

Richard A. Henson Scout Reservation

Summer Staff Job Descriptions



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Camp Director

Reports To: Camping Director and through him to the Council Camping Committee and Scout Executive.

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 able to speak, read and write the English language.

Specific Responsibilities:

The camp director works closely with the Camping Director in giving leadership to the camp – 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 daily reports of cash transactions and deposits.
2. To help promote camping opportunities
3. To supervise the summer camp staff and program through certain key staff personnel and department heads
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. Work with the Camping Director and Council Camping Committee to develop program opportunities which meet the needs and desires of units and campers
6. Make frequent inspections of camp giving due consideration to supplies, equipment, facilities, and operating practices of the camp and units in camp
7. 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.
8. Supervise the physical operation of the reservation including equipment, commissary, trading post, and special facilities.
9. Maintain harmonious relations with surrounding property owners, nearby residents, town and county officials and commercial concerns with whom the camp deals
10. Maintain high moral 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 leaders meetings.

Program Director

Reports to: Camp Director

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

Essential Functions:

Must be able to speak, read and write the English language.

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
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. To evaluate staff members as requested and complete a written report on the work of the staff at the end of the season.
6. Interact with Scouts, leaders and staff members to identify areas that require attention to maintain the delivery of quality programming.
7. To have a thorough knowledge of policies and procedures of the camp and council
8. Be familiar with the requirements, needs, techniques and information required for the delivery of quality programming in all of the areas of camp
9. Supervise the operation of the program areas through the area directors and appropriate staff members.
10. Maintain high moral 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 and leaders meetings.
11. Supervise and coordinate the Counselor in Training program, including assignment, evaluation, and recommendation for future employment.
12. Represent the program staff at all leaders meetings
13. Coordinate campwide activities through department heads and appropriate staff members
14. Develop opportunities for campwide competitions on all the levels of programming
15. Recognize Scouts and individuals who have made special achievements during their stay at camp
16. Supervise the staff patrols and ensure that staff patrol duties are carried out as necessary
17. All other duties as assigned.

3/3/00

Camp Services Director

Reports to: Camp Director

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

Essential Functions:

Must be able to speak, hear, write and read communications clearly. Must be able to count and do inventory for ordering.

Specific Responsibilities:

The Camp Services Director works closely with the Camp Director in giving leadership to the camp services operations. Specific responsibilities are:

1. supervise personnel assigned to the commissary, kitchen, quartermaster and front office areas and their operations.
2. commissary- order all food and non-food items related to the camp menu and food services operation, properly issue these items through the camp commissary officer.
3. quartermaster- see to the issuance of all camp equipment and supplies as relates to camper use in the campsites and outposts
4. conduct unit check-in reports for accuracy as to numbers of campers and amount of money due and collected
5. trading post- monitor and control daily and weekly ordering of supplies, make daily written revenue reports and bank deposits
6. represent the Camp Services Department at leaders' roundtables and department head meetings
7. supervise personnel that prepare three meals per day, as indicated by the camp program schedule for camp staff and guests. Meals will be served on time at 8:00 a.m., 12:30 p.m., and 6:00 p.m., unless otherwise directed by the Camp Director
8. submit complete written inventories of all equipment and supplies at the close of camp along with a written report of recommendations prior to the end of camp
9. other duties as assigned by the Camp Director.

Food Services Director

Reports to: Camp Services Director

Objective: Direct the overall operation of the commissary, kitchen, dining facility, and quartermaster area.

Essential Functions:

Must be able to speak, hear, write and read communications clearly. Must be able to count and inventory for ordering.

Specific Responsibilities:

The Food Services Director works closely with the Camp Services Director in giving leadership to the camp services operations. Specific responsibilities are:

1. Supervise personnel assigned to the commissary, kitchen and quartermaster areas and their operations.
2. commissary- order all food and non-food items related to the camp menu and properly issue these items through the camp commissary officer.
3. Maintain inventory records and a weekly cost control record of the commissary operation using established procedures
4. quartermaster- see to the issuance of all camp equipment and supplies as relates to camper use in the campsites and outposts
5. represent the Camp Services Department at leaders' roundtables and department head meetings
6. prepare three meals per day, as indicated by the camp program schedule for camp staff and guests. Meals will be served on time at 8:00 a.m., 12:30 p.m., and 6:00 p.m., unless otherwise directed by the Camp Director
7. provide leadership to the preparation and serving of the Check-in day evening Chicken BBQ and other campwide meals
8. prepare and serve a 9:00 a.m. Tuesday steak and egg breakfast to troop leaders during Boy Scout Camp
9. provide leadership to the preparation and serving of meals for the Cub Scout camping program, to include staff and guests
10. provide leadership to the preparation and serving of a final staff banquet
11. supervise the activities of the cook's assistant when necessary
12. other duties as assigned by the Camp Director.

Commissary Officer

Reports to: Camp Services Director

Objective: Accountability of all food and non-food items, and operations in the commissary area of the Camp Services Building.

Essential Functions:

Must be able to lift weights up to 70 lbs., must be able to move food containers over rough outdoor terrain, must be able to see, count, read and write the English Language.

