

**CAMP Birch Job Descriptions
and Evaluation Format**

CAMP BIRCH



2010

**SUMMER CAMP
VALUES - FUN - ADVENTURE**

Common Goals for All Staff Members

- Promote Scout Spirit and Enthusiasm.
- Assist and participate in camp wide activities and events.
- Be present and on time for all meals.
- Be able to work outdoors all day in typical Ohio summer weather.
- Maintain a positive attitude at all times when in front of campers.
- Set a positive example to campers, in appearance, spirit, attitude, uniform, following camp rules, and living up to the Scout Oath and Law.
- Follow the rules in the staff guidebook and employment agreement.
- Keep your program area, the camp in general, and yourself clean and neat.
- Be prepared and willing to lead a song with no notice when the need arises.
- Participate in the Songs and Skits of the camp-wide campfires.
- Provide awards from your program area as appropriate.
- Be available to all the units in camp. Remember, campers come first.
- Assist in other areas of camp whenever needed.
- Help with set up and take down of camp as needed.
- Be aware of and prepared to carry out emergency procedures if called upon to do so.
- Each week, as needed, act as a Unit Staff Advisor to one of the Troops as they arrive in camp and during their stay (see USA Duties).

Camp Director (Camping Committee Job Description)

The Summer Camp Director is responsible for everyone and everything in camp. The Summer Camp Director should be very organized, able to handle stress, control a budget, inspire young adults, and be able to deliver a mountain top experience for our Scouts and leaders.

1. Staying within the council budget for expenses for summer camp. Following the fiscal policies approved by the Executive Board.
2. Recruiting, training, supervising and evaluating the camp staff.
3. Be a role model for all staff members and campers at summer camp.
4. Coordinate maintenance and facility needs with the Camping Committee and the Camp Ranger.
5. Oversee everything that pertains to the operation of Camp Birch as a certified camp.
6. Directly supervise the Program Director, Camp Health Officer, Trading Post Manager, Cook, Quartermaster and Business Manager.
7. Serve as host and Council Representative to all guests.
8. Prepare reports as required.
9. Advises on national, council and camp policies. Responsible for its enforcement.
10. Final decision on ALL activities of all staff members.
11. Mentor who staff members can turn to for guidance.
12. Other duties as assigned by the Scout Executive.

Requirements

1. Must be at least 25 years of age and hold a current National Camping School certificate in Camp Management.
2. Must be a registered member of the Boy Scouts of America.

Program Director

- The Program Director is 21 or older and holds a current National Camp School Program Director certification.
- Reports directly to the Camp Director.
- Directs the overall summer camping program from planning to implementation.
- Assists the Camp Director in hiring staff and recruiting CITs.
- Assists the Camp Director to train staff prior to camp and during staff week.
- Oversees Area Directors to ensure that effective lesson plans are in place in all program areas prior to the opening of camp, and that all staff members have prerequisite training and skills.
- Works with the Business Manager to provide program supplies to Area Directors.
- Maintains fiscal responsibility with regard to the program budget.
- Plans Leader's meetings in camp.
- Works closely with area directors to make sure program is being implemented as planned.
- Evaluates the effectiveness of programs and makes improvements during the season, and provides basic program plans for the next season.
- Serves as a role model for the staff as measured by the Scout Oath and Law.
- Responsible for team building and maintaining peak morale among staff.
- Conducts all staff meetings.
- Coordinates the planning and preparation of special events.
- Directs the Counselor In Training Program.
- Delegates other responsibilities to staff members as needed.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Counsels staff whenever expectations are not being met.
- Oversees and/or participates in camp wide program activities.
- Makes frequent on-site evaluations of the quality of program being provided.
- Makes sure that all the National Standards are met in the program areas.
- Carries out responsibilities as assigned by the Camp Director

Trading Post Manager

- Responsible for the overall operation of the Trading Post.
- Reports directly to the Camp Business Manager with regard to inventory and finance management, and to the Camp Director for day-to-day operations.
- Keeps the shelves properly stocked and merchandise attractively displayed.
- Keeps posted hours of operation for campers.
- Keeps prices marked.
- Keeps track of income and expenses, and conducts weekly inventory.
- Responsible for keeping the inside and outside of the Trading Post clean.
- Makes daily cash deposits with the Camp Business Manager.
- Provides ordering needs to the Camp Business Manager on Wednesday of each week.
- Is able to maintain discipline in a positive manner with scouts while they are in the Trading Post.
- Participates in the program of the camp, including campfires and songfests.
- Supervises and trains the staff and counselors-in-training assigned to the Trading Post area.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Carries out any other duties as may be assigned by the Camp Director.

