to do with the mutual respect demonstrated to fellow staff members and all those attending camp. Many levels of mental and physical ability will be represented and all deserve equal treatment, respect, and consideration.

## **Job Descriptions**

Everyone has a primary departmental assignment depending on your ability and interest. Our central objective is service to the Scouts; we will all help where the need is greatest. This may mean, on any given day, you may be asked to serve in a different department or with some group project around camp.

## **Staff Quarters**

Staff members share pavilions on raised wooden platforms. Electricity is available in the building. Please limit your appliances to a small light radio and fan. Naturally, you will be expected to maintain your living area in an orderly fashion.

## **Uniforms**

**Activity uniform:** Tan Khaki Shorts (preferably Cabela's 7-pocket Hiker Shorts), staff t-shirt, and white or black socks to be worn at all times, except for instances listed below.

**Official BSA uniform:** Scout shirt, Scout neckerchief, Scout socks, and Scout shorts will be worn to retreat each evening, chapel/vespers services, and closing campfires.

When either uniform is worn, appropriate footwear (docksides, dark hiking boots, or sturdy shoes) is encouraged. Sandals or Flip-Flops of any kind are not worn with the uniform. During retreat, headgear is restricted to official uniform hats.

**Please note:** It is expected that the staff will be in uniform when they are visible to campers. However, there will be times were the uniform may need to be modified to fulfill certain jobs.

**Campfires:**

During opening campfires, staff members are permitted to be in casual clothing as long as it does not depict any offensive material. For closing campfires, staff members are required to be in the Official BSA Uniform.

**Camp wide Games:**

During all camp wide games, staff members are required to wear the Activity Uniform (or Themed Costume during the Cub Resident Program.)

**Aquatics Staff:**

Staff specifically designated to work in the Aquatics Department are required to wear the same swim suit color and style as determined by the Aquatics Director.

**Maintenance Staff:**

Staff specifically designated to work in the Maintenance Department are required to wear a Staff shirt, long pants, and sturdy shoes.

**Kitchen Staff:**

Staff assigned to work in the kitchen must wear a clean staff shirt, clean jeans (shorts or pants), slip resistant shoes, clean hat, and food handler gloves.

## Personal Equipment

- Bedding – sheets, pillow, blankets, sleeping bag, etc.
- Clothing – enough uniforms, underwear, etc. to last a week
- Toiletries – Soap, shampoo, towel, toothbrush & paste, etc.
- Raingear
- Sturdy, well built flashlight

Please do not bring candles, oil lamps, devices that propel or launch any object into the air, sheath knives, fireworks, lasers, video games, televisions or any electrical appliance other than a small light fan or radio.

Any valuables or cash should be locked in a footlocker or stored in the camp safe. Neither the camp nor Chester County Council will be responsible for loss, breakage, or theft of any personal items.

There are limited laundry facilities available to the staff. Plan your needs accordingly.

## Days Off

Weekly days off are scheduled by the Program Director in consultation with your area director. You may leave camp the evening before, following retreat, or when your daily program responsibilities are completed. You must return by breakfast the day after. The Camp Director must approve days off spent in camp in advance. Remember to sign in and out at headquarters when leaving or returning to camp. Staff members under 18 may not stay in camp during all staff days off.

## Night Out

A written request for a night out to a movie or other activity outside of camp must be submitted to headquarters before 12:30 p.m. Drivers must be 18 or over and two adults must be present on each outing. All participants under the age of 18 must have written personal permission to leave camp, specifying approved drivers. You must sign out at headquarters when leaving and sign in upon your return. All must return to camp by 12:00 midnight.

## Staff Lounge

The staff lounge is available evenings for use after camp-wide events and closes promptly at 12:00 a.m. The facilities and equipment provided must be maintained properly by those who use them. Any misuse of the lounge will result in loss of privileges.

## Liability for Damages & Final Conditions of Staff Quarters/Facilities

Staff members will be held financially responsible for any damage they have caused camp property, with money being withheld from a paycheck to cover costs of repair or replacement. Additionally, \$25 will be held from the last paycheck **of any staff member** whose staff quarters are left unclean, damaged in any way and/or if any personal property (i.e. clothing, furniture, food, etc.) is left upon leaving. Additionally, any staff member identified as leaving any other part of camp in an unfit condition will also have \$25 withheld from their paycheck.