Specific Responsibilities:

The Commissary officer works closely with the Food Services Director in giving leadership to the camp services operations. Specific responsibilities are:

1. Cleanliness of the commissary area and observation of all established health and safety procedures
2. Issue all food and non-food items in a clean and timely manner, in accordance with the established camp menus
3. Assist the Food Services Director in maintaining inventories of food and non-food items
4. Assist the quartermaster in driving duties when necessary, and assume responsibility for the vehicle when doing so
5. Assist in the set-up and takedown of all camp facilities
6. All other duties as assigned

3/3/02

Summer Camp Ranger

Reports to: Camp Services Director

Objective: Maintain all physical property and mechanical equipment in acceptable operating condition.

Essential Functions:

Must be able to lift up to 70 lbs., must be sighted, and sufficiently mobile to walk over rough, wooded terrain, must be of sufficient physical condition to perform difficult repetitive tasks under adverse weather conditions, i.e. pushing a lawn mower in hot weather.

Specific Responsibilities:

The Summer Camp Ranger works closely with the Camp Services Director in meeting maintenance needs of the camp. Specific Responsibilities are:

1. be particularly alert to conditions which affect health, safety, sanitation, and good housekeeping practices
2. establish work schedules using the camp maintenance plan job cards and order necessary supplies, keeping within the maintenance budget.
3. Be knowledgeable in, and ready to implement all camp emergency procedures
4. Regularly maintain fluid levels and operating conditions of camp vehicles
5. Establish and nurture good working relationships with all staff, campers, and leaders
6. Assist in the set-up and take down of all camp facilities
7. All other duties as assigned

3/3/02

Camp Clerk

Reports to: Camp Services Director

Objective: Manage the camp office in an efficient manner

Specific Responsibilities:

The camp clerk assists the Camp Director and Program Director in efficiently running the camp front office. Specific Responsibilities are:

1. control use of and maintain good housekeeping in the office facilities and administration building.
2. Open and close the camp office on schedule and serve all persons in a friendly and courteous manner
3. Supervise operation of the camp phone system, especially in time of an emergency
4. Compile the weekly troop check-out packets, including advancement records and merit badge cards
5. All other duties as assigned

3/3/02

Health & Safety Officer

Reports to: Camp Services Director

Objective: Provide for the health and safety needs of the camp.

Essential Functions:

Must be able to read and write written communications, see and act quickly in emergency situations, speak clearly, be readily 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 First Aid Officer alerts the Camp Services 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. work in conjunction with the camp physician and local hospital
3. maintain a daily sick call and first aid treatment center
4. conduct the weekly medical recheck of each camper and issue buddy tags
5. maintain daily and accurate health log records of all occurrences involving the first aid center
6. if time and knowledge permit, instruct Scouts in related merit badges
7. submit a final report of medical supplies needed and recommendations for the next summer
8. all other duties as assigned.

3/3/02

Camp Cook

Reports To: Camp Services Director

Objective: To provide wholesome meals to the camp staff and to give leadership to special meal events.

Essential Functions:

Must be able to lift 50 lbs., must be able to see and read and write written communication. Must have no known communicable diseases or open wounds or sores.

Specific Responsibilities:

The camp cook(s) will work closely with the Camp Services Director in establishing the camp menu and will abide by the menu so far as foods are available from the commissary specific responsibilities are:

1. prepare three meals per day, as indicated by the camp program schedule, for camp staff and guests. Meals will be served on time at 8:00 a.m., 12:30 p.m., and 6:00 p.m., unless otherwise directed by the Camp Director
2. provide leadership to the preparation and serving of the check-in day evening Chicken BBQ and other campwide meals
3. prepare and serve a 9:00 a.m. Tuesday steak and egg breakfast to troop leaders during Boy Scout camp.
4. provide leadership to the preparation and serving of meals for the Cub Scout camping program, to include staff and guests
5. provide leadership to the preparation and serving of a final staff banquet
6. supervise the activities of the chef's assistants when necessary
7. other duties as may be assigned by the Camp Director.

3/3/02

Cook's Assistant

Reports To: Camp Cook

Objective: To assist in providing wholesome meals to the camp staff and campers.

Essential Functions:

Must be able to move/lift containers weighing 50 lbs., must be physically able to move food containers across outdoor terrain, must not have any known communicable diseases or open sores or wounds.

Specific Responsibilities:

The assistant cook will work closely with the Camp Cook in the preparation of meals for staff and campers - specific responsibilities are:

1. assist the camp chef with daily meal preparation, this will consist primarily of vegetable and salad preparations and desserts
2. to assist with the serving of meals during Cub Scout camp
3. to fill, using proper portion control, the heater stack containers for Boy Scout camp
4. to assist in maintaining the cleanliness of the camp kitchen and dining hall when necessary
5. to assist with the clean-up of heater stack equipment and any other dishware or cookware when necessary
6. other duties as may be assigned by the Camp Director

3/6/02

Kitchen Assistant

Reports To: Camp Cook

Objective: To maintain a healthy, clean kitchen and dining area.

Essential Functions:

Must be able to lift 50 lbs., must be able to see and read and write written communication.

Must have no known communicable diseases or open wounds or sores.