Trading Post Staff

- Assists in the overall operation of the Trading Post.
- Reports directly to the Trading Post Manager.
- Helps to keep the shelves properly stocked and merchandise attractively displayed.
- Helps to keep prices marked.
- Helps conduct weekly inventory.
- Helps to keep the inside and outside of the Trading Post clean.
- Participates in the program of the camp, including campfires and songfests.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

Nature/Ecology Director

- Responsible for the effective operation of the Nature/Ecology area of camp which teaches Environmental Science, Fishing, Forestry, Mammal Study, Nature, Soil & Water Conservation, and Weather Merit Badges.
- Coordinates ecology and conservation programs at summer camp.
- Reports to the Program Director.
- Must have a thorough knowledge of the above mentioned Merit Badges.
- Can develop lesson plans for teaching the above Merit Badges with the help of Nature/Ecology staff.
- Is able to present a class in an engaging manner
- Provides instruction to the Scouts encouraging a respect for the environment and an understanding of the ecosystem.
- Is able to maintain discipline in a positive manner with both staff and scouts.
- Makes sure all staff members have prerequisite skills for teaching MBs and trains them where necessary.
- Supervises and trains counselors-in-training assigned to the Nature/Ecology area.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Maintains proper supplies needed for Nature/Ecology merit badge work and other Nature/Ecology programs.
- Is fiscally responsible with program supplies.
- Works with the Ranger and other Area Directors to plan conservation projects for Scouts and units to do in camp. Provides a list of Projects to the Program Director and Ranger.
- Is responsible for camp-wide awareness of the camp's ecological system.
- Coordinates and carries out a plan for recycling throughout the camp.
- Is responsible for the safety of participants in the Nature/Ecology area, and ensures that the area is kept clean and organized.
- Keeps accurate records of scout attendance at all classes taught.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

Nature/Ecology Counselor

- Assists in the Nature/Ecology area of camp which teaches Environmental Science, Fishing, Forestry, Mammal Study, Nature, Soil & Water Conservation, and Weather Merit Badges.
- Reports directly to the Nature/Ecology Director.
- Must have a working knowledge of the above mentioned Merit Badges
- Assists Nature/Ecology Director in developing lesson plans for teaching the above Merit Badges and coordinating ecology and conservation programs at summer camp.
- Is able to instruct scouts in the correct and safe use of all tools and equipment used in Nature/Ecology area.
- Is able to follow lesson plans, present a class in an engaging manner.
- Provides instruction to the Scouts encouraging a respect for the environment and an understanding of the ecosystem.
- Is able to positively manage minor disruptive behavior, and to recognize when a question of policy, safety, or discipline needs to be taken to the Nature/Ecology Director.
- Under the supervision of the Nature/Ecology Director, is responsible for the safety of participants in the Nature/Ecology area and keeps the area clean and organized.
- Is fiscally responsible with program supplies.
- Keeps accurate records of scout attendance at all classes taught.
- Assists in other areas of camp whenever needed.
- Each week, acts as a unit staff advisor to one of the Troops as they arrive in camp and during their stay (see USA Duties).
- Carries out any other duties as may be assigned by the Scoutcraft Director or Program Director.

Outdoor Skills/Scoutcraft Director

- Responsible for the effective operation of the Scoutcraft area of camp which teaches Camping, Cooking, Pioneering, Wilderness Survival, Orienteering, First Aid, Fire Safety, and Wood Tools.
- Reports directly to the Program Director.
- Must have a working knowledge of the above mentioned Merit Badges and proficiency in all the related skills.
- Can develop lesson plans for teaching the above Merit Badges with the help of Scoutcraft staff.
- Is able to instruct scouts in the correct and safe use of all tools and equipment used in Scoutcraft area.
- Is able to present a class in an engaging manner.
- Is able to maintain discipline in a positive manner with both staff and scouts.
- Makes sure all staff members have prerequisite skills for teaching MBs and trains them where necessary.
- Supervises and trains counselors-in-training assigned to the Scoutcraft area.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Maintains proper supplies needed for Scoutcraft merit badge work and other Scoutcraft programs.
- Is fiscally responsible with program supplies.
- Plans and leads hikes, outposts, and/or other programs as required from the Scoutcraft area.
- Plans and facilitates projects which use skills learned in the Scoutcraft area.
- Is responsible for the safety of participants in the Scoutcraft area, and ensures that the area is kept clean and organized.
- Keeps accurate records of scout attendance at all classes taught.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

