

We are currently accepting staff applications for the 2022 camping season. Below you will find position descriptions and a link to the online application. If you have any questions, please e-mail Ted Karns at ted.karns@scouting.org

Application form: <https://247scouting.com/forms/?OrgKey=BSA702&id=2188>

Camp Director (21+)

- National Camp School Certification required (Not needed to apply)
- Ensure that the operation of the camp meets or exceeds the BSA national standards.
- Deal with emergencies as needed.
- Train staff members or ensure that staff members are trained.
- Conduct staff meetings.
- Evaluate staff performance.
- Enforce all BSA, local council, and camp policies, rules, and regulations.
- Ensure that the purchase, storage, and preparation of food meets the highest standards
- Oversee the operation of the trading post.
- Ensure that the camp facilities are well maintained, and work with the ranger to ensure the good working order of the facilities.
- Understand the jobs in camp.
- Develop a relationship with each staff member.
- See that the program is sound, exciting, and effective.
- Mediate staff disputes.
- Maintain a relationship with unit leaders.
- Be able to handle the physical demands of camp, including visiting campsites, helping with camp set up and take down, and camp maintenance.

Program Director (21+)

- National Camp School Certification required (Not needed to apply)
- Chair the Scoutmaster's daily meeting.
- Develop a high-quality program for each unit and each Scout in camp.
- Develop a relationship with each staff member.
- Oversee the hiring of program staff.
- Evaluate the program staff.
- Keep careful track of all program inventories.
- Understand the jobs in camp.
- See that the program is sound, exciting, and effective.
- Train the program staff.
- Enforce all BSA, local council, and camp policies, rules, and regulations.
- Be sure that each unit's program is set well in advance of camp.
- Serve as camp director in the event the camp director is unable to carry out his/her

duties.

- Be able to handle the physical demands of camp, including visiting campsites, helping with camp set up and take down, and camp maintenance.
- Any other duties assigned by the camp director.

Camp Health Officer (18+)

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

Camp Commissioner (18+)

- National Camp School Certification or equivalent skills required (Not needed to apply)
 - Assist with unit check-in.
 - Ensure that units have a positive experience in camp.
 - Be pro-active in solving unit problems.
 - See that units have a well-rounded program in camp.
 - Encourage SCOUT SPIRIT.
 - Any other duties assigned by the camp director.

Cook

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

Dining Hall Staff (15+)

- Maintain Serving Line for Health and Safety and Volume to provide efficient service
- Supervise Unit cleanup as well as an overall cleanup of Dining Hall

- Report to Cook any Safety and Health concerns
- Any other duties assigned by the Cook or camp director.

Trading Post Manager (16+)

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

Camp Clerk (15+)

- Greet campers, leaders, and visitors at the camp office.
- Keep the office clean.
- Answer the camp phone and take messages.
- Serve as a line of communication between the service center and camp
- Assist in trading post inventory
- Assist in data entry
- Any other duties assigned by the camp director or program director.

Aquatics Director (21+)

- National Camp School Certification required (Not needed to apply)
- Coordinate the camp aquatics program.
- Ensure that aquatics equipment is safe, in good repair, and adequate before campers arrive.
- Ensure that the aquatics area is safe, clean, and attractive before campers arrive.
- Supervise swim checks for arriving campers.
- Supervise the aquatics staff.
- Conduct the aquatics staff training.
- Enforce the aquatics rules at camp.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Maintain accurate attendance and advancement records
- Any other duties assigned by the camp director or program director.

Assistant Aquatics Director (18+)

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

COPE/Climbing Director (21+)

- National Camp School Certification required (Not needed to apply)
- Coordinate the camp COPE/Climbing program.
- Ensure that all COPE/Climbing equipment and elements are safe and up to BSA national standards before camp begins.
- Conduct the COPE/Climbing staff training.
- Ensure that all BSA COPE/Climbing national standards are followed.
- Conduct ongoing maintenance and inspections throughout the camp season.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Keep an up-to-date log.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Maintain accurate attendance and advancement records
- Any other duties assigned by the camp director or program director.

Ecology/Conservation Director (18+)

- National Camp School Certification or equivalent training in outdoor education required (Not needed to apply)
- Coordinate the camp Ecology/Conservation program.
- Ensure that Ecology/Conservation equipment is safe, in good repair, and adequate before campers arrive.
- Supervise the Ecology/Conservation staff.
- Conduct the Ecology/Conservation staff training.
- Assist units in planning conservation projects.
- Coordinate conservation projects for units in camp.
- Educate units on the ecology of camp.
- Maintain accurate attendance and advancement records
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Outdoor Skills Director (18+)

- National Camp School Certification or equivalent skills required (Not needed to apply)
- Coordinate the camp outdoor skills program.
- Ensure that outdoor skills equipment is safe, in good repair, and adequate before campers arrive.
- Ensure that the outdoor skills area is safe, clean, and attractive before campers arrive.
- Supervise the outdoor skills staff.
- Conduct the outdoor skills staff training.
- Maintain accurate attendance and advancement records
- Be sure all equipment is inventoried and properly stored at the end of the camp

season.

- Any other duties assigned by the camp director or program director.

Pathfinders Director (+18)

- Coordinate the Pathfinders program
- Ensure that outdoor skills equipment is safe, in good repair, and adequate before campers arrive.
- Ensure that the pathfinder area is safe, clean, and attractive before campers arrive.
- Supervise the Pathfinder staff.
- Train the Pathfinders staff.
- Maintain accurate attendance and advancement records
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Coordinate and attend the Pathfinder overnight

Shooting Sports Director (21+)

- National Camp School Certification required (Not needed to apply)
- Coordinate the camp shooting sports program.
- Ensure that shooting sports equipment is safe, in good repair, and adequate before campers arrive.
- Ensure that the shooting sports area is safe, clean, and attractive before campers arrive.
- Supervise the shooting sports staff.
- Conduct the shooting sports staff training.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Maintain accurate attendance and advancement records
- Any other duties assigned by the camp director or program director.

Archery Director (18+)

National Camp School Certification or Archery Level 1 training required. (Not needed to apply)

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

Program Staff (16+ Waterfront and COPE/Climbing)

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

- Follow the directions given to you by your area director.
- Be cheerful and attentive when working with Scouts.

- Prepare your lessons and activities thoughtfully and carefully.
- Participate in the opening campfire.
- Follow the code of conduct for camp staff.
- Eat all meals in the dining hall at your assigned table and provide program/grace if requested.
- Communicate any and all concerns, problems, and ideas to your area director and/or the Program Director and/or the Camp Director.
- Be able to handle the physical demands of camp, including visiting campsites, helping with camp set up and take down, and camp maintenance.
- Any other duties assigned by the camp director or program director.

Counselor in Training: (at least 14 years old)

Requirements:

- Be a registered member of the BSA
- Be at least First Class Rank or a Venturer
- Agree to uphold the ideals of the Scout Oath and Scout Law
- Recommended by your unit leader

Responsibilities:

- Participate in all functions of the camp program, such as program area staffing, meal program, and campfires.
- Assigned to work in one program area per week. This assignment will change each week.
- May complete merit badges in each program, if approved by area director.
- Help to teach scouts skills, maintain program areas, serve meals, and participate in camp-wide activities, all under the supervision of area directors and senior staff.
- CITs will never be solely responsible for supervision or instruction of scouts. CITs may assist in these tasks under the direct supervision of a paid staff member.