Specific Responsibilities:

The kitchen aide will work closely with the Camp Cook in the clean-up of dishware, cookware, and dining area - specific responsibilities are:

1. washing of all cookware, utensils and other items too heavily soiled or large for the mechanical dishwasher, after every meal
2. use of mechanical dishwasher to clean all dishware and heater stack containers after every meal
3. cleanliness of the kitchen area and equipment
4. maintenance of daily refrigeration temperature records
5. general cleanliness of the dining area, office areas, and bathrooms in the Administration Building.
6. to assist with trash removal after every meal
7. other duties as may be assigned by the Camp Director

3/3/02

Trading Post Manager

Reports To: Camp Services Director

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

Essential Functions:

Must be able to lift weights up to 70 lbs., must be able to see, count, read and write the English language.

Specific Responsibilities:

The Trading Post Manager works closely with the Camp Services Director in meeting the needs of the campers - specific responsibilities are:

1. Supervising Trading Post Clerk(s) as needed.
2. open and close the Trading Post on schedule and serve all customers in a courteous "Scout like" manner
3. cleanliness of the Trading Post, porch, and outside areas at all times
4. keep shelves, displays, and vending machines fully stocked at all times
5. maintain lists of merchandise that needs to be reordered and communicate with Business Manager regularly to maintain a fully stocked store
6. keep accurate daily records of cash receipts through use of a Daily Cash Reconciliation forms
7. assist in the set-up and take-down of all camp facilities
8. All other duties as assigned.

3/3/02

Assistant Trading Post Manager

Reports To: Trading Post Manager

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

Essential Functions:

Must be able to lift weights up to 70 lbs., must be able to see, count, read and write the English language.

Specific Responsibilities:

The Trading Post Clerk works closely with the Trading Post Manager in meeting the needs of the campers - specific responsibilities are:

1. open and close the Trading Post 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 take-down of all camp facilities
5. All other duties as assigned.

3/3/02

Aquatics Director

Reports To: Program Director

Objective: To develop and execute a variety of aquatics programs which will fulfill the needs of the campers.

Essential Functions:

Must be physically able to conduct rescue type maneuvers, must be able to see and act quickly in emergency situations, must be able to communicate and understand spoken communication clearly

Specific Responsibilities:

The Aquatics Director will develop a well-rounded aquatics program that will give campers and leaders an enjoyable and meaningful camp experience - specific responsibilities are:

1. supervise, train, and motivate the aquatics program staff in all their activities
2. offer a quality aquatics program to include merit badges, Safe Swim Defense, Safety Afloat, mile swim, polar bear swim, free boating and swimming, and aquatics outposts
3. maintenance, inventory, security, safety, and use of all aquatic equipment
4. set-up and take-down of swimming and boating areas
5. accurate categorization of campers into proper swim classifications during check-in
6. assist the Program Director as requested in campwide events or special unit requests
7. make a written advancement report on all aquatics activities at the end of each week
8. represent the aquatics department at all leader's roundtables and department head meetings
9. conduct program staff evaluations for aquatics staff as requested and submit a written report on the work of each of the staff at the close of camp
10. submit a complete inventory of all aquatics material and equipment, including condition and recommendations for next year's supplies
11. assist in the set-up and take-down of campsite facilities
12. all other duties as assigned.

Assistant Aquatics Director

Reports To: Aquatics Director

Objective: To assist the Aquatics Director in developing and executing a variety of aquatics programs that will fulfill the needs of the campers.

Essential Functions:

Must be physically able to conduct rescue type maneuvers, must be able to see and act quickly in emergency situations, must be able to communicate and understand spoken communication clearly

Specific Responsibilities:

The Assistant Aquatics Director will assume full direction of the aquatics area(s) in the absence of the Aquatics Director, unless otherwise directed - specific responsibilities are:

1. assist in the supervision, training, and motivation of the aquatics program staff in all their activities
2. assist in the instruction of merit badges*, and any other aquatics program as assigned by the Aquatics Director
3. participate in all campwide activities
4. assist in the set-up and take-down of swimming and boating areas and all campsite facilities
5. all other duties as assigned.

*merit badges to be offered (based on staff capabilities) include: Swimming, Lifesaving, Rowing, Canoeing, Small Boat Sailing, Motorboating, Water skiing, and Fishing. In addition, Lifeguard BSA, Snorkeling BSA, and pontoon boat tours may be offered.

3/3/02

Aquatics Instructor

Reports To: Assistant Aquatics Director

Objective: To instruct campers in various aquatics merit badges.

Essential Functions:

Must be physically able to conduct rescue type maneuvers, must be able to see and act quickly in emergency situations, must be able to communicate and understand spoken English communication clearly

Specific Responsibilities:

The Aquatics Instructor will exhibit proficiency in at least two of the following merit badges: Swimming, Rowing, Canoeing, Lifesaving, Small Boat Sailing, or Motor boating, - specific responsibilities are:

1. instruct at least one of the merit badges in which he/she is proficient
2. be familiar with and assist in the strict observation of all safety rules and policies for the waterfront and pool areas
3. maintain strict discipline at all times when campers, leaders, and other staff are in the area
4. assist in the proper care, storage, and maintenance of all aquatics equipment
5. participate in any other aquatic program area as directed
6. participate in all campwide activities
7. assist in the set-up and take-down of swimming and boating areas and all campsite facilities
8. all other duties as assigned.

3/3/02

Sailing Instructor

Reports To: Aquatics Director

Objective: To instruct campers in Small Boat Sailing and to develop and execute a recreational sailing program.