Outdoor Skills/Scoutcraft Counselor

- Assists in the Scoutcraft area of camp which teaches Camping, Cooking, Pioneering, Wilderness Survival, Orienteering, First Aid, Fire Safety, and Wood Tools.
- Reports directly to the Scoutcraft Director.
- Must have a working knowledge of the above mentioned Merit Badges and proficiency in all the related skills.
- Assists Scoutcraft Director in developing lesson plans for teaching the above Merit Badges.
- Is able to instruct scouts in the correct and safe use of all tools and equipment used in Scoutcraft area.
- Is able to follow lesson plans and present a class in an engaging manner.
- Is able to positively manage minor disruptive behavior, and to recognize when a question of policy, safety, or discipline needs to be taken to the Scoutcraft Director.
- Plans and facilitates projects which use skills learned in the Scoutcraft area.
- Under the supervision of the Scoutcraft Director, is responsible for the safety of participants in the Scoutcraft area and keeps the area clean and organized.
- Is fiscally responsible with program supplies.
- Keeps accurate records of scout attendance at all classes taught.
- Accompanies scouts on hikes and outposts.
- Assists in other areas of camp whenever needed.
- Each week, acts as a unit staff advisor to one of the Troops as they arrive in camp and during their stay (see USA Duties).
- Carries out any other duties as may be assigned by the Scoutcraft Director or Program Director.

Tecumseh Island Director

- Responsible for the effective operation of the Tecumseh Island area of camp which teaches the first year camper program, focusing on the basic Scout skills listed in the Tenderfoot, Second Class, and First Class requirements of the Boy Scout Handbook.
- Reports directly to the Program Director.
- Must have a working knowledge of the above mentioned requirements and proficiency in all the related skills.
- Can develop lesson plans for teaching the above requirements with the help of Tecumseh Island staff.
- Is able to instruct scouts in the correct and safe use of all tools and equipment used in Tecumseh Island area.
- Is able to present a class in an engaging manner.
- Is able to maintain discipline in a positive manner with both staff and scouts.
- Makes sure all staff members have prerequisite skills for teaching requirements and trains them where necessary.
- Supervises and trains counselors-in-training assigned to TI.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Maintains proper supplies needed for Tecumseh Island program.
- Is fiscally responsible with program supplies.
- Plans and leads hikes, outposts, and/or other programs as required from the Tecumseh Island area.
- Plans and facilitates projects which use skills learned in the Scoutcraft area.
- Is responsible for the safety of participants in the Tecumseh Island area, and ensures that the area is kept clean and organized.
- Keeps accurate records of scout attendance at all classes taught.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

Tecumseh Island Counselor

- Assists in the Tecumseh Island (TI) area of camp which teaches the first year camper program, focusing on the basic Scout skills listed in the Tenderfoot, Second Class, and First Class requirements of the Boy Scout Handbook.
- Reports directly to the Tecumseh Island Director.
- Must have a working knowledge of the above mentioned requirements and proficiency in all the related skills.
- Assists TI Director in developing lesson plans for teaching the above requirements.
- Is able to instruct scouts in the correct and safe use of all tools and equipment used in TI area.
- Is able to follow a lesson plan and present a class in an engaging manner.
- Is able to positively manage minor disruptive behavior, and to recognize when a question of policy, safety, or discipline needs to be taken to the TI Director.
- Plans and facilitates projects which use skills learned in the TI area.
- Under the supervision of the TI Director, is responsible for the safety of participants in the TI area and keeps the area clean and organized.
- Is fiscally responsible with program supplies.
- Keeps accurate records of scout attendance at all classes taught.
- Accompanies scouts on hikes and outposts.
- Assists in other areas of camp whenever needed.
- Each week, acts as a unit staff advisor to one of the Troops as they arrive in camp and during their stay (see USA Duties).
- Carries out any other duties as may be assigned by the TI Director or Program Director.