## Contracts, Salaries, Pay Periods

There are several forms all staff members are required to complete before arriving at camp. These include the following:

- Staff Employment Application
- Staff Agreement and Understanding
- W-4
- W-11
- I-9
- Direct Deposit Form
- Local Tax Withdraw Form
- Work Permit or Vacation Employment Certificate (required if non-high school graduate 17 years old or younger)
- Emergency Contact Information & Permission to Transport Form (under 18 years of age)
- BSA Youth or Adult Application (not applicable to staff working the previous summer)
- BSA Annual Health and Medical Record

All forms will be posted on the HSR website ([www.hsr-bsa.org](http://www.hsr-bsa.org)) as they become available. Current year W-4's and I-9's are traditionally available February or April of the year you are employed. Please read your contract and the all other materials carefully. Without a complete set of paperwork, we cannot issue paychecks.

All staff members 17 years of age or younger, who have not graduated from high school, are required to obtain the appropriate working papers. As you will be employed in the state of Pennsylvania, regardless of state in which you reside, you are required to obtain Pennsylvania state documents. Individuals 14 or 15 years old must acquire a Vacation Employment Certificate; 16 or 17 years old a Transferable Work Permit. These documents can be obtained at a Pennsylvania school.

Paychecks will be distributed approximately every 15 days during the camp season. In the event it becomes necessary to cancel or alter this agreement for any reason as outlined below, if Council changes the length of the camping season or if the staff member cannot serve the full season, it is agreed that the **staff member will be paid only for the days worked** (see staff contract

for length of the full season). Any additional days off requested and approved by the Camp Director will be unpaid.

Staff members are expected to serve for the full season. Plans that will take a staff member away from camp must to be discussed with and approved by the Camp Director prior to signing your contract.

## **Counselor-In-Training (CIT) Program**

All new 14 year-old staff members are considered CIT's. CIT's are expected to report for staff week to participate in staff training. CIT's may choose to stay for all or part of the summer. All CIT's are expected to take part in the camp take down and staff banquet. CIT positions are non-paid.

## **Staff Owned Vehicles**

If you plan to have a vehicle at camp, please observe the following rules:

Park only in designated areas

- Use your vehicle for transportation outside of camp only, not to and from program areas
- Observe the 15 MPH speed limit
- Staff members under the age of 18 may be transported in & out of camp only with written permission from their parents

## **Personal Firearms**

Personal firearms are not permitted in camp.

## **Youth Protection**

I understand the importance of the Youth Protection Policy will follow these guidelines and report all violations that come to my attention; maintaining a current completion of this course with the BSA.

## **Diversity**

I will respect diversity, whether the difference is in physical characteristics or in perspectives.

## **Drugs and Alcohol**

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. The Horseshoe Scout Reservation and Chester County Council follow a zero-tolerance policy for use of Alcohol and/or Drugs. Any use of these substances will result in termination.

## **Fraternization**

It is imperative that we maintain a professional atmosphere while on duty and while on Camp Ware and Horseshoe Scout Reservation property.

The following policies relate to the interactions between male and female staff members and campers while on reservation property.

Violation of any camp or reservation policy will result in disciplinary action up to and including termination and expulsion from camp.

- Male and Female staff members will have separate housing and rest facilities. This gives our female staff privacy and establishes acceptable boundaries. Under no circumstances should a male staff member be in a female cabin, nor a female staff member be in a male cabin at any time.
- Under no circumstances should male and female staff members be in exclusive company.
- A romantic relationship, also known as "fraternization," is not allowed on reservation property. In the event a male and female staff member are in a relationship before the summer starts, the staff members in question will be assigned to separate areas, as not to disrupt the harmony of the camping experience or create a real or perceived conflict of interest.
- While on reservation property, a "staff couple" is to remain separated. Any public displays of affection (PDA's) are prohibited.
- Staff members that are involved in a romantic relationship prior to the summer beginning are responsible for maintaining professional composure on reservation.

## **Tobacco:**

Tobacco products may not be used or possessed by any person under the age of 18, nor used in the presence of anyone under 18. Consumption of tobacco products is limited to: The rear of the Handicraft Pavilion and Staff City. Any staff member under the age of 18 caught using tobacco products will be documented and required to inform their parents of usage.

## **STAFF MEMBERS**

All staff members have the responsibility not to engage in behavior that constitutes discrimination or harassment in anyway. This applies to fellow staff members, campers, adult leaders, and parents. All instances of discrimination or harassment should be reported to the Program Director or Camp Director.

