Staff Duties and Responsibilities

Camp Administration

**Camp Director:**
**Requirements:** 21 years old (preferably 25), National Camp School Trained - Management
**Description:** Overall responsible for management and operation of Camp.
**Duties:** Articulation with managing council, Camp rules & procedures compliance, Camper expulsions, Chairman of staff and leader meetings, Health, safety, and sanitation, Emergency procedures and drills, Health officer supervision, Hospitality, Inspection of camps and cabins, Leaders' appraisals, Leaders' Guide, National Standards compliance, Morale, Oversees ordering of equipment and supplies, Oversees record keeping of Business Director and Clerk, Salaries and rating in job assignments and reviews, Scouting program provided, Security, Staff cabin and guest tenant assignment, Staff discipline (general), Staff dismissals, Staff evaluation, Staff manual, Staff selection, hiring, and training, Staff job descriptions, duties, and responsibilities, Staff supervision (general), Other duties as assigned

Area directors/commissioners
Assist in hiring, training and evaluation of staff
Understand overall program
Discipline: program staff and campers
Oversee weekly program development of all troops in camp
Oversee opening and closing program inventories
Program evaluation through daily visits
Program Staff scheduling and placement
Communication with leaders and troops
Requests adequate supplies of program equipment
Special events as necessary
Staff attendance and punctuality
Written report with recommendations at end of season
Other duties as assigned

**Business Director:**
**Requirements:** 21 years old, Business Background
**Description:** Manages business operations of Camp
**Duties:** Oversees operations of trading post and camp offices, Accident/insurance reports, Assist in hiring, training and evaluation of staff, Audio/Visual Equipment, Business Staff scheduling, Campers' fees paid in camp, Contracting, Discipline of business staff, Inventories all shipments to camp, Oversees ordering, issuing, storage, and inventory of camp equipment, Oversee business and commissary deliveries, Payroll, petty cash, and banking, Postal service, Pre-camp council office work, Record keeping, control of summer camp budgets, Staff lounge, health lodge, offices

**Program Director:**
**Requirements:** 21 years old, National Camp School Trained – Program
**Description:** Directs program of the Camp
**Duties:** Acts as Camp Director pro-tem Activities: inter-unit and staff

Area directors/commissioners
Assist in hiring, training and evaluation of staff
Understand overall program
Discipline: program staff and campers
Oversee weekly program development of all troops in camp
Oversee opening and closing program inventories
Program evaluation through daily visits
Program Staff scheduling and placement
Communication with leaders and troops
Requests adequate supplies of program equipment
Special events as necessary
Staff attendance and punctuality
Written report with recommendations at end of season
Other duties as assigned
Other duties as assigned

**Resident Ranger:**
**Requirements:** 21 years old, National Camp School Trained – Camp Ranger
**Description:** Overall responsibility for Camp facilities and equipment
**Duties:**
- Supervise maintenance crew
- Establish, interpret, and enforce policies governing use, care, and replacement of all physical facilities and equipment
- Check butane levels in all tanks
- Inventories maintenance supplies and equipment
- Key issuance
- Law enforcement liaison
- National Standards compliance
- Oversees camp improvement and issuing maintenance supplies and equipment
- Oversees repair of equipment and supplies
- Oversees proper garbage disposal
- Preventative maintenance scheduling
- Proper functioning and service of fire equipment
- Proper functioning of facilities and equipment
- Public relations with town officials,

...businesses, and nearby camps
- Supervise truck and equipment service and maintenance
- Oversees maintenance crew
- Other duties as assigned

**Health Officer (Camp Medic):**
**Requirements:** 21 years old, at minimum currently certified in EMT, CPR and BSA training programs
**Description:** Oversee well being and care of campers and staff
**Duties:**
- Maintain office hours after breakfast and dinner meals
- Be available 24/7 for camp medical emergencies
- See to all injuries
- Have completed the *BSA Camp Health Officer Training Course*
- Evaluate medical conditions and respond with the appropriate treatment
- Maintain medical logs for campers and staff
- Keep medical lodge clean and sanitary
- Advise camp management of deficiencies in the medical lodge
- Advise camp management of recurring and persistent medical problems
- Other duties as assigned