Aquatics Director

- Responsible for the effective operation of the Aquatics area of camp which teaches Swimming, Lifesaving, Rowing, Canoeing, Small Boat Sailing, and Motor Boating Merit Badges, and BSA Lifeguard Award, Snorkeling BSA Award, and Mile Swim.
- Enforces National BSA aquatics policies in camp.
- Reports directly to the Program Director.
- Attends National Camp School for Aquatics Director training or holds a current certification.
- Can develop lesson plans with the help of aquatics staff for teaching the above Merit Badges and other related aquatics programs to provide the best possible instruction.
- Is able to instruct scouts in the correct and safe use of all equipment used in aquatics area.
- Is able to present a class in an engaging manner.
- Is able to maintain discipline in a positive manner with both staff and scouts.
- Makes sure all staff members have prerequisite skills for teaching MBs and trains them where necessary.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Maintains proper supplies needed for aquatics merit badge work and other aquatics programs.
- Is fiscally responsible with program supplies.
- Is responsible for the health and safety of all persons in and around the pool and waterfront.
- Supervises and trains counselors-in-training assigned to the pool and waterfront area.
- Keeps the pool and waterfront clean and equipment organized. Reports any damage to equipment to the Program Director.
- Develops plan for emergency procedures relating to potential accidents in the pool and waterfront area and trains staff to carry out such plans if needed.
- Uses the 8 point Safe Swim Defense Plan and the 9 point Safety Afloat Plan.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

Aquatics Counselor

- Assists in the Aquatics area of camp which teaches Swimming, Lifesaving, Rowing, Canoeing, Small Boat Sailing, and Motor Boating Merit Badges, and BSA Lifeguard Award, Snorkeling BSA Award, and Mile Swim.
- Reports directly to the Aquatics Director.
- Must have a working knowledge of the above mentioned Merit Badges and Aquatics programs, and proficiency in all the related skills.
- Assists Aquatics Director in developing lesson plans for teaching the above Merit Badges and programs.
- Is able to instruct scouts in the correct and safe use of all equipment used in Aquatics area.
- Is able to follow lesson plans and present a class in an engaging manner.
- Is able to positively manage minor disruptive behavior, and to recognize when a question of policy, safety, or discipline needs to be taken to the Aquatics Director.
- Under the supervision of the Aquatics Director, is responsible for the safety of participants in the Aquatics area and keeps the area clean and organized.
- Is fiscally responsible with program supplies.
- Keeps accurate records of scout attendance at all classes taught.
- Assists in other areas of camp whenever needed.
- Is trained in emergency procedures relating to potential accidents in the pool and waterfront area and is prepared to carry out such plans if needed.
- Carries out any other duties as may be assigned by the Aquatics Director or Program Director.

Handicraft Director

- Responsible for the effective operation of the Handicraft area of camp which teaches Art, Basketry, Electricity, Leatherwork, Woodworking, and Woodcarving Merit Badges.
- Reports directly to the Program Director.
- Must have a working knowledge of the above mentioned Merit Badges and proficiency in all the related skills.
- Can develop lesson plans for teaching the above Merit Badges with the help of Handicraft staff.
- Is able to instruct scouts in the correct and safe use of all tools and equipment used in Handicraft area.
- Is able to present a class in an engaging manner.
- Is able to maintain discipline in a positive manner with both staff and scouts.
- Makes sure all staff members have prerequisite skills for teaching MBs and trains them where necessary.
- Supervises and trains the counselors-in-training assigned to the Handicraft area.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Maintains proper supplies needed for Handicraft merit badge work.
- Is fiscally responsible with program supplies.
- Communicates with the Trading Post Manager to ensure that adequate handicraft supplies are kept in stock at the Trading Post.
- Is responsible for the safety of participants in the Handicraft area, and ensures that the area is kept clean and organized.
- Keeps accurate records of scout attendance at all classes taught.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

