

# 2021 SUMMER CAMP STAFF MANUAL

*Your guide for pre-camp  
training &  
personal preparation and  
procedures*



## CAMP GORTON



### Quotes from Baden-Powell

"There is no teaching to compare with example."

## TABLE OF CONTENTS

Camp History and Philosophy	3
Purpose of this Manual	3
Why a Summer Camp	3
Why a Camp Staff	4
Staff Relationship to Program and Administration	5
Your Employment or Volunteer Contract	5
Employment Instructions - Tax Forms	5
Working Papers & Camp Staff Medicals	6
Customer Service or “Setting the Example”	6
Leadership	7
Staff Uniforming	8
The Patrol Method in Camp	9
Personal Traits That Make You Successful	9
Your Responsibilities as a Camp Staff Member	9
Camp Staff Position Descriptions	10
Characteristics of an Effective Team	23
Camp Staff Policies	24
Procedures for Dismissal of Camp Staff	28
Your Role as a Camp Staff Member	28
The Scout Law at Camp	29
Program - What Is It? Some Tips, Tricks and Hints	30
Training Methods	31
How to Teach a Skill	31
Time Balance in Teaching a Skill	32
Giving a Demonstration	32
Giving a Talk/Lecture	33
How to Make it All Work	34
Hints On Control	34
Merit Badges - Complete Verses Partial	35
How To Make Your Area Popular	35
Summer Camp = Disneyland	36
Staff Clothing and Equipment	37

Schedules – Will Be Distributed during Staff Week

### Additional Online Resources

Check out our Council Website at [www.fiveriversbsa.org](http://www.fiveriversbsa.org)

Check out and Like our Council Facebook Page at [www.facebook.com/frc.bsa](http://www.facebook.com/frc.bsa)

Check out and Like our Camp Brule Facebook Page at [www.facebook.com/CampBruleBSA](http://www.facebook.com/CampBruleBSA)

Check out and Like our Camp Gorton Facebook Page at [www.facebook.com/CampGorton](http://www.facebook.com/CampGorton)

Check out and Like our Order of the Arrow Page at [www.facebook.com/TKaenDoD30](http://www.facebook.com/TKaenDoD30)

If you have any additional questions please contact Karl Ziegenfus at  
[karl.ziegenfus@scouting.org](mailto:karl.ziegenfus@scouting.org)

## CAMP HISTORY AND PHILOSOPHY

Welcome to the 2021 Five Rivers Council summer camp season. Both of the Five Rivers Council camps have long histories, and the Council Camping Committee is delighted you are part of their future. With 94 and 98 years of Scout camping at Camp Brulé and Camp Gorton respectively, the values of character, citizenship and fitness that Scouting brings are stronger than ever.

The 2021 camping season will continue these traditions, programs, and values by us, coming together as a whole camp staff and all agreeing to live by the Scout Oath and Law. Our best effort and example is needed because our Scouts deserve nothing less. Camp exists solely to deliver a quality program to Scouts of all ages. Cub Scouts, Scouts BSA and Venturers alike will benefit for the rest of their lives from the experiences you help them gain at summer camp.

As a camp staff member, your obligation is to “*deliver the promise*” of a wonderful Scout camping experience both working at camp and as a Five Rivers Council team member. Everyone must work together to help the Scouts of today, become the staff members of tomorrow and our future leaders.

## PURPOSE OF THIS MANUAL

This manual will serve as your guide for the summer. In order that all may have a clear understanding of camp staff requirements, we have listed the policies, standards, and aims of our summer operation. Each staff member is expected to become familiar with this manual to assure a smoother operation and fewer misunderstandings during camp training week and subsequent camper weeks.

The appearance of camp and the camp program should be an indication to visitors, as well as campers that the Scout Oath and the Scout Law govern our conduct in camp.

Naturally, there are certain understandings with which we must be able to work smoothly and efficiently. Primarily, you accepted an obligation upon signing the memorandum of agreement and code of conduct within your staff agreement, to dedicate your summer to the service of our youth. It is because of them, that the camp is maintained and it is their welfare that we should keep in mind.