**Program Staff**

**Commissioners/Volunteer Commissioners:**
**Requirements:** 18 years old, able to interact positively with adults and youth
**Description:** Liaison between camp management and the troop
**Duties:**
- Assist troops in developing a well-rounded daily program
- Answer any questions, comments, or concerns that may come up
- Be recognized as a problem solver, information, and PR person for troops assigned
- Constant availability to troops by participating in activities, visiting campsites, eating with troops
- Demonstrate scouting skills as needed
- Help assigned troops with their camp program
- Act as liaison between Camp Management and Scoutmasters
- Meet and greet troop leaders as they arrive
- Oversee adult leader training
- Marking of tent damage and collection of fees
- Other duties as assigned

**Chaplain:**
**Requirements:** 21 years old, National Camp School Trained – Chaplain
**Description:** Assist Staff and Campers with spiritual and personal needs
**Duties:**
- Be available for assistance and counseling, day and night
- Be recognized around camp through
daily campsite and staff visitation, attendance at meetings and activities
Identify and prevent problems relating to staff and campers
Help leaders handle behavioral problems
Promote and foster an ecumenical atmosphere
Visit the sick; assist with emergencies and personal problems
Worship services with campers and staff
Compliance with duties for a Commissioner
Other duties as assigned

Activities Director:
Requirements: 21 years old, Nation Camp School Trained – Camp Commissioner, general knowledge of camp and facilities and program activities, CPR certified
Description: Oversees Camp Activities
Duties: Train and supervise commissioner staff
Commissioner scheduling
Campsite assignments
Oversee campfires
Check-in and Check-out procedures
Staff Lounge – cleanliness, use, etc.
Camp announcements
Campsite inspections
Cabin inspection
Lead mealtime songs and skits
Oversee Aquacade
Assist Program Director with Staff activities
Review camp activities and make recommendations for replacing or updating
Compliance with duties for a Commissioner
Other duties as assigned

Aquatics Director:
Requirements: 21 years old, Nation Camp School Trained – Aquatics, extensive lifeguard and teaching experience, understand water and boating safety, interact well with adults and youth
Description: Directs and Supervises Aquatics Program and facilities
Duties: Have lifeguard and safety experience
Oversee BSA Lifeguard program
Evaluate and correct safety concerns
Compliance with duties for an Area Director
Other duties as assigned

Assistant Aquatics Director:
Requirements: 21 years old, National Camp School Certified – Aquatics, extensive lifeguard and teaching experience
Description: Assist Aquatics Director in supervising program and facilities
Duties: Acts as Aquatics Director Pro-tem
Teach Classes
Administrative duties as assigned by
Director
Full responsibility and knowledge of area
Compliance with duties for an Area Director
Other duties as assigned

Counselor-in-training (CIT) Director:
Requirements: 18 years old, previous Whitsett experience
Description: Directs and Supervises C.I.T. program and staff
Duties: Development and supervision of program for C.I.T.s
Assist Program director and Area directors in supervision and training of C.I.T.s
Oversee staff support and encouragement of C.I.T.s
Assist Program Director and Area Directors in overseeing the quality of instruction of the camp.
Oversee the Beaver Program
Compliance with duties for a Commissioner
Compliance with duties for an Area Director
Other duties as assigned

Handicraft Director:
Requirements: 18 years old, experience with related merit badges
Description: Directs Handicraft program and facilities
Duties: Evaluates and corrects safety issues
Ensure the quality of crafts produced by the scouts involved in the program.
Compliance with duties for an Area Director
Other duties as assigned

High Adventure Director:
Requirements: 21 years old, National Camp School Trained – C.O.P.E. or Climbing, CPR and Basic First Aid certified
Description: Directs and Supervises High Adventure Programs
Duties: During training teaches staff how to do and understand basic C.O.P.E. and climbing
Oversee the camp’s Climbing, C.O.P.E, and Bike Programs
Develop and implement program for the overnight adventures involving the bikes
Evaluate and correct safety issues with equipment and facilities
Compliance with duties for an Area Director
Other duties as assigned

Frontier Director:
Requirements: 18 years old, general knowledge of the western frontier.
Description: Directs, Supervises and Leads the Mountain Man Area and Indian Village
Duties: Develop a program that teaches the history of the western frontier.
Develop material for pre-season information
Assist with the Troop Overnight Adventure.
Insure the authenticity of all materials and equipment used in area.
Arrange and ensure all camping on overnight.
Oversee OA Program
Compliance with duties for a Commissioner
Compliance with duties for an Area Director
Other duties as assigned