Essential Functions:

Must be physically able to conduct rescue type maneuvers, must be able to see and act quickly in emergency situations, must be able to communicate and understand spoken English communication clearly

Specific Responsibilities:

The Sailing Instructor will operate the pontoon boat as a sailing base during scheduled merit badge classes, and at other times as directed by the Aquatics Director - specific responsibilities are:

1. conduct the Small Boat Sailing merit badge and Sailing permit program
2. conduct recreational sailing as time, camper interest, and other duties permit
3. correct care, storage, and maintenance of all sailing equipment (sailboats and rigging, pontoon boat, FM radio system, and associated safety equipment)
4. participate in any other aquatic program area as directed
5. participate in all campwide activities
6. assist in the set-up and take-down of swimming and boating areas and all campsite facilities
7. all other duties as assigned.

3/3/00

Nature/Ecology Director

Reports To: Program Director

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

Essential Functions:

Must be to be sufficiently mobile as to visit nature areas daily. Must be able to speak, read and write the English language.

Specific Responsibilities:

The Nature/Ecology 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/ecology staff in all their activities
2. offer a quality nature/ecology program to include merit badges*, Troop Naturalist, Troop and Patrol Goodturn Projects, troop leader's roundtables, and Cub conservation activities.
3. direct the set-up and take-down of a quality nature/ecology demonstration area, to include a nature trail
4. maintenance, inventory, and wise use of all nature/ ecology equipment
5. maintain strict discipline at all times when campers, leaders, and other staff are in the area
6. represent the nature/ecology department at all leader's roundtables, and department head meetings
7. participate in all campwide activities
8. make a written advancement report on all nature/ecology activities at the end of each week
9. conduct program staff evaluations for nature/ ecology staff as requested and submit a written report on the work of each of the staff at the close of camp
10. submit a complete inventory of all nature/ ecology equipment, including condition and recommendations for next year's supplies
11. assist in the set-up and take-down of all campsite facilities
12. all other duties as assigned.

3/3/02

Assistant Nature/Ecology Director

Reports To: Nature/Ecology Director

Objective: To assist the Nature/Ecology Director in developing and executing a meaningful Nature/ Ecology program for all campers.

Essential Functions:

Must be physically able to conduct nature ecology activities.

Specific Responsibilities:

The Assistant Nature/Ecology Director must have knowledge of sound conservation and ecological practices, and be able to instruct these to campers - specific responsibilities are:

1. assist in the supervision, training, and motivation of the nature/ecology staff in all their activities
2. assume full direction of the nature/ecology area in the absence of the director, unless otherwise directed
3. assist in the instruction of merit badges, service projects, and any other nature/ ecology program as assigned
4. maintain strict discipline at all times when campers, leaders, and other staff are in the area
5. participate in all campwide activities
6. assist in the set-up and take-down of all campsite facilities
7. all other duties as assigned.

*merit badges include: Environmental Science, Forestry, Soil and Water Conservation, Reptile Study, Geology, Nature, Weather, Astronomy, Fish and Wildlife Management, and Mammals.

3/3/00

Nature/Ecology Instructor

Reports To: Assistant Nature/Ecology Director

Objective: To instruct campers in various nature/ecology merit badges and conservation activities

Essential Functions:

Must be to be sufficiently mobile as to visit nature areas daily. Must be able to speak, read and write the English language.

Specific Responsibilities:

The nature/ecology instructor will exhibit proficiency in at least two of the following merit badges: Nature, Reptiles, Forestry, Environmental Science, Soil and Water Conservation or Astronomy -specific responsibilities are:

1. instruct at least two of the merit badges in which he is proficient
2. be familiar with and provide leadership during merit badge service projects, and any other programs as directed
3. maintain strict discipline at all times when campers, leaders, and other staff are in the area
4. assist in the proper care, storage, and maintenance of all nature/ecology equipment
5. participate in all campwide activities
6. assist in the set-up and take-down of all campsite facilities
7. all other duties as assigned.

3/3/00

Camp Commissioner

Reports To: Camp Director

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

Essential Functions:

Must be to be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read and write the English language.

Specific Responsibilities:

The Camp Commissioner must have knowledge of, and be able to teach Scoutcraft skills to campers, and to be able to interact with unit leadership - specific responsibilities are:

1. supervise, train, and motivate the commissioner staff in all their activities
2. maintenance, inventory, and wise use of all campsite equipment
3. greet units upon their arrival at camp, assist them in operating within the patrol system, provide them immediate help in meeting specific and urgent problems, and ensure that they are aware of all available resources and programs
4. act as an ambassador to all units visiting Henson
5. promote safe, clean camping through the use of daily campsite inspections
6. promote outpost and low impact camping opportunities
7. promote Order of the Arrow, Nanticoke Trailblazers, 1st Year Camper and other special programs
8. represent the Commissioner's staff at all leader's roundtables, and department head meetings
9. participate in all campwide activities
10. submit a complete inventory of all campsite equipment, including condition and recommendations for next year's supplies
11. assist in the set-up and take-down of all campsite facilities
12. all other duties as assigned

3/3/02

Scoutcraft Director

Reports To: Program Director

Objective: To assure that each scout has a access to a well rounded Scoutcraft area and merit badge program.