## WHY SUMMER CAMP?

The Scout camp is Scouting’s outdoor educational center. Its purpose is to serve organizations by providing facilities and leadership for training units and Scout in the outdoor program activities and Scouting’s method of operation.

The camp is the laboratory of Scouting, where council camp leaders, unit leaders (adult and junior youth leaders) and the Scouts work together to learn the best that Scouting can offer in developing better units, qualified Scouters, and skillful, self-reliant youth members. Here, a young person learns how to live in a democracy by working in a patrol and troop.

Summer camp is the highlight of the entire Scouting year. The camp should also be a practical demonstration area for the best of Scouting’s ideals and practices.

## WHY A CAMP STAFF?

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

### Scout Oath

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

### Scout Law

#### A Scout is:

Trustworthy	Obedient
Loyal	Cheerful
Helpful	Thrifty
Friendly	Brave
Courteous	Clean
Kind	Reverent

Summer camp staff members have a unique opportunity to work in a true Scouting environment providing an effective program designed to build desirable qualities of character, citizenship and physical and mental fitness, thus helping in the development of American citizens who:

- Are physically, mentally and emotionally fit and have the desire and skills to help others
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness
- Understand the principles of American society, economics and government
- Are knowledgeable about and take pride in their American heritage and understand America's role in the world
- Have a keen respect for the basic rights of all people
- Are prepared to fulfill the varied responsibilities of participating in and giving leadership in American society and the forums of the world

More importantly, summer camp staff members have an opportunity to make a unit's year-round program stronger thus leading to an overall greater Scouting experience. To accomplish this objective, the staff works in several fields of leadership:

- Helping train unit leaders to make their programs effective
- Counseling with unit leaders to make the patrol method effective.
- Providing instruction in aquatics, ecology-conservation, scoutcraft, handicrafts, & field sports.
- Counseling unit leaders for a complete understanding of the purpose of camping.
- Help all campers, by example through personal effort, have a happy, worthwhile experience.

The program in camp is under the leadership of the unit and program staff. The staff provides the facilities, program opportunities, equipment, business administration, health and sanitation services, and maintenance. Staff members who perform these services are vitally important to success. The qualifications and functions of staff members are explained further.

Each staff member should demonstrate certain qualities and live by the highest standards. He or she must show evidence of their acceptance of the Scout Oath and Law as guiding principles in his daily life, practice good sportsmanship, play the game and be resourceful in times of special need. They must set a good example by wearing the uniform properly, by good habits, and by clean speech.

## STAFF RELATIONSHIP TO PROGRAM AND ADMINISTRATION

Staff members are the ones who set the tone for camp. Individual responsibilities vary, but every job has three aspects; supervision, counseling, and instructing.

**Staff members as Supervisors** - There are certain functions and activities in the camp that require personal supervision at all times by the camp staff. These include: the health program of the camp, the aquatics operations, field sports, unit site and health safety, camp sanitation, the camp dining hall and its operation, the commissary, and the supervision of cooking on patrol and unit sites and on outpost camps.

Staff members responsible for these functions are expected to enforce rules, regulations, or practices that are necessary to maintain the standards set by the Boy Scouts of America and governmental activities. Mature, responsible, and qualified persons are necessary for such positions. Persuasion, rather than mandate, should be the method of enforcement.

Supervision involves more than inspection; it includes counseling, and instruction as well. This is true of many other camp activities.

**Staff members as Counselors** - One of the most significant duties a staff member has is the counseling relationship. Reduced to its simplest terms means friendly, understanding, and helpful. Every staff member must be alert to sense the needs of unit leaders and campers, and to be prepared to help them in informal ways by making suggestions giving words of encouragement, helping on the spot with simple problems and referring special problems to the Camp Director or related staff members. More formal and follow-through counseling is the job of the staff member holding an area director assignment. Your job and method of work are described elsewhere in this manual.

The payoff on good counseling is found in a well-organized unit with a balanced program and inspired leaders.

**Staff members as Instructors** - The glamour of Scouting is found in its skills. A Scout is expected to be a good camper, to know his way in the woods, to swim, to handle watercraft, to be able to save a life, to conserve natural resources, and to do a hundred other things associated with self-reliance and the pioneer skills of living. The most important resources we have in Scouting to back up these skills are people - competent, well-adjusted staff members to share their knowledge with leaders and campers. The proper use of this knowledge in working with unit leaders and campers is our insurance against mediocrity in program and skills.