## **When your Troop or Crew is in Camp**

Please remember that your responsibilities as a staff member are your first priority and you must maintain a professional attitude. If you hold a leadership position in your unit, make sure that the unit leadership understands that you must attend to your staff duties and remain in the staff site. Attending camp with your unit is encouraged. However, if you should choose to take this week off (which would be unpaid), it is important that you inform your camp director at the time you accept a position.

## **Advancement Opportunities**

Naturally, staff responsibilities hold higher priorities, but there are sufficient opportunities to complete several merit badges and work toward other awards and recognition in the course of the summer.

## **A NOTE TO PARENTS**

A staff member's time at camp is divided into two categories; the time spent actively working at their assigned job, and the time spent as a minor, under supervision of the senior staff. Our workday is approximately eight hours long, in compliance with labor regulations as they relate to minors. During this time, your child is our employee. For the balance of the staff member's day, we are assuming the role of a parent.

All staff members are expected to share the responsibilities of maintaining the staff's common living areas much as they would at home; i.e., the staff site, the shower house, the dining hall, and the staff lounge.

We encourage and require a standard of conduct, punctuality, and dress, as specified in this guide while staff members are in our employ or in our care. Your child's job will be demanding and challenging, and the line between our roles as employer and guardian inevitably blurs at times. Your cooperation and input is valuable as we work toward our dual goals of service and the responsibility of your son and/or daughter.

### **Phone and Mail**

Outgoing personal calls must be placed from the phone at headquarters. Use of the phone is limited to short, occasional calls and requires the approval of the camp or program director. Incoming calls to staff members will be received until 9:00 p.m.; an incoming call will require that the caller leave a message for the staff member to return as soon as they are able.

Emergency calls may be made at any hour to the below numbers and the concerned staff member will be located immediately.

**Staff members may not possess or operate cell phones while on camp property.**

#### **Mail should be addressed to:**

Camp John H Ware III  
239 Jubilee Rd  
Peach Bottom PA 17563  
ATTN: Staff members name and department

#### **Headquarters phone number:**

717-548-2786

## 2012 Camp Ware Staff Schedule

- June 13 Senior staff reports by 5:00 pm
- June 14 All staff (including all 1<sup>st</sup> half & 2<sup>nd</sup> half CIT's) report by 9:00 am
- **June 20** **All staff day off begins at 6:00 p.m.**
- **July 21** **All staff day off**
- **June 22** **All staff returns by 9:00 a.m.**
- June 22 – 24 Special Needs Camp
- June 24 – 30 Boy Scout Camp
- July 1 & 2 Transition to Cub Scout Camp
- **July 3** **All staff day off (return by 7 p.m.)**
- July 4 – 8 Webelos Only/Cub Scouts & Webelos, Session #1
- **July 9 & 10** **All staff days off**
- **July 10** **All staff day off (return by 7 p.m.)**
- July 11 – July 15 Webelos Only/Cub Scouts & Webelos, Session #2
- July 15 First half of CIT's leave
- **July 16 & 17** **All staff days off**
- **July 17** **All staff returns by 7 p.m.**
- **July 17** **Second half of CIT'S arrive by 7 p.m.**
- July 18 - 22 Webelos Only/Cub Scouts & Webelos, Session #3
- July 22 - 28 Science Camp & V-Week
- July 29 **All staff day off (return by 7 p.m.)**
- July 30- August 3 Cub Scout Day Camp
- July 30 – August 3 Take down during evenings of Cub Scout Day Camp week
- **August 1** **First half CIT'S return by 3:00 pm**
- **August 2** **Staff banquet**
- August 3 - 5 Staff's last day, dependent upon completion of take-down of camp.

Please note: Dates subject to change without notice.

## **Horseshoe Scout Reservation History and Geography**

The Horseshoe Scout Reservation is located in the extreme southwest corner of Chester County, Pennsylvania, crossing the Mason Dixon line into Maryland. Horseshoe is part of the great state-line serpentine barren. This outcropping of serpentine-based rock breaks through the shallow topsoil in camp, displaying its many hues of green and browns. The serpentine barren is a unique ecological area, home to many rare or endangered wildflowers, grasses and trees. Striking views of this rare, beautiful habitat are to be had by climbing the chapel trail that overlooks central camp. Perhaps the most important natural feature is the scenic Octoraro Creek that describes a gentle oxbow around central camp and then takes a sharp horseshoe bend that lends the camp its name before flowing south to the Susquehanna River

The first human inhabitants of the area probably stayed at the rock shelter site, Buzzard's Rock, which was the location of an archaeological dig conducted by the Pennsylvania State Museum in 1988. The dig unearthed artifacts that date to 4000-5000 BC. Some of the artifacts are consistent with those found in other sites occupied by the Susquehanna Indians.