Essential Functions:

Must be to be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read and write the English language.

Specific Responsibilities:

The Scoutcraft Director must have knowledge of, and be able to teach Scoutcraft 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 their activities
2. offer a quality Scoutcraft program to include Camping, Cooking, Hiking, Orienteering, Pioneering, and Wilderness Survival merit badges
3. direct the set-up and take-down of a quality Scoutcraft and model campsite area
4. maintenance, inventory, and wise use of all Scoutcraft equipment
5. promote and instruct outpost and low impact camping opportunities
6. serve as the Assistant Scoutmaster to the Brownsea training program
7. promote Order of the Arrow, Nanticoke Trailblazers, Brownsea and other special programs
8. participate in all campwide activities
9. make a written advancement report on all scoutcraft activities at the end of each week
10. 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
11. submit a complete inventory of all scoutcraft equipment, including condition and recommendations for next year's supplies
12. assist in the set-up and take-down of all campsite facilities
13. all other duties as assigned

3/3/02

Scoutcraft Instructor

Reports To: Camp Commissioner

Objective: To assist the Camp Commissioner in promoting a well rounded, attainable daily camp program.

Essential Functions:

Must be able to be sufficiently mobile as to visit units in campsites daily.

Specific Responsibilities:

Scoutcraft Instructors must have knowledge of, and be able to teach scoutcraft skills to campers-specific responsibilities are:

1. offer a quality Scoutcraft program to include Camping, Cooking, Hiking, Orienteering, Pioneering, and Wilderness Survival merit badges
2. assist in the set-up and take-down of a quality Scoutcraft and model campsite area
3. greet units upon their arrival at camp, help with troop site inventories, assist them in operating within the patrol system, and ensure that they are aware of all available resources and programs
4. assist with campsite inspections as necessary
5. assist in facilitating outpost camping opportunities
6. promote camp programs and activities through personal contact, Patrol Leader's meetings, and presentations
7. participate in all campwide activities
8. assist in the set-up and take-down of all campsite facilities
9. all other duties as assigned.

3/3/02

Shooting Sports Director

Reports To: Program 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 physically able to accurately shoot and teach using standard target equipment, must be able to see and act quickly in emergency situations, must be able to communicate and understand spoken English communication clearly.

Specific Responsibilities:

The Shooting Sports Director must have knowledge of safe shooting practices on rifle and archery ranges, and is able to instruct these to campers - specific responsibilities are:

1. supervise, train, and motivate the shooting sports staff in all their activities
2. offer a quality shooting sports program to include merit badges, Action Archery, and Outpost Skeet Shooting
3. direct the set-up and take-down of a quality shooting sports area
4. maintenance, inventory, security, safety, and wise use of all shooting sports equipment
5. maintain strict discipline at all times when campers, leaders, and other staff are in the area
6. represent the shooting sports department at all leader's roundtables, and department head meetings
7. participate in all campwide activities
8. make a written advancement report on all shooting sports activities at the end of each week
9. conduct program staff evaluations for shooting sports staff as requested and submit a written report on the work of each of the staff at the close of the camp season
10. submit a complete inventory of all shooting sports equipment, including condition and recommendations for next year's supplies
11. assist in the set-up and take-down of all campsite facilities
12. all other duties as assigned.

3/3/02

Archery Instructor

Reports To: Shooting Sports Director

Objective: To instruct campers in various archery programs.

Essential Functions:

Must be physically able to accurately shoot and teach using standard target archery equipment, must be able to see and act quickly in emergency situations, must be able to communicate and understand spoken English communication clearly

Specific Responsibilities:

The Archery Instructor will exhibit proficiency in archery - specific responsibilities are:

1. instruct campers and leaders in the safe handling and usage of archery equipment, including outpost action archery
2. be familiar with and assist in the strict observation of all safety rules and policies for the archery areas
3. maintain strict discipline at all times when campers, leaders, and other staff are in the area
4. assist in the proper care, storage, and maintenance of all archery equipment
5. participate in all campwide activities
6. assist in the set-up and take-down of campsite facilities
7. all other duties as assigned.

3/3/02

Shooting Sports Assistant

Reports To: Shooting Sports Director

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

Essential Functions:

Must be physically able and possess enough fine motor control to operate some of the devices used for the shooting sports program. Must be able to count numbers up to 500. Must be able to communicate and understand spoken English communication clearly.

Specific Responsibilities:

The Shooting Sports Assistant will exhibit proficiency and demonstrate interest in the Shooting Sports. Specific responsibilities are:

1. assist with 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. Maintain strict discipline at all times when campers, leaders, and other staff members are in the area.
4. Assist in the proper care, storage, and maintenance of all shooting sports equipment.
5. Assist in the set-up and takedown of range facilities.
6. Participate in any other shooting sports programs as directed
7. Participate in all campwide activities
8. Assist in the set-up and take-down of all campsite facilities
9. All other duties as assigned.

3/3/02

Handicraft Director

Reports To: Program Director

Objective: To assure that each scout has a access to a well rounded Handicraft area and/or merit badge program.

Essential Functions:

Must be to be sufficiently mobile as to be able to visit units in campsites daily.
Must be able to speak, read and write the English language.