## YOUR EMPLOYMENT OR VOLUNTEER CONTRACT

You are contracted by the Five Rivers Council and are bound by the terms of your agreement with respect to length of employment and rate of compensation. During the employment period, each staff member's time is at the disposal of the camp under the direction of the Camp Director. One twenty-four hour period will be arranged as a "day off," between Saturday and Sunday or as directed by the Camp Director. Any other required time away from duties must be arranged through the Camp Director so that coverage is ensured.

## EMPLOYMENT INSTRUCTIONS - TAX FORMS

The federal government requires all employees to file a I-9 (Verification of citizenship) and W-4 (tax withholding) form and sometimes other local tax forms. Please complete and return this with your signed contract, and have your parents sign them if under 18. A link to required forms and training will be provided on the council webpage and all pieces should be acquired before reporting at camp.

## WORKING PAPERS AND PERSONAL HEALTH AND MEDICAL RECORDS

Working papers are required for all staff members under 18 years of age. Students should go to their superintendent's or guidance office and obtain an application for employment. They must be updated every year. Counselors in Training (CIT's) are also required to have working papers as they are accepting payment in the form of room and board and are restricted from working with hazardous equipment.

It is imperative that you have your working papers or certificate before you report to camp. You cannot start employment without them. Federal law requires your working papers or certificate to be on file with the camp office on the first day of employment. If you do not have the permit, you will have to go home until you obtain one or be converted to VOLUNTEER employment status. You cannot be paid otherwise!

All Camp Staff Members are required to have a current and complete medical examination form signed by a medical doctor who states the person is physically capable of participating in camp life. The required form for everyone in camp is the current BSA version available online which is the form that you received in your Staff Letter of Agreement.

## CUSTOMER SERVICE OR "SETTING THE EXAMPLE"

Your status as a camp staff member carries with it an obligation to promote, foster and instill the values that have been so strongly associated with the Boy Scouts of America. The Scouts and Scouters who come to camp must see and experience in you, the values so firmly established in our long history.

To that end, all summer camp staff members are providing a service. The camp and its staff are representatives of Scouting in general and specifically of the Five Rivers Council to those who have come to camp, similar to a customer going to a department store. Have you ever seen an impolite sales clerk or store manager? Did that leave any lasting impressions?

We have a product and service that is being offered which the campers have paid money for. In some respects, camp is like a big department store with specific departments that are available to the customer. The supervisors and staff members assigned must represent not only their own area, but also the camp or "store" as a whole.

Each Scout may want to just browse, try something out or want something specific. It's our job to satisfy the customer to the best of our abilities in a polite, friendly and courteous manner. *Sounds like the Scout Law and Oath, wouldn't you agree?* Do we want our customers to walk away happy and satisfied or grouchy and frustrated? How we act and talk is 80% of the job to make them happy and satisfied customers. The other 20% is knowing the answers or where to get the answers.

It goes without saying, that a staff member's helpful and cheerful attitude, regardless of the other person's attitude, is crucial to the success of a winning situation in camp. No one should walk away confused and unsatisfied.

Your program area must be kept clean, neat and attractive. Above all, be attentive, interested and willing to provide service to all our campers. Ask how are things going this week and if there are any needs, questions or help needed. If you don't know the specific answer to a question or concern, direct the camper to the next appropriate person who might know the answer. There is no shame in saying, "I don't know, but let me find out." Never just say, "I don't know!" or "That's not my area of responsibility," you might have just created a dissatisfied customer.