A 1751 survey first mentions the property in modern records. The land was occupied by a succession of owners before its purchase by the Reynolds family in 1826. The Reynolds' established a successful farm of which the farmhouse (known as the White House) and the foundations of both the carriage house and barn (which still stand - Browning Lodge and Kindness Center) were built on these foundations, respectively. The Reynolds family sold the land in 1903 to a mining company that soon abandoned it to the burgeoning moonshine industry that appeared locally during prohibition.

Chester County Council, Boy Scouts of America purchased the property in 1928 and had its first camping season that year. The stockade sites, Taylor, Crocket, Carson, Boonesboro, and Sherwood were the first built. In the next few years, McIlvaine and several other structures were built from timbers salvaged from an abandoned mill keeper's house, which was found on the property. In 1932, the pool was installed and was considered the largest in-ground pool east of the Mississippi for that time period and held that record for many years, until modern times structure of pools became larger.

With each ensuing year, the traditions and facilities of the camp strengthen as Scouts and Scouters dedicate themselves to establishing a quality camping experience. We owe a great debt of gratitude to their foresight and dedication in developing the camp we so enjoy today.

## **STAFF JOB POSITIONS - DESCRIPTIONS**

### **CAMP DIRECTOR**

- Responsible to the Reservation Director
- Must be at least 21 years of age and hold a current National Camp School Director's certification
- Maintains camp in accordance with all National Camp standards
- Responsible for the planning and implementation of all aspects of the program and administration
- Along with the Program Director, is responsible for the training of all camp staff
- Recruits & hires all camp staff
- Maintains high morals and standards among camp staff and troop leaders
- Responsible for the proper care and use of all camp facilities and equipment
- Responsible for all camp inventories
- Meets weekly, with his senior staff to review the previous week's work; determines the future needs of the staff and camp
- Must be physically fit to carry out his assigned duties
- Contact Reservation Director for additional required responsibilities

### **PROGRAM DIRECTOR**

- Responsible to the Camp Director
- Must be 21 years of age and hold a current National Camp School Program Director's certification
- In conjunction with the Camp Director, is responsible for staff training in accordance with the National BSA standards
- Primary responsibility is to prepare a basic Scouting program for campers
- Coordinates all program and activity areas, supervising the activities of all personnel in the program and activity areas
- Maintains opening and closing area inventories
- Coordinates activities of "weekend warriors" and volunteer staff
- Assists the Camp Director in maintaining staff morale
- Keeps weekly records of merit badge completion and BSA Lifeguard certification
- Must be physically fit to carry out his assigned duties
- Contact Camp Director for additional required responsibilities

### **COMMISSIONER**

- Responsible to the Program Director
- Must be 18 years of age and hold a current National Camp School Commissioner's certification
- Supervises CIT program
- Supervises Site Staff Program in Conjunction with the Program Director
- Works with the Program Director to develop and implement the site staff program
- Is the primary contact between the unit leadership and camp administration
- Assists unit leadership as they provide a purposeful program of fun and adventure
- Assists the Camp Director in maintaining staff morale
- Assists the Program Director in coordination of all program and activity areas
- Must be physically fit to carry out his/her assigned duties

## **TRADING POST MANAGER**

- Responsible to the Business Manager
- Should be at least 18 years of age
- Schedules staff hours for working in the Trading Post and Headquarters
- Keeps a running inventory of supplies and cash received
- Prices inventory based on price established by National Supply or Reservation Director
- Responsible for the operation and cleanliness of all equipment
- Responsible for the cleanliness of the all areas of the Trading Post: sales floor, behind the counter, stockroom, office and bathrooms
- In conjunction with the Business Manager, orders items for sale in the Trading Post and signs for material received submitting the invoices or delivery receipt to the Business Manager
- Ensures merchandise is fully stocked on sales floor
- Prepares opening and closing inventory
- Keeps his area clean and neat