Specific Responsibilities:

The director will have skills in various handicrafts, knowledge of and be able to instruct campers in the handicrafts merit badges and other programs offered in the program area. The director will also:

1. supervise, train and motivate the handicraft staff in all of their activities
2. offer a quality handicraft program to include Basketry, Leatherwork, Indian Lore, Woodcarving, and Art merit badges as well as camp belt program during Boy Scout camp and other camp programs as staff allows
3. be responsible for the proper care, storage, maintenance and inventory of all handicrafts equipment
4. represent the Handicrafts staff at all leader's meetings and department head meetings
5. conduct staff evaluations for handicrafts staff as requested
6. submit a complete inventory and report of all handicrafts equipment and programs including condition and recommendations for next year's program and supplies
7. all other duties as assigned

3/11/02

Handicraft Instructor

Reports To: Handicraft Director

Objective: To assure that each scout has a access to a well rounded Handicraft area and/or merit badge program.

Essential Functions:

Must be to be sufficiently mobile as to be able to visit units in campsites daily.
Must be able to speak, read and write the English language.

Specific Responsibilities:

The instructor will have skills in various handicrafts, knowledge of and be able to instruct campers in the handicrafts merit badges and other programs offered in the program area. The instructor will also:

1. offer a quality handicraft program to include Basketry, Leatherwork, Indian Lore, Woodcarving, and Art merit badges as well as camp belt program during Boy Scout camp and other camp programs as staff allows
2. be responsible for the proper care, storage, maintenance and inventory of all handicrafts equipment
3. support the Handicrafts Director in all crafts related activities
4. all other duties as assigned

3/11/02

Project C.O.P.E. Director

Reports To: Program Director

Objective: To assure that Project C.O.P.E. participants have a safe and fulfilling experience in the program.

Essential Functions:

Must be sufficiently mobile as to climb, jump, swing and rappel on Ropes course type elements. Must be sighted and able to react quickly in the event of a course emergency.

Specific Responsibilities:

The Project C.O.P.E Director must have current National Camping School certification and be able to teach Project C.O.P.E. skills to participants - specific responsibilities are:

1. supervise, train, and motivate the C.O.P.E staff in all their activities
2. maintain the high standards of safety and program as set forth in the C.O.P.E guide book and training
3. direct the set-up and take-down of the C.O.P.E. course under strict adherence to all National Standards for Project C.O.P.E.
4. maintenance, inventory, and wise use of all C.O.P.E. equipment
5. represent the C.O.P.E. staff at all leader's roundtables and department head meetings
6. participate in all campwide activities
7. make a written report on all C.O.P.E. activities at the end of each week
8. conduct program staff evaluations for the C.O.P.E. 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 C.O.P.E. equipment, including condition and recommendations for next year's supplies
10. assist in the set-up and take-down of all campsite facilities
11. all other duties as assigned.

3/3/02

Project C.O.P.E. Instructor

Reports To: Project C.O.P.E. Director

Objective: To assure that Project C.O.P.E. participants have a safe and fulfilling experience in the program.

Essential Functions:

Must be sufficiently mobile as to climb, jump, swing and rappel on Ropes course type elements. Must be sighted and able to react quickly in the event of a course emergency.

Specific Responsibilities:

The Project C.O.P.E Instructor must be safety conscious, able to teach, be dependable, exercise good judgment, resist any tendency of foolishness, and relate well to both youth and adults -specific responsibilities are:

1. assist the C.O.P.E. Director in training, directing, leading, and advising the staff
2. adhere strictly to all standards set forth in the National Standards for Project C.O.P.E.
3. participate in all campwide activities
4. assist in the set-up and take-down of all campsite facilities
5. all other duties as assigned.

3/3/02

Eagle Base Director

Reports to: Program Director

Objective: To develop and execute a meaningful program for older Boy Scout campers by coordinating the instruction of Eagle Scout “required” merit badges, and providing special opportunities to program participants.

Essential Functions:

Must be able to speak, read and write the English language. Must be sufficiently mobile enough as to instruct merit badges requiring the demonstration of physical skills.

Specific Responsibilities:

The “Eagle Base Camp” Director must have a strong background in the merit badges on the required list for the Eagle Scout Rank, and must be able to communicate this knowledge to campers in a meaningful and challenging way. Specific Responsibilities are:

1. supervise, train and motivate the “Eagle Base Camp” staff in all their activities.
2. offer a quality program for older, participating campers to include merit badges*, off-property experiences, and recreational opportunities
3. direct the set-up and take-down of a quality demonstration / instructional area to include a computer lab
4. maintenance, inventory, and wise use of all “Eagle Base Camp” equipment
5. maintain strict discipline at all times when campers, leaders and other staff are in the area
6. represent the “Eagle Base Camp” at all leaders’ roundtables and department head meetings
7. participate in all campwide activities
8. make a written advancement report on all “Eagle Base Camp” activities at the end of each week
9. conduct program staff evaluations for all “Eagle Base Camp” staff as requested and submit written report on the work of the staff at the close of camp
10. coordinate, instruct, assist, and evaluate volunteer “Eagle Base Camp” staff members as to procedures, techniques, methods, aims and ideals of Boy Scout camping and the merit badge program
11. supervise and monitor the use of the internet and electronic media communications to ensure that these activities are reflective of the high moral standards of Scouting
12. submit a complete inventory of all “Eagle Base Camp” materials and equipment, including condition and recommendations for next year’s supplies.
13. assist in the set-up and take down of all campsite facilities
14. all other duties as assigned

Eagle Base Assistant Director

Reports to: Eagle Base Director

Objective: To develop and execute a meaningful program for older Boy Scout campers by coordinating the instruction of Eagle Scout “required” merit badges, and providing special opportunities to program participants.