Assistant High Adventure Director:
Requirements: 21 years old, National Camp School Trained – C.O.P.E. and/or Climbing, CPR and Basic First Aid certified
Description: Assist High Adventure Director in supervising program and facilities
Duties: Acts as High Adventure Director Pro-tem
Lead events and classes
Administrative duties as assigned by Director
Full responsibility and knowledge of area
Nature Director:
Requirements: 18 years old, National Camp School Trained – Ecology and Conservation
Description: Directs and Supervises Nature Program and Facilities
Duties: Knows natural history and ecology of camp and surrounding area
Oversees implementation of camp conservation projects adhering to policies and procedures directed by the Resident Ranger and the U.S. Forest Service
Implements the Long Range Conservation Plan in cooperation with the Resident Ranger and the U.S. Forest Service
Compliance with duties for an Area Director
Other duties as assigned

Pathfinder Director:
Requirements: 18 years old, general knowledge of camp and facilities, CPR certified
Description: Oversees Pathfinder Program
Duties: Train and supervise Pathfinders
Supervises and organizes Sunday Round Robin
Supervises Pathfinder/SPL meeting
Supervises Commissary forms
Assist with Aquacade Program
Assist with the Troop Overnight Adventure
Implement camp-wide 1st Year Program
Assist troop leaders with implementation of a 1st Year Program
Compliance with duties for a Commissioner
Compliance with duties for an Area Director
Other duties as assigned

Scoutcraft Director:
Requirements: 18 years old. National Camp School Trained – Scoutcraft
Description: Supervises Scoutcraft program and facilities
Duties: Knowledge of Scoutcraft skills
Be available as a resource for troop projects
In charge of physical preparation of camp-wide campfires
Compliance with duties for an Area Director
Other duties as assigned

Shooting Sports Director:
Requirements: 21 years old, National Camp School Trained – Shooting Sports, has shooting experience
Description: Directs overall shooting sports program and facility
Duties: Responsible for storage and security of all firearms, including but not limited to: rifles, shotguns, handguns, and archery equipment
Understands and instructs campers and staff of the appropriate hunting rules and regulations for the Camp and the State
Maintains and services equipment
Compliance with duties for an Area Director
Other duties as assigned

Assistant Shooting Sports Director:
Requirements: 21 years old, National Camp School Certified – Shooting
Description: Assist Field Sports Director in supervising program and facilities
Duties: Acts as Shooting Sports Director Pro-tem
Teach Classes
Administrative duties as assigned by Director
Full responsibility and knowledge of area
Compliance with duties for an Area Director
Other duties as assigned

ALL Area Instructors:
Aquatics must have CPR and BSA Lifeguard
**Description:** Teach, lead and supervise Scouts in Merit Badges and Activities
**Duties:** Teach classes as assigned by area director
Have a prepared and approved set of lessons plans including objectives, activities, and checks for understanding for each class period
Assist in the set-up and take-down of camp
Be well versed in merit badge lesson plans
Be well versed in all aspects of areas programs and activities
Update and organize weekly skill sheets
Inform Area Director of any problems immediately
Care and maintenance of area equipment
Participate in camp wide activities (i.e. campfires, aquacade)
Good role model for campers
Other duties as assigned

**Specialty positions:**

**CIT (Counselor-in-Training):**
**Requirements:** 14 years old
**Description:** To develop leadership and instructional skills and become more prepared for future instructor positions
**Duties:** Work in different program areas weekly
Understand and learn general staff skills
Learn about merit badges and how to teach them
Learn about camp traditions and history
Learn how to make lesson plans
Compliance with duties for an Area Instructor
Other duties as assigned

**Pathfinder:**
**Requirements:** 15 years old, BSA Lifeguard (can be attained at camp), CPR
**Description:** Meet and guide troops when they arrive and during Round Robin
**Duties:** Assist SPLs in developing and carrying out a well-rounded daily program for assigned troops.
Constant presence and availability for assigned troops
Lead troop activities, including but not limited to: hikes, overnight trips, biking, Unit-Get-Together's.
Eat with assigned troops at meals
Demonstrate scout skills with troops when requested
Be involved with activities of troop
Teach First Year Rank Advancement Program
Assist with overall camp program
Care and maintenance of camp equipment
Compliance with duties for an Area Instructor
Other duties as assigned

**Pottery Master:**
**Requirements:** 18 years old, knowledgeable about pottery and ceramics
**Description:** Oversee operations of pottery program equipment and procedures under the guidance of the Handicraft Director
**Duties:** Teach classes
Administrative duties as assigned by
Director
Oversee the quality of pottery projects produced by the scouts.
Keeps pottery are clean and organized
Compliance with duties for an Area Instructor
Other duties as assigned