Handicraft Counselor

- Assists in the Handicraft area of camp which teaches Art, Basketry, Electricity, Leatherwork, Woodworking, and Woodcarving Merit Badges.
- Reports directly to the Handicraft Director.
- Must have a working knowledge of the above mentioned Merit Badges and proficiency in all the related skills.
- Assists Handicraft Director in developing lesson plans for teaching the above Merit Badges.
- Is able to instruct scouts in the correct and safe use of all tools and equipment used in Handicraft area.
- Is able to follow lesson plans and present a class in an engaging manner.
- Is able to positively manage minor disruptive behavior, and to recognize when a question of policy, safety, or discipline needs to be taken to the Handicraft Director.
- Under the supervision of the Handicraft Director, is responsible for the safety of participants in the Handicraft area and keeps the area clean and organized.
- Is fiscally responsible with program supplies.
- Keeps accurate records of scout attendance at all classes taught.
- Assists in other areas of camp whenever needed.
- Each week, acts as a unit staff advisor to one of the Troops as they arrive in camp and during their stay (see USA Duties).
- Carries out any other duties as may be assigned by the Handicraft Director or Program Director.

Shooting Sports Director

- Responsible for the effective operation of the shooting ranges which teach Archery, Rifle Shooting, and Shotgun Shooting Merit Badges, and the Muzzle Powder Program.
- Reports directly to the Program Director.
- Attends National Camp School for Shooting Sports Director or is currently NCS certified.
- Must have a working knowledge of the above mentioned Merit Badges and proficiency in all the related skills.
- Can develop lesson plans for teaching the above Merit Badges and program with the help of Shooting Sports staff.
- Knows the safety regulations for all shooting equipment.
- Responsible for the safe and proper storage of shooting equipment and ammunition.
- Ensures that National Camp Standards in the Shooting Sports section are met.
- Provides the best possible instruction in all of the merit badges and other related shooting sports events.
- Is able to instruct scouts in the correct and safe use of all tools and equipment used in the Shooting Sports area.
- Is able to present a class in an engaging manner.
- Is able to maintain discipline in a positive manner with both staff and scouts.
- Maintains proper supplies needed for Shooting Sports merit badge work.
- Is fiscally responsible with program supplies.
- Is responsible for the safety of participants in the Shooting Sports area, and ensures that the area is kept clean and organized.
- Keeps accurate records of scout attendance at all classes taught.
- Makes sure all staff members have prerequisite skills for teaching MBs and trains them where necessary
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Cleans rifles and shotguns as recommended by the firearms manufacturer.
- Supervises and trains the counselors-in-training assigned to the Shooting Sports area.
- Responsible for the health and safety of all persons on the shooting ranges.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

Shooting Sports Counselor

- Assists in the Shooting Sports area of camp which teaches Archery, Rifle Shooting, and Shotgun Shooting Merit Badges, and the Muzzle Powder Program.
- Reports directly to the Shooting Sports Director.
- Must have a working knowledge of the above mentioned Merit Badges and proficiency in all the related skills.
- Assists Shooting Sports Director in developing lesson plans for teaching the above Merit Badges.
- Is able to instruct scouts in the correct and safe use of all tools and equipment used in Shooting Sports area.
- Is able to follow lesson plans and present a class in an engaging manner.
- Is able to positively manage minor disruptive behavior, and to recognize when a question of policy, safety, or discipline needs to be taken to the Shooting Sports Director.
- Under the supervision of the Shooting Sports Director, is responsible for the safety of participants in the Shooting Sports area and keeps the area clean and organized.
- Is fiscally responsible with program supplies.
- Keeps accurate records of scout attendance at all classes taught.
- Assists in other areas of camp whenever needed.
- Each week, acts as a unit staff advisor to one of the Troops as they arrive in camp and during their stay (see USA Duties).
- Carries out any other duties as may be assigned by the Shooting Sports Director or Program Director.

COPE Director

- Supervises and conducts the operation of the low and high COPE course.
- Reports directly to the Program Director.
- Attends National Camp School for COPE Director training or holds a current NCS certification.
- Trains the COPE Staff on their responsibilities.
- Knows the safety regulations for all COPE events.
- Responsible for the safe and proper storage of COPE equipment.
- Ensures that National Camp Standards in the COPE area are met.
- Cleans and replaces equipment as recommended by the COPE standard.
- Responsible for the health and safety of all persons on the COPE courses.
- Is able to present a COPE event in an engaging manner.
- Is able to maintain discipline in a positive manner with both staff and scouts.
- Makes sure all staff members have prerequisite skills for teaching COPE and trains them where necessary.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Supervises and trains counselors-in-training assigned to the COPE area.
- Is fiscally responsible with program supplies.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