Essential Functions:

Must be able to speak, read and write the English language. Must be sufficiently mobile enough as to instruct merit badges requiring the demonstration of physical skills.

Specific Responsibilities:

The Eagle Base Camp Instructor must have a strong background in the merit badges on the required list for the Eagle Scout Rank, and must be able to communicate this knowledge to campers in a meaningful and challenging way. Specific Responsibilities are:

1. work with other Eagle Base Camp staff in all activities
2. offer a quality program for older, participating campers to include merit badges*, off-property experiences, and recreational opportunities
3. set-up and take-down of a quality demonstration/instructional area
4. maintenance, inventory, and wise use of all Eagle Base Camp equipment
5. maintain strict discipline at all times when campers, leaders and other staff are in the area
6. support the Eagle Base Director at all times
7. participate in all campwide activities
8. supervise and monitor the use of the internet and electronic media communications to ensure that these activities are reflective of the high moral standards of Scouting
9. assist in the set-up and take down of all campsite facilities
10. all other duties as assigned

Ecotour Director**Reports to:** Program Director**Objective:** To develop and execute an outdoor, high adventure camping experience for Older Boy Scout campers by giving leadership to a 6 day off-property tour of Dorchester County, Maryland ecosystems and environmental programs. This program will consist of a bicycle trek, a canoe trek, camping, cooking, and living outdoors, visiting public and private environmental entities, and coordinating logistical support. The Ecotour Director will also be responsible for the merit badge instructional program conducted in conjunction with this experience.**Essential Functions:**

Must be able to speak, read and write the English language. Must be able to ride a bicycle for up to 50 miles during a day. Must be sufficient enough in swimming skill to pass the Boy Scouts of America swimmers test, and to be able to demonstrate basic lifesaving skills. Must be able to canoe for long periods of time. Must be able and willing to live out of doors, without modern conveniences.

Specific Responsibilities:

The Ecotour Director must have a strong background in the merit badges related to the Ecotour adventure, and must be able to communicate and demonstrate this knowledge in a meaningful and challenging way. The Ecotour Director also must be able to demonstrate and practice low-impact camping skills in conjunction with the Outdoor Code of the Boy Scouts of America and sensible environmental practices. Specific responsibilities are:

1. Supervise, train and motivate the Ecotour staff in all their activities.
2. Offer a quality program for older, participating campers to include merit badges, off-property experiences, and recreational opportunities.
3. Supervise, train and motivate Ecotour campers with training to include biking, canoeing, and camping skills essential to an enjoyable adventure.
4. Maintenance, inventory, and wise use of Ecotour equipment
5. Preparation of provision requests and communication of special needs back to HSR for the comfort, safety, and living quality of Ecotour campers.
6. Maintain strict discipline at all times when campers and leaders are present.
7. Conduct program staff evaluations for all Ecotour staff as requested and submit a written report on the work of the staff at the close of camp.
8. Coordinate, instruct, assist, and evaluate volunteer instructors as to procedures, techniques, methods, aims, and ideals of Boy Scout camping and the merit badge program
9. Submit a complete inventory of all Ecotour materials, supplies, and equipment, including condition and recommendations for next year's supplies.
10. Assist in the set-up and take down of all campsite facilities.
11. All other duties as assigned.

3/3/98

Enrichment Director

Reports to: Program Director

Objective: To develop and execute a meaningful, character building experience for Cub Scout and Webelos age boys by creating activities designed to challenge boys in problem solving, handicapped awareness, and physical fitness and by providing special opportunities to program participants.

Essential Functions:

Must be able to speak, read and write the English language. Must be sufficiently mobile enough to aid in the instruction of physical skills.

Specific Responsibilities:

The Enrichment Director must have some background in issues dealing with teamwork; character development handicapped awareness and physical fitness and be able to communicate this knowledge to campers in a meaningful and challenging way. Specific responsibilities are:

1. Supervise and motivate program staff assigned to work in the Enrichment area.
2. Offer a quality program for Cub Scout and Webelos age boys to include games, activities, craft projects, physical activities, etc. which are geared to offer special insight to boys in a manner which will help them understand special circumstances and needs better.
3. Maintenance inventories and wise use of all Enrichment area equipment and supplies.
4. Maintain strict discipline at all times when campers, leaders and other staff are in the area.
5. Represent the Enrichment area at all leaders meetings and department head meetings.
6. Participate in all campwide activities
7. Conduct program staff evaluations for all Enrichment area staff members as requested and submit written report on the work of the staff at the close of camp.
8. Submit a complete inventory of all Enrichment equipment and supplies, including condition and recommendations for next year's supplies
9. Assist in the set up and takedown of all campsite facilities.
10. All other duties as assigned.