## **TRADING POST/HEADQUARTERS CLERK**

- Responsible to the Trading Post Manager
- Assist Trading Post Manager with his/her duties
- Efficiently and accurately rings sales transactions
- Stocks and prices merchandise as per direction given by the Trading Post Mgr.
- Maintains a clean selling floor, area behind the counter, stockroom and bathroom
- Responsible for regular clerical duties, computer data entry, phone coverage, public address system, mail, weekly attendance report, lost and found, sign in/out book, Jubilee Times, etc.
- Serves as official greeter to visitors
- Responsible for the cleanliness of the headquarters building, kitchen, and restrooms
- Cooperates with the Program Director in preparation of program material
- Any other duties deemed needed by the Trading Post Mgr. to effectively run the trading post

## **AQUATICS DIRECTOR**

- Responsible to the Program Director
- Must be 21 years of age and hold a National Camp School Aquatics Director's certification
- Maintains his pool in accordance with all National BSA standards
- Responsible for the training of all pool staff
- Responsible for determining that every staff member, camper and their leader has completed his medical re-check and swimming test
- Responsible for maintaining and using the Buddy System
- Schedules staff duties, assuring that adequate lifeguards are available for all swimming activities
- In conjunction with the Camp Ranger, maintains the filtration and chlorination equipment
- Maintains all pool records in accordance with local and state requirements
- Serves as merit badge counselor for aquatic merit badges and BSA Lifeguard program
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains inventory of all aquatic equipment
- Must be physically fit, have corrected 20/20 vision, and must not be hearing impaired

## **ASSISTANT AQUATICS DIRECTOR**

- Responsible to the Aquatics Director
- Must be 18 years of age and preferable that they hold a National Camp School Aquatics Director's certification
- Assists the Aquatics Director with all of his duties:
- Maintains the pool in accordance with all National BSA standards
- Responsible for the training of all pool staff
- Responsible for determining that every staff member, camper and their leader has completed his medical re-check and swimming test
- Responsible for maintaining and using the Buddy System
- Schedules staff duties, assuring that adequate lifeguards are available for all swimming activities
- In conjunction with the Camp Ranger, maintains the filtration and chlorination equipment
- Maintains all pool records in accordance with local and state requirements
- Serves as merit badge counselor for aquatic merit badges and BSA Lifeguard program
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains inventory of all aquatic equipment
- Must be physically fit, have corrected 20/20 vision, and must not be hearing impaired

## **AQUATICS INSTRUCTOR**

- Responsible to the Aquatics Director and Asst. Aquatics Director
- Assists Aquatics Director with all of their duties
- Must hold a valid BSA Lifeguard Certification
- Function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)

## **CAMPCRAFT DIRECTOR**

- Responsible to the Program Director
- Must be at least 18 years of age and it is desirable that he/she hold National Camp School certification
- Maintain his area in accordance with National BSA standards
- Responsible for the training of all Campcraft staff
- Serves as merit badge counselor for all merit badges and other programs
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains inventory of all Campcraft equipment
- Must be physically fit to carry out his/her assigned duties

## **CAMPCRAFT INSTRUCTORS**

- Responsible to the Campcraft Director
- Assists the Campcraft Director with his/her assigned duties
- Function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)

## **ECOLOGY AND CONSERVATION DIRECTOR**

- Responsible to the Program Director
- Must be 18 years of age and hold a National Camp School Certification
- Responsible for the training of his/her staff
- Serves as merit badge counselor for all merit badges
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains an inventory of his/her program area
- Responsible for establishing and maintaining a nature trail and associated nature teaching aids

## **ECOLOGY AND CONSERVATION INSTRUCTORS**

- Responsible to the Ecology and Conservation Director
- Assists the Ecology and Conservation Director with his assigned duties
- Function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)

## **SHOOTING SPORTS DIRECTOR**

- Responsible to the Program Director
- Must be 21 years of age and hold a current National Camp School Shooting Sports certification
- Responsible for the training of the Shooting Sports staff
- Supervise all firearms and ammunition in camp. Firearms and ammunition must be stored in the same place
- Maintain his/her ranges in a safe manner and in accordance with National Camp standards.
- Serves as a merit badge counselor for all merit badges and other programs
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains inventory of all shooting sports equipment
- Must be physically fit, have corrected 20/20 vision, and not be hearing-impaired

## **ARCHERY DIRECTOR**

- Responsible to the Shooting Sports Director
- Must be 18 years of age and trained by the Shooting Sports Director
- Responsible with the Shooting Sports Director for the training of the archery staff
- Serves as merit badge counselor for all merit badges offered
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains his/her range in safe manner
- Maintains inventory of all archery equipment
- Must be physically fit, have corrected 20/20 vision, and not be hearing impaired

