

## Camp Director

Immediate Supervisor: Council Program Director

### Qualifications

- At least 21 years of age
- Current NCS Camp Management or Camp Director Certification (refer to standards)
- Current First Aid/CPR
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Thorough knowledge of council and camp risk management policies
- Strong leadership and management skills
- Strong public speaking and communication skills
- Previous camp administration experience
- Registered with the BSA
- Computer Skills

### Responsibilities

- Provide cheerful, helpful, and efficient service to all Scouts.
- Maintain a friendly, cheerful, and helpful attitude to insure that participants have an enjoyable experience. Where possible, solve their needs and concerns, where not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Glacier's Edge Council as outlined in the Staff Manual and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Manual.
- Be thoroughly familiar with Scouting aims and ideals, operate your camp in a manner that teaches and reinforces these ideals.
- Provide initial continuous on-the-job training for all staff assigned to the camp so that each member can do any of the jobs required.
- Review Glacier's Edge Council policies and procedures and the concerns of other departments with the staff.
- Serve as a coach and counselor to each member of the camp staff so they effectively serve as a member of a successful team.
- Operate the camp for the convenience of the campers and advisors.
- Maintain and properly use the radio, program equipment and all other facilities and supplies.
- Give proper attention to environmental/health issues including staff cabins, program cabins, showers, latrines, sumps, kitchen and living areas, trash disposal, campsites, water and natural features.
- Prudently handle medical situations and risk management according to established procedures and your best judgment.
- Write an end of season report with accurate inventories and recommendations for improving the operation.

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*Upon signing, the staff member meets the job qualifications and has agreed to complete the job responsibilities to the best of their ability.

## Program Director

Immediate Supervisor: Camp Director

### Qualifications

- At least 21 years of age
- Current NCS Camp Management or Program Director (refer to standards)
- Current First Aid/CPR
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Thorough knowledge of council and camp risk management policies
- Strong leadership and management skills
- Strong public speaking and communication skills
- Previous camp administration experience
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Provide cheerful, helpful, and efficient service to all Scouts.
- Maintain a friendly, cheerful, and helpful attitude to insure that participants have an enjoyable experience. Where possible, solve their needs and concerns, where not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of Glacier's Edge Council as outlined in the Staff Manual and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Manual.
- Be thoroughly familiar with Scouting aims and ideals, operate your camp in a manner that teaches and reinforces these ideals.
- Provide initial continuous on-the-job training for all staff assigned to the camp so that each member can do any of the jobs required.
- Serve as a coach and counselor to each member of the camp staff so they effectively serve as a member of a successful team.
- Maintain and properly use the radio, program equipment and all other facilities and supplies.
- Supervise All Program Area Directors
- Write an end of season report with accurate inventories and recommendations for improving the operation.
- Maintain high morale camp staff.
- Deliver announcements at meals and flags
- Organize and emcee all campfire programs
- All other duties assigned by the Camp Director

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Camp Commissioner

Immediate Supervisor: Camp Director

### Qualifications

- At least 18 years of age
- NCS certification in Camp Administration preferred
- Current First Aid/CPR
- Strong Leadership and management skills
- Strong public speaking and communication skills
- Ability to work with both Scouts and Adults

### Responsibilities

- Contact each unit prior to their camp session to ensure they are prepared to come to camp
- Recruit and train volunteer commissioners
- Act as liaison between units and camp administration
- Visit each troop at least once per day
- Attend all unit leader meetings
- Provide help in solving unit's problems
- Ensure that units have a positive experience at camp
- Manage and staff Peter Rice Office desk/clerk area
- Assist in area merit badge instruction when needed
- Submit a detailed closing report at end of season
- Participate in Camp-Wide activities
- Perform all other duties assigned by the Camp Director

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Glacier's Edge Council

## Health Officer

Immediate Supervisor: Business Manager

### Qualifications

- At least 18 years of age
- Possesses a Wilderness First Aid Certification

### Responsibilities

- Supervises health and safety procedures on site
- Provides basic medical care on site within the council medical standing orders and procedures
- Facilitate medical re-checks during check in
- Maintain adequate first aid logs
- Participate in Camp-Wide Events
- Perform all other duties as assigned