3/3/00

Cub or Webelos Program Specialist

Reports To: Program Director

Objective: To provide guidance to a cub or Webelos den throughout their stay in camp

Essential Functions:

Must be sufficiently mobile to guide dens through rough wooded terrain, must be able to understand and communicate the English language.

Specific Responsibilities:

The program specialist will work closely with the Program Director to provide leadership and guidance to an individual cub or Webelos den from arrival in camp until their departure - specific responsibilities are:

1. to greet the den upon arrival and provide assistance from check-in through the orientation tour and evening meal.
2. to guide the den through their schedule daily and provide program assistance where requested in each program area.
3. to provide necessary leadership and program resources for special activities and den times throughout the period, including assistance with campfire programs if necessary
4. other duties as may be assigned by the Camp Director.

Counselor-In-Training (C.I.T.)

Reports to: Program Director and specific Area Director during program hour

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 summer camp staff member.

Essential Functions:

Must be sufficiently mobile to guide patrols through rough wooded terrain, must be able to understand and communicate the English language.

Specific Responsibilities:

1. Attend and participate in daily staff training and work sessions during "staff week" and weekly staff meetings during the camp season.
2. During Boy Scout camp, 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.
3. During Cub/Webelos Scout camp, carry out and support a quality program for your assigned group as a program specialist.
4. Strive to earn one merit badge per week during Boy Scout camp with prior approval of the Program Director.
5. Abide by the camp staff responsibilities and policies listed in the Camp Staff Manual and live up to the Scout Oath and Law. "Set The Example".
6. Participate in weekly CIT appraisals with the Program Director.
7. Carry out other duties assigned by the Program Director or the
8. Camp Director.

3/3/02

Biking Director

Reports to: Program Director

Objective: To run a safe, enjoyable Trail and BMX biking program, with a minimum of equipment damage or loss.

Essential Functions:

Must be sufficiently mobile to guide scouts through rough wooded terrain, must be able to understand and communicate the English language.

Specific Responsibilities:

1. Schedule use of all bicycle equipment and store all unused equipment properly and securely.
2. Instruct scouts in proper and safe use of equipment and riding facilities
3. Supervise scouts on bicycle tours and/or races
4. Promote attributes of a healthy lifestyle and exercise
5. Represent the Biking Department at all leader's and department head meetings
6. Conduct program staff evaluations for all Enrichment area staff members as requested and submit written report on the work of the staff at the close of camp.
7. Submit a complete inventory of all Enrichment equipment and supplies, including condition and recommendations for next year's supplies
8. Assist in the set up and takedown of all campsite facilities.
9. All other duties as assigned.

3/3/02

Biking Instructor

Reports to: Biking Director

Objective: To run a safe, enjoyable Trail and BMX biking program, with a minimum of equipment damage or loss.

Essential Functions:

Must be sufficiently mobile to guide scouts through rough wooded terrain, must be able to understand and communicate the English language.

Specific Responsibilities:

1. Schedule use of all bicycle equipment and store all unused equipment properly and securely.
2. Instruct scouts in proper and safe use of equipment and riding facilities
3. Supervise scouts on bicycle tours and/or races
4. Promote attributes of a healthy lifestyle and exercise
5. Support the Biking Director at all times
6. Assist in the set up and takedown of all campsite facilities.
7. All other duties as assigned.

3/17/02

Brownsea Scoutmaster

Reports To: Program Director

Objective: To assure that each scout has a access to a well rounded First Year Camper (Brownsea) experience.

Essential Functions:

Must be to be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read and write the English language.

Specific Responsibilities:

The Brownsea Scoutmaster must have knowledge of, and be able to teach Tenderfoot through First Class skills to campers, and to be able to interact with unit leadership - specific responsibilities are:

1. supervise, train, and motivate the Brownsea staff in all their activities
2. offer a quality Brownsea program to include skills from Tenderfoot through First Class ranks
3. direct the set-up and take-down of a quality Brownsea area
4. maintenance, inventory, and wise use of all Brownsea equipment
5. promote and instruct Brownsea outpost
6. serve as the Scoutmaster to the Brownsea training program
7. promote Order of the Arrow, Nanticoke Trailblazers, and other special programs
8. participate in all campwide activities
9. make a written advancement report on all Brownsea activities at the end of each week
10. conduct program staff evaluations for Brownsea staff as requested and submit a written report on the work of each of the staff at the close of the camp season
11. submit a complete inventory of all Brownsea equipment, including condition and recommendations for next year's supplies
12. assist in the set-up and take-down of all campsite facilities
13. all other duties as assigned

3/3/02

Brownsea Instructor

Reports To: Brownsea Scoutmaster

Objective: To assist the Brownsea Scoutmaster in promoting a well rounded, attainable daily Brownsea program.

Essential Functions:

Must be able to be sufficiently mobile as to visit units in campsites daily.

Specific Responsibilities:

Brownsea Instructors must have knowledge of, and be able to teach scoutcraft skills from Tenderfoot through First Class to campers-specific responsibilities are:

1. offer a quality Brownsea program to include skills from Tenderfoot through First Class.
2. assist in the set-up and take-down of a quality Brownsea area
3. promote camp programs and activities through personal contact, Patrol Leader's meetings, and presentations
4. participate in all campwide activities
5. assist in the set-up and take-down of all campsite facilities
6. all other duties as assigned.

3/3/02