# LEADERSHIP

Through the years, many things have been said about leadership, but few have put it as precisely and accurately as Waite Phillips. *Waite Phillips was the donor of Philmont Scout Ranch!*

<p>The boss drives his men;          The boss depends on authority;          The boss inspires fear;          The boss says, "I";          The boss assigns the task;          The boss fixes the blame for the breakdown;          The boss knows how it is done;          The boss makes work drudgery;          The boss says, "Go";          The world needs leaders;</p>	<p>the leader coaches them.          the leader on good will.          the leader inspires enthusiasm.          the leader says, "We."          the leader sets the pace.          the leader fixes the breakdown.          the leader shows how.          the leader, a game.          the leader says, "Let's go."          but nobody wants a boss.</p>
---	--

Each staff member must be able to demonstrate certain basic qualities and live by the highest of standards. Staff members must show evidence of accepting the Scout Oath and Law as their guiding principles in daily life. Staff members must practice good sportsmanship, enthusiastically play the game, and be resourceful in times of special need. You **MUST** set a good example by correctly wearing the uniform, practicing good habits and using appropriate language.

**\* PHYSICALLY STRONG**

good health  
 clean-cut appearance  
 vigorous performance

**\* ADMINISTRATIVE QUALITIES**

master details  
 delegate responsibility  
 keep accurate records

**\* MENTALLY AWAKE**

imaginative  
 good judgment  
 alertness  
 open-minded  
 safety conscious

**\* GENERAL QUALITIES**

deal calmly with problems  
 develop positive teamwork  
 inspire confidence  
 maintain discipline  
 friendly and compassionate

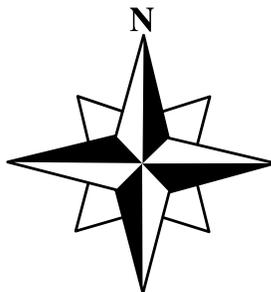
**\* MORALLY STRAIGHT**

right attitude  
 role model  
 honest

**CHARACTER**

**CITIZENSHIP**

**FITNESS**



## UNIFORMING

The official Boy Scout uniform, with official parts and insignia, is the ONLY accepted uniform. All staff members will wear either a field uniform or activity uniform during working hours. Exceptions arise for those on the waterfront, in the kitchen, and providing maintenance support. Refer to the BSA. Insignia Control Guide for proper placement and wear of the patches. The following is the council uniform requirements for summer camp staff.

It is essential that all seasonal camp staff, both volunteers and salaried employees, present to the Scouts and leaders attending camp a total and complete appearance. Each staff member must bring to camp at least TWO current Official Boy Scout field uniforms as outlined below, or an Official Venturing uniform as a part of the camp Venturing Crew.

- Tan Shirt (or Venturing Shirt) with these MINIMUM Patches
  - American Flag
  - Five Rivers Council shoulder strip
  - Numbers 4277 for Camp Gorton or the proper Troop or Crew Uniform from their Unit with these minimum patches.
  - World Crest Emblem (the purple patch)

### Optional Patches

- Current rank badge - if youth
- Order of the Arrow lodge flap – if currently paid member
- Earned square knots and service stars
- National Camping School patch - if earned
- National or World Jamboree participant patch
- Wood Badge Beads ONLY - no neckerchief
- Right pocket - temporary position - one sewn patch or one button dangle
- Left Pocket - Powder Horn device - if earned
- Official Green trousers or shorts or Official Venturing Pants
- Official BSA socks to match uniform
- One - Yellow Belt at Gorton to meet health dept. standards

Camp staff t-shirts or Polo Shirts to be worn as directed by the Camp Director. You may purchase additional T-Shirts during staff week at the current price each.

The use of silver loops or shoulder tabs will continue. As a volunteer or salaried employee of the Five Rivers Council, the SILVER loops or shoulder tab will be used to identify camp staff members. One set will be issued to each camp staff member for use during the summer and must be returned upon dismissal. The purchase of silver tabs is not required.

**IT IS YOUR RESPONSIBILITY TO OBTAIN THE CORRECT UNIFORM.**

**THE QUALITY OF A STAFF IS FIRST OBSERVED IN THEIR MANNER OF DRESS.**

## THE PATROL METHOD IN CAMP

What is the Patrol Method? And why insist upon it? You may ask, "Aren't there many other ways of working with our youth?" There are, ranging from the schoolroom method of past generations, with a schoolmaster trying to force bits of knowledge into the brains of the pupils, to the method of dividing a group of youngsters into teams and keeping them happy banging a basketball about.

However, none of these methods will give us the results that we can get through the Patrol Method-the method by which youth in gangs with youth leaders training themselves in Scouting skills.