COPE Counselor

- Assists in the operation of the low and high COPE course.
- Reports directly to the COPE Director.
- Must have a working knowledge of the low and high COPE course and proficiency in the related skills.
- Knows the safety regulations for all COPE equipment and operations.
- Assists in the safe and proper storage of COPE equipment.
- Is knowledgeable of National Camp Standards in the COPE area.
- Provides the best possible instruction in the low and high COPE course, and is able to instruct scouts in the correct and safe use of all tools and equipment used in COPE area.
- Cleans and replaces all COPE equipment as recommended by the COPE standard and is fiscally responsible with program supplies.
- Is able to positively manage minor disruptive behavior, and to recognize when a question of policy, safety, or discipline needs to be taken to the COPE Director.
- Under the supervision of the COPE Director, is responsible for the health and safety of all persons on the climbing tower or natural rock face area.
- Assists in other areas of camp whenever needed.
- Each week, acts as a unit staff advisor to one of the Troops as they arrive in camp and during their stay (see USA Duties).
- Carries out any other duties as may be assigned by the COPE Director or Program Director.

Climbing Director

- Responsible for the effective operation of the climbing tower and off-site climbing program.
- Reports directly to the Program Director.
- Attends National Camp School for Climbing Director training or holds a current NCS certification.
- Knows the safety regulations for all climbing equipment and operations.
- Responsible for the safe and proper storage of climbing equipment.
- Ensures that National Camp Standards in the climbing area are met.
- Provides the best possible instruction in the merit badge and other related climbing events.
- Cleans and replaces all climbing equipment as recommended by the climbing standard.
- Is able to maintain discipline in a positive manner with both staff and scouts.
- Makes sure all Climbing Staff have prerequisite skills for teaching Climbing, and that they are knowledgeable on all the safety regulations, and trains them where necessary.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Supervises and trains the counselors-in-training assigned to the climbing area.
- Responsible for the health and safety of all persons on the climbing tower or natural rock face area.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

Climbing Counselor

- Assists in the operation of the climbing tower and off-site climbing program.
- Reports directly to the Climbing Director.
- Must have a working knowledge of the Climbing Merit Badge and proficiency in the related skills.
- Knows the safety regulations for all climbing equipment and operations.
- Assists in the safe and proper storage of climbing equipment.
- Is knowledgeable of National Camp Standards in the climbing area.
- Provides the best possible instruction in the merit badge and other related climbing events, and is able to instruct scouts in the correct and safe use of all tools and equipment used in Climbing area.
- Cleans and replaces all climbing equipment as recommended by the climbing standard and is fiscally responsible with program supplies.
- Is able to positively manage minor disruptive behavior, and to recognize when a question of policy, safety, or discipline needs to be taken to the Climbing Director.
- Under the supervision of the Climbing Director, is responsible for the health and safety of all persons on the climbing tower or natural rock face area.
- Keeps accurate records of scout attendance at all classes taught.
- Assists in other areas of camp whenever needed.
- Each week, acts as a unit staff advisor to one of the Troops as they arrive in camp and during their stay (see USA Duties).
- Carries out any other duties as may be assigned by the Climbing Director or Program Director.

Medic and/or Health Officer

- Responsible for providing first response medical support to all persons in camp.
- Reports directly to the Camp Director.
- Stays current on relevant medical certifications.
- Carries out medical checks of all camp staff and all campers upon first arrival in camp.
- Works closely with the Camp Director to ensure the smooth operation of the medical checks during unit check-ins.
- Maintains appropriate records of all medical needs and medical response logs.
- Ensures that the medical facilities meet or exceed all Health Dept. and BSA National Standards for medical support and drug and medical equipment storage and maintenance.
- Ensures that first aid kits and all necessary supplies are kept fully stocked in the medical lodge and in all program areas.
- Provides lists of necessary first aid and medical supplies to the Camp Director.
- Works cooperatively with camp personnel and external medical response personnel in the event of a medical emergency.
- Works with Camp Director to prepare written emergency response plans, communicates those plans to camp staff, and conducts staff emergency medical response drills as is deemed necessary by the Medic and the Camp Director.
- Keeps the medical facilities clean at all times.
- Carries out any other duties as assigned by the Camp Director.