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Trading Post Manager

Immediate Supervisor: Camp Director

### Qualifications

- At least 18 years of age
- Current First Aid/CPR
- Strong Leadership and management skills
- Strong public speaking and communication skills
- Ability and willingness to market products to Scouts
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Strong computer skills

### Responsibilities

- Set up trading post using modern and effective marketing techniques
- Carry out daily opening and closing procedures
- Work closely with Program Director and Business Manager to order supplies
- Accept and inventory Trading Post Merchandise
- Keep accurate counts of money
- Maintain camp lost and found
- Participate in Camp-Wide Events
- Perform all other duties as assigned

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Kitchen Director

Immediate Supervisor: Camp Director

### Qualifications

- At least 18 years of age
- Current First Aid/CPR
- Current state food handling license (ServSafe or similar)
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Thorough knowledge of council and camp risk management policies
- Strong leadership and management skills
- Strong public speaking and communication skills
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer and Accounting Skills

### Responsibilities

- Provide food service at both weekend staff developments
  - Provide training and mentorship to the assistant kitchen director
  - Provide cheerful, helpful, and efficient service to all Scouts.
  - Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Manual.
  - Maintain and properly use the radio, program equipment and all other facilities and supplies.
  - Supervise staff serving in the kitchen
  - Ensure timely completion of all meals in and out of the dining hall
  - Ensure tidiness of the kitchen and commissary facilities
  - Working with the Camp Director, maintain kitchen inventory and make appropriate weekly food orders
  - Write an end of season report with accurate inventories and recommendations for improving the operation.
- All other duties assigned by the Camp Director

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Aquatics Director

Immediate Supervisor: Program Director

### Qualifications

- At least 21 years of age
- Must possess a current NCS Aquatics Certification
- Must be currently certified as a BSA Lifeguard, ARC Lifeguard or similar
- Possess thorough knowledge of BSA Aquatics Standards
- Physically fit to be able to swim and boat for long periods of time without difficulty
- Must be a registered member of the BSA
- Strong leadership abilities
- Strong public speaking and communication skills
- Experience in Aquatics is preferred
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Follow and enforce rules and guidelines of the BSA and GEC Aquatics Committee
- Ensure proper daily opening and closing procedures
- Ensure daily inspection of equipment and facilities
- Ensure program schedule and goals are being met
- Keep area inventory
- Ensure there is adequate equipment inventory to facilitate program
- Properly train and manage staff
- Promote Aquatics program at camp
- Lead in teaching area merit badges
- Submit a detailed closing report at end of season
- Participate in Camp-Wide activities
- Perform all other duties assigned

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Shooting Sports Director

Immediate Supervisor: Program Director

### Qualifications

- At least 21 years of age
- Current NCS in Shooting Sports
- Current NRA Rifle and Shotgun
- Current First Aid/CPR
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Understanding and knowledge of council and camp risk management policies
- Strong leadership and management skills
- Strong public speaking and communication skills
- Previous experience in area preferred
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Oversee all shooting sports activities
- Assist in running shooting ranges when needed
- Ensure program schedule and goals are being met
- Ensure daily inspection of equipment and facilities
- Promote shooting sports programs at camp
- Maintain shooting sports inventory
- Keep ammo logs and trigger pull logs
- Ensure adequate amounts of ammunition is purchased at the start of the summer
- Keep area inventory
- Ensure there is adequate equipment inventory to facilitate program
- Properly train and manage staff
- Submit a detailed closing report at the end of the season
- Participate in Camp Wide Activities
- Perform all other duties as assigned

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## COPE and Climbing Director

Immediate Supervisor: Program Director

### Qualifications

- At least 21 years of age
- Holds current NCS Climbing or COPE Certification OR Climbing or COPE Level II Instructor Certification
- Current First Aid/CPR
- Possess thorough knowledge of BSA COPE and Climbing National Standards
- Physically fit to be able to climb and rappel without difficulty
- Registered with the BSA
- Strong leadership and management skills
- Strong public speaking and communication skills
- Previous COPE/Climbing experience preferred
- Computer Skills
- Successful candidates will be required to lift 150 lbs and be able to stand for 2 hours at a time