## **SHOOTING SPORTS INSTRUCTOR**

- Responsible to the Shooting Sports Director and the Archery Director
- Assists the Shooting Sports Director and the Archery Director with all duties and responsibilities
- Function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)

## **HANDICRAFT DIRECTOR**

- Responsible to the Program Director
- Must be 18 years of age
- Maintain area in accordance with BSA National Camp standards
- Must be 18 years of age or older to operate power equipment
- Responsible for training the Handicraft staff
- Serves as merit badge counselor for all merit badges
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Must be physically fit

## **HANDICRAFT INSTRUCTOR**

- Responsible to the Handicraft Director
- Assist the Trailblazer Director with all of his duties
- Function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)

## **BMX INSTRUCTOR**

- Responsible to the Program Director
- Teaches Scouts about safe biking
- Takes care of bikes and safety equipment and ensures that all items are in proper functioning order.
- Maintains BMX facility and reports any maintenance issues to the Camp Ranger.

## **MAINTENANCE DIRECTOR**

- Responsible to the Camp Director and takes directions from the Camp Ranger
- Must be at least 18 years of age or older
- Keeps the Camp Ranger informed of any maintenance needs of the camp
- Responsible for the maintenance of all camp equipment
- Must be able to operate power equipment
- Inspects campsites and program areas weekly to determine physical needs for equipment
- Makes repairs to equipment, campsites, and program areas
- Maintains inventory of all maintenance equipment
- Must be physically fit

## **MAINTENANCE ASSISTANT**

- Responsible to the Maintenance Director
- Assists the Maintenance Director with all of his duties

## **QUARTERMASTER**

- Responsible to the Maintenance Director
- Responsible for maintaining inventory and issuing equipment & tools to units and camp staff
- Assists the Maintenance Director with all of his duties

## **HEADQUARTERS MANAGER**

- Responsible to the Camp Director
- Must be at least 18 years of age and have a valid driver's license
- Responsible for regular clerical duties, computer data entry, phone coverage, public address system, mail, weekly attendance report, lost and found, sign in/out book, The Echo, etc.
- Serves as official greeter to visitors
- Responsible for the cleanliness of the headquarters building, kitchen, and restrooms
- Cooperates with the Program Director in preparation of program material
- Work with the Trading Post manager to oversee the Trading Post and Headquarter Clerks
- Must be physically fit to carry out his/her assigned duties

## **HEALTH OFFICER**

- Responsible to the Reservation Physician and the Camp Director
- Must be at least 18 years of age and hold proper certification as outlined in the BSA National Camp standards
- Responsible for operation of the Health Lodge in accordance with the BSA National Camp standards
- Be familiar with the physician's standing orders
- Responsible for the camper's medical check-in upon arrival at camp
- Keeps on file campers medical examination forms
- Serves as camp Health & Safety Officer
- Must be physically fit to carry out his/her assigned duties

## **ORDERLIES**

- Responsible to the Health Officer
- Assists the Health Officer with his/her assigned duties

## **FOOD SERVICE DIRECTOR**

- Responsible to the Camp Director
- Should be at least 21 years of age and hold a Food Handlers Certification from ServSafe.
- Responsible for operating the Food Service program in accordance with the BSA National Camp standards
- Responsible for the administration and supervision of the dining hall and kitchen, including the personal commissary manager, cooks, kitchen assistants, stewards and Scout helpers
- Responsible for daily food cost control sheet, food and equipment inventories, and food ordering based on established menu
- Responsible for training of all kitchen staff
- Must be physically fit to carry out his assigned duties

## **COMMISSARY MANAGER**

- Responsible to the Food Service Director
- Responsible for the preparation and distribution of food for outpost
- Assist the Food Service Director in food inventories and preparation of food orders
- Assist the Food Service Director with his assigned duties

## **DINING HALL STEWARD**

- Responsible to the Food Service Director
- Responsible for managing the dining hall waiters before & after all meals
- Responsible for the cleanliness of the dining hall
- Assists the Food Service Director with his/her assigned duties

## **COOKS**

- Responsible to the Food Service Director
- Prepare Food in accordance with the established menu under the direction of the Food Service Director
- Responsible for receipt of food supplies

## **KITCHEN ASSISTANTS**

- Responsible to the Food Service Director
- Assists the Food Service Director, Dining Hall Steward and Cooks with their assigned duties