Senior Waterfront Instructor:
Requirements: 18 years old, extensive aquatics experience
Description: Operation of waterfront program as defined by the area director
Duties: Teach classes
Run and maintain boats and equipment on the waterfront
Compliance with duties for an Area Instructor
Other duties as assigned

Business Staff

Trading Post Manager:
Requirements: 18 years old, have business experience
Description: Oversee operations of the Trading Post
Duties: Maintain and operate trading post
Keep accurate daily records of income and expenditures
Make weekly inventories and work with Business Director on inventory control
Open and close trading post
Maintenance and cleanliness of trading post
Train and supervise Assistants
Make recommendations for merchandise selections
Compliance with duties for an Area Director
Other duties as assigned

Trading Post Clerks:
Requirements: 16 years old
Description: Assist in all operations of the Trading Post

Instructor
Other duties as assigned

Shooting Sports Range Officers:
Requirements: 18 years old, Certified Range Officer (conducted by Director), have extensive understanding of safety and handling of shooting equipment
Description: Supervise and teach the individual ranges
Duties: Administrative duties as assigned by Director.
Teach classes
Compliance with duties for an Area Instructor
Other duties as assigned

Service Staff Director:
Requirements: 18 years old
Description: Oversee and maintain the operations of the dining hall, laundry, staff lounge, and staff restroom facilities
Duties: Maintain cleanliness of dining hall
Rapport with troops in dining hall
Work with Activities Director for mealtime events
Inform Program Director of serving needs in kitchen
Schedule and oversee Service Staff Members
Conduct an opening and closing inventory for all areas under his
responsibility
Oversee cleaning and maintenance of
laundry and restroom facilities
Train, supervise, and evaluate service
staff members
Compliance with duties for an Area
Director
Other duties as assigned

Service Staff:
Requirements: 16 years old
Description: General Staff laundry
operations in addition to assisting with
all operations of the Dinning Hall
Duties: Collect laundry by cabin
Wash, dry and fold laundry and return
to cabin
Keep laundry room clean and neat at all
times
Clean health lodge and staff lounge
Inventory and acquire through laundry
materials
Help prepare Dinning Hall for each meal
Sweep and mop Dinning Hall after
meals
Ensure Service Units assist in set up and
clean up
Assist Dinning Hall Manger troop
assignments
Other duties as assigned

Commissary Director:
Requirements: 18 years old
Description: Oversee operations of the
Commissary and distribution of food
and equipment
Duties: Organize the commissary
Collect Commissary forms for overnight
programs, UGTs, and AGTs
Ensure the different units receive the
necessary items to run their program
Check-in and receive orders and
shipments
Report shipment information to
Business Director
Other duties as assigned

Description: General operation of the
business office
Duties: Assist camp doctor during
round robin
Calls roll during camp assemblies
Compiles a list of campers, especially
those without rifle consent
Fireguard chart posting
Keeps business office and neat and
orderly
Maintain camp files
Skill sheet distribution, collecting, and
filing
Camp records and rosters collecting and
filing
Sort incoming and outgoing mail
Prepare leaders’ packets at end of week
Camp typist
Direct camp phone operations
Other duties as assigned

Maintenance Crew Chief:
Requirements: 21 years old,
background in maintenance
Description: Direct and supervise
maintenance department
Duties: Direct and supervise
maintenance crew
Collaborate with Resident Ranger and
Business
Director in implementation of a
maintenance schedule
Implementation of camp health and
safety policies
Maintain, repair, and care of camp
equipment under supervision of
Resident Ranger
Implement camp waste management
Compliance with duties for an Area
Director
Other duties as assigned

Maintenance Crew:
Requirements: 18 years old
Description: Assist in maintenance of
camp facilities and equipment
Duties: Assist crew chief and Resident
Ranger in implementation of camp
health and safety policies and
procedures.
Maintenance and care of camp

Camp Clerk:
Requirements: 16 years old, computer
and typing skills required
Other Duties

Senior Duty Officer (SDO):
Requirements: Typically a Senior Staff Member, appointed by the Camp Director.
Description: The purpose of the Senior Duty Officer position is to ensure that Camp is locked up and closed for the night.
Duties: Patrol Camp from the shooting ranges, commissary, staff hill, and waterfront.
Make sure the commissary and shooting ranges are locked up.
Boats at Waterfront are secured.
Check campsites to ensure fires are safely extinguished and Scouts are put to bed.
Ensure that Staff Hill is quiet and Junior Staff are in their cabins.
Notify the Camp Director immediately of any problems.
Other duties as assigned.