### Responsibilities

- Follow rules and guidelines of the BSA and GEC COPE and Climbing Committee
- Develop/alter current policies to maintain a safe and quality climbing program
- Ensure proper visual check of all equipment and facilities using the written checklist
- Ensure proper opening and closing tower procedures
- Ensure program schedule and goals are being met
- Perform rescues and initiate emergency procedures as needed
- Promote the climbing program at summer camp
- Properly train and manage Climbing Staff
- Research and order necessary climbing equipment for a safe and quality program
- Submit a detailed closing report at the end of the season
- Oversee and instruct area merit badges
- Teach Climb on Safely
- Participate in Camp-Wide activities
- Perform all other duties assigned

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ATV Director

Immediate Supervisor: Program Director

### Qualifications

- At least 21 years of age
- Must be currently certified as a ASI Instructor
- Must be a registered member of the BSA
- Strong leadership abilities
- Strong public speaking and communication skills
- Experience in ATV riding is preferred
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Follow and enforce rules and guidelines of the BSA and ASI
- Complete proper daily opening and closing procedures
- Complete daily inspection of equipment and facilities
- Ensure program schedule and goals are being met
- Keep area inventory
- Promote ATV program at camp
- Collect ATV Waivers and surveys
- Participate in Camp-Wide activities
- Perform all other duties assigned

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Eco-Con Director

Immediate Supervisor: Program Director

### Qualifications

- At least 18 years of age
- Current NCS certification in Eco-Con
- Current First Aid/CPR
- Strong Leadership and management skills
- Strong public speaking and communication skills
- Previous experience in area preferred
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Properly train and manage area staff
- Inventory and maintain area equipment
- Ensure daily inspection of equipment and trails used by Scouts and staff
- Submit detailed closing report at end of season
- Oversee and instruct area merit badges
- Participate in Camp-Wide activities
- Perform all other duties assigned

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## STEM Director

Immediate Supervisor: Program Director

### Qualifications

- At least 18 years of age
- Current First Aid/CPR
- Strong Leadership and management skills
- Strong public speaking and communication skills
- Previous experience in area preferred
- Registered with the BSA
- Successful candidates will be required to lift 25 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Inventory and maintain area equipment
- Ensure program schedule and goals are being met
- Ensure daily inspection of equipment used by Scouts and staff
- Submit detailed closing report at end of season
- Instruct area merit badges
- Participate in Camp-Wide activities
- Perform all other duties assigned by the Camp Director and Program Director

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Camp Staff Member

Immediate Supervisor: Area Director

### Qualifications

- At least 15 years of age
- Current First Aid/CPR
- Leadership skills
- Strong public speaking and communication skills
- Registered with the BSA
- Knowledgeable in one or more of the following areas:
  - Swimming, Lifesaving, Kayaking, Canoeing, Rowing, Sailing, Stand Up Paddle Boarding, Jet Skiing, Motor Boating, Water Skiing, Ecology, Conservation, Pioneering, Orienteering, Cooking, Camping, Wilderness Survival, First Aid, Science, Technology, Engineering, Math, Wood Carving, Metal Working, Pottery, Art, Archery, Shooting Sports, Rock Climbing, Fishing, or Cycling.

### Responsibilities

- Food Service
  - Report to the Kitchen Director for at least 2 meals each week
  - Provide exceptional service to those in our fellowship hall
  - Assist with tidiness of the kitchen and commissary facility
- Program Delivery
  - Instruct Merit Badges
  - Assist in daily setup and tear down
  - Carry out daily inspection of facilities and equipment
  - Assist Area Director in maintaining equipment and inventory
  - Assist Area Director with area clean up
  - Participate in Camp-Wide activities
- Customer Service
  - Serve as a site commissioner each week
  - Visit with your assigned unit at least twice during the week
  - Provide exceptional customer service to campers and adult leaders
  - Perform all other duties assigned

Staff Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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