Head Cook

- Prepares and serves all meals at camp.
- Reports to the Camp Director.
- Works closely with the Camp Director to ensure adequate supplies of food to meet the needs of camp.
- Follows the menu plan approved by the Camp Director
- Has alternate supplies on hand for campers with food allergies and other food restrictions, and ensure that they are adequately fed.
- Trains and works closely with the Assistant Cooks, Steward and other Kitchen staff members.
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Makes sure all meals are provided on time.
- Ensures that the kitchen area meets or exceeds all Health Dept. and BSA National Standards for health, safety, food preparation, and storage.
- Keeps kitchen area clean at all times.
- Manages a system for garbage control and recycling.
- Carries out any other duties as may be assigned by the Camp Director.

Assistant Cook(s) and Kitchen Staff

- Responsible for assisting in meal preparation and service, and kitchen maintenance and cleaning.
- Reports to the Head Cook.
- Ensures that the items necessary for food service are ready before each meal.
- Carries out any other duties as assigned by the Head Cook.
- Carries out any other duties as may be assigned by the Camp Director.

Kitchen Steward

- Responsible for assisting in meal preparation and service, and kitchen and dining hall organization and cleaning.
- Reports to the Head Cook.
- Ensures that the items necessary for food service are ready before each meal.
- Manages a system of staff rotations at the camper tables.
- Orients the campers in the procedures of the dining facility.
- Helps to provide an entertaining, positive environment at meals.
- Provides timely and orderly guidance for meal courses and dismissal.
- Carries out any other duties as assigned by the Head Cook or Program Director

Camp Quartermaster

- Responsible for assisting units with camp supplied provisions, assisting with kitchen duties and trading post provisioning
- Reports to the Head Cook, Trading Post Manager and Camp Director
- Assists Head Cook with kitchen inventories and receiving shipments
- Maintains set, known hours available to assist units with camp supplies
- Assists with maintaining Trading Post inventories that are stored in the dining hall
- Assists Head Cook with kitchen staff duties, when available
- Carries out any other duties as assigned by the Head Cook, Trading Post Manager or Program Director

Camp Commissioner

- Is currently certified for the position by the BSA National Camping School
- Is trained in troop operations (Basic Leader Training), camp operations, camp program, camp resources and facilities, and youth protection
- Has good listening skills and the ability to act as an objective mediator
- Acts as the liaison between the Camp Director, Program Director, and the troops in camp.
- Is a good communicator
- Is dedicated to the ideals of Scouting (Oath and Law)
- Is a good team player
- Is possessed of good judgment
- Is flexible and understanding
- Is the conduit for concerns, feedback and advice
- Actively seeks out and works with troop leaders
- Learns the objectives for camp for each troop and advises the leaders on meeting them
- Supports troop logistical requirements
- Encourages troop patrol leaders' council effectiveness and the patrol method
- Can advise and counsel troop leaders on troop leadership
- Can assist leaders in resolving problems with Scouts
- Creative and imaginative in overcoming troop leadership deficiencies
- Oriented to promoting FUN!

Staff Evaluation Form

Staff Name:

Date of Appraisal:

Area	5	4	3	2	1
Personal Initiative – (being proactive regarding specific and general duties)					
• Self-directed – works willingly					
• Drive, motivation, gets things done					
• Dependable, on time, reliable					
Knowledge (refer to job description)					
• Assigned job, knows skills					
• Scouting Aims, camp aims, philosophy					
• Development – tries to improve, has imagination and new ideas					
Leadership (commensurate with job responsibilities, where applicable)					
• Planning – makes plans, has a goal, has a schedule					
• Delegating – can delegate effectively					
• Working with others – is a team player					
• Communicating – keeps those concerned informed					
• Analysis – can see a situation and react, is alert to conditions					
Accomplishments					
• Quality of work accurate					
• Quantity, volume done					
• Meets a deadline					
• Completes the job					
Spirit					
• Promotes scout spirit among the staff					
• Promotes scout spirit among the scouts					
• Maintains a positive attitude and cheerful demeanor					

Key: 5 – outstanding, 4 – above normal, 3 – satisfactory, 2 – below normal, 1 – unsatisfactory

Special comments by appraiser:

Appraised by:

Camp position:

