

# Rodney Scout Reservation



## Summer Staff Job Descriptions

## Camp Director

**Reports To:** Director of Support Services 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.

Must be at least 25 years of age and have at least 2 seasons of prior Scout camp administrative or supervisory experience.

**Specific Responsibilities:**

The camp director works closely with the Director of Support Services 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 Director of Support Services 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.



## Assistant Camp Director

**Reports to:** Camp Director

**Objective:** Direct the operation of camp support services areas, giving guidance and leadership to the entire services staff. Give leadership to support services area directors.

**Essential Functions:**

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

Must be at least 21 years of age.

**Specific Responsibilities:**

The assistant camp 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 services staff through appropriate department heads and personnel including the supervise Food Services Director, Business Manager, Head Commissioner, Trading Post Manager, Health Officer, Chaplain and commissioner, commissary and custodial staff.
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 services.
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 services in all of the areas of camp
9. 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.
10. Supervise and coordinate the Counselor in Training program, including assignment, evaluation, and recommendation for future employment.
11. Represent the services staff at all leaders meetings
12. All other duties as assigned.

## 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 and guide them to successful presentation of the Boy Scout program, meeting the aims of the program, using the appropriate methods.

**Essential Functions:**

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

Must be at least 21 years of age.

**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. Represent the program staff at all leaders meetings
12. Coordinate campwide activities through department heads and appropriate staff members
13. Develop opportunities for campwide competitions on all the levels of programming
14. Recognize Scouts and individuals who have made special achievements during their stay at camp
15. All other duties as assigned.

## **Business Manager**

**Reports to:** Assistant Camp Director

**Objective:** Direct the 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 at least 21 years of age.

Must be able to count and do inventory for ordering.

**Specific Responsibilities:**

The Business Manager works closely with the Assistant Camp Director in giving leadership to the camp business operations. Specific responsibilities are:

1. conduct unit check-in reports for accuracy as to numbers of campers and amount of money due and collected
2. trading post- monitor and control daily and weekly ordering of supplies, make daily written revenue reports and bank deposits
3. All other duties as assigned.

## **Food Services Director**

**Reports to:** Camp Director

**Objective:** Direct the overall operation of the kitchen & dining facility.

**Essential Functions:**

Must be able to speak, hear, write and read communications clearly. Must be able to count and inventory for ordering. 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 Food Services Director works closely with the Camp Director in giving leadership to the food services operations. Specific responsibilities are:

1. supervise personnel assigned to the kitchen, dining hall and their operations.
2. commissary/inventory- order all food and non-food items related to the camp menu and food services operation.
3. prepare three meals per day, as indicated by the camp program schedule for camp staff and guests.
4. All other duties as assigned.

## **Camp Clerk**

**Reports to:** Business Manager

**Objective:** Manage the camp office in an efficient manner

**Specific Responsibilities:**

The camp clerk assists the Camp Director, Assistant 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. All other duties as assigned



## Health Officer

**Reports to:** Assistant Camp 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 Health Officer alerts the Camp 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.

## Food Service Staff

**Reports To:** Food Service Director

**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 food service staff will work closely with the Food Service Director in the preparation of meals for staff and campers - specific responsibilities are:

1. assist with daily meal preparation, this will consist primarily of vegetable and salad preparations and desserts
2. to fill, using proper portion control, the heater stack containers for Boy Scout camp
3. to assist in maintaining the cleanliness of the camp kitchen and dining hall when necessary
4. to assist with the clean-up of heater stack equipment and any other dishware or cookware when necessary
5. washing of all cookware, utensils and other items too heavily soiled or large for the mechanical dishwasher, after every meal
6. use of mechanical dishwasher to clean all dishware and heater stack containers after every meal
7. cleanliness of the kitchen area and equipment
8. maintenance of daily refrigeration temperature records
9. general cleanliness of the dining area
10. to assist with trash removal after every meal
11. All other duties as assigned.

## **Trading Post Manager**

**Reports To:** Business 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 Manager works closely with the Business Manager 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.

## **Trading Post Clerk**

**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.

## 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 at least 21 years of age.

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 Directors-Pool Manager, Boatyard Manager, Sailing Base Manager**

**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 at least 18 years of age.

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.

## **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 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.

## **Nature, Ecology, Science & Technology Manager**

**Reports To:** Program Director

**Objective:** To develop and execute a meaningful N.E.S.T. program for all campers.

**Essential Functions:**

Must be at least 18 years of age.

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 N.E.S.T. Manager 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 N.E.S.T. staff in all their activities
2. offer a quality nature/ecology program to include merit badges, Troop Naturalist, Troop and Patrol Good Turn Projects, and Bay Hikes.
3. direct the set-up and take-down of a quality NEST demonstration area, to include a nature trail
4. maintenance, inventory, and wise use of all NEST equipment
5. maintain strict discipline at all times when campers, leaders, and other staff are in the area
6. represent the NEST department at all leader's roundtables, and department head meetings
7. participate in all campwide activities
8. make a written advancement report on all NEST activities at the end of each week
9. conduct program staff evaluations for NEST 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 NEST 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.

## **N.E.S.T. Instructor**

**Reports To:** N.E.S.T. Manager

**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 NEST 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 NEST 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.



## Head Commissioner

**Reports To:** Assistant Camp Director

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

**Essential Functions:**

Must be at least 18 years of age.

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 Head Commissioner must have knowledge of, and 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 camp
5. promote safe, clean camping through the use of daily campsite inspections
6. promote outpost and low impact camping opportunities
7. promote all 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

## **Scoutcraft Manager**

**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 at least 18 years of age.

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 all 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

## **Scoutcraft Instructor**

**Reports To:** Scoutcraft Manager

**Objective:** To assist the Scoutcraft Manager in promoting a well rounded, attainable daily camp program.

**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.

## **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 at least 21 years of age.

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
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.

## **Shooting Sports Instructor**

**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.

## **Handicraft Manager**

**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

## **Handicraft Instructor**

**Reports To:** Handicraft Manager

**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 Manager in all crafts related activities
4. all other duties as assigned

## **Climbing Manager**

**Reports To:** Program Director

**Objective:** To assure that Climbing Program 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 Climbing Manager must have current National Camping School certification and be able to teach climbing and rappelling skills to participants - specific responsibilities are:

1. supervise, train, and motivate the Climbing staff in all their activities
2. maintain the high standards of safety and program as set forth in the Climbing guide book and training
3. direct the set-up and take-down of the Climbing area under strict adherence to all National Standards for Climbing.
4. maintenance, inventory, and wise use of all Climbing equipment
5. represent the Climbing staff at all leader's roundtables and department head meetings
6. participate in all campwide activities
7. make a written report on all Climbing activities at the end of each week
8. conduct program staff evaluations for the Climbing 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 Climbing 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.



## **Climbing Instructor**

**Reports To:** Climbing Manager

**Objective:** To assure that Climbing 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 Climbing 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 Climbing Manager in training, directing, leading, and advising the staff
2. adhere strictly to all standards set forth in the National Standards for Climbing.
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.

## **Brownsea Manager**

**Reports To:** Program Director

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

**Essential Functions:**

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

**Specific Responsibilities:**

The Brownsea Manager 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. Maintenances, 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 camp wide 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.

## **Brownsea Instructor**

**Reports To:** Brownsea Manager

**Objective:** To assist the Brownsea Manager 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:

14. offer a quality Brownsea program to include skills from Tenderfoot through First Class.
15. assist in the set-up and take-down of a quality Brownsea area
16. promote camp programs and activities through personal contact, Patrol Leader's meetings, and presentations
17. participate in all campwide activities
18. assist in the set-up and take-down of all campsite facilities
19. all other duties as assigned.