The Patrol Method is the one thing that makes Scouting different from other programs for young people. It is as much a part of Scouting as the Scout Oath and Law. In other words-The Patrol Method is not ONE method, but it is the right method of operating the scouting program. And, it is right for these reasons: it is the campers' own way of organizing; it is the best way of accomplishing the aims of Scouting; it is the best effective way of running a Unit; and the campers grow most through this process.

The Patrol relationships provide the camper with the best opportunity to learn team plan and cooperation and to develop a deep sense of loyalty. Here is where a camper learns how to live in a democracy, as the Patrol is a small democratic group. The Patrol Method is the unique element in Scouting, basic to good "Scout Camping." There must be certain activities over which the patrol has complete responsibility. This is necessary in developing leadership and gaining a true understanding of Scout program by helping unit leaders understand it. This is one of the most significant services a staff member can render.

## PERSONAL TRAITS THAT MAKE A SUCCESS OF YOU

When all is said, when the chips are down, it is up to you to see that the show goes on. Your own personal habits make the program at camp work successfully. Develop the following and you won't go wrong:

- Patience - with campers, adults, ideas, the weather, and your fellow staff members.
- Enthusiasm - for your job, the camp, the Staff and the way we do things for Scouting.
- Alertness - for new ideas, for the needs of others.
- Willingness - to do a little more than your share, to try something new, and to let the other fellow have his ideas (he might be right).
- Perseverance - to see the job through, to continually look for better ways.
- Cooperation - ready to lend a hand, an idea, to work with others.
- Scout Oath and Law - if we can keep ever mindful of this creed, we have little to fear.

## YOUR RESPONSIBILITIES AS A CAMP STAFF MEMBER

**ATTITUDE** - Your attitude, the way you look at everyday problems in camp, will decide whether your job is easy or difficult. Look at the bright side; make the job as easy as you can. Don't gripe! Offer constructive suggestions to your staff leader.

**PERSONAL** - You are setting a constant example, 24/7. Watch your language. The language of our campers will be no better than our own. The manner in which they wear the uniform will reflect how you wear yours. We will be correctly uniformed...at all times.

**HEALTH** - It's your job to look after the health of our camps. All camp clothing, towels, and swim trunks, etc. should be on clotheslines during the day. If it is raining, put it on an inside line. Do not let campers wear damp clothes. Watch for wet feet. Wash thoroughly each day. Remember that swimming does not take the place of a shower with soap and water. Teeth should be brushed daily.

**PROBLEMS** - Campers will have special problems. They may be large or small. Give your attention, and if you cannot help, take them to those who can. If you have personal problems, bring them to the attention of the Camp Director.

**SAFETY** - Never swim alone. The best swimmer can have a cramp. Always get permission of the Aquatics Director before-you go in the water. Fires - Know the Fire regulations, no fires in tent under any circumstances. Violators can be dismissed from the staff. This goes for candles too. You can't be too careful with fires. Sharp tools - don't leave them around. Campers use them under your supervision. Store them when not in use. When you go off into the woods, always have someone with you. Always tell someone, or in case of a camper, his leader, where you are going, and when you will return.

".. A HUNDRED YEARS FROM NOW, IT WILL NOT MATTER WHAT MY BANK ACCOUNT WAS, THE SORT OF HOUSE I LIVED IN, OR THE KIND OF CAR THAT I DROVE, BUT THE WORLD MAY BE DIFFERENT BECAUSE I WAS IMPORTANT IN THE LIFE OF A BOY."

*Forrest E. Miercraft*

## CAMP STAFF POSITION DESCRIPTIONS

**YOUR JOB** - You have been hired as part of this year's camp staff to perform particular duties and services for Scouting at camp. Regardless of whether you work in aquatics, shooting sports, the kitchen or the office, you are expected to do your best at all times to make the camp the best it can be. However, in the greater interest of camp, you may be assigned duties other than those you were hired for. In any changes you will have a voice, but the Camp Director will make the final decision. You will be treated as an adult.

The Five Rivers Council, through its Camping Committee, Council Board and the Scout Executive, has developed a specific program for the operation of Camp. You are expected to uphold and carry out that program to the best of your abilities. There are a vast number of opportunities for you to make personal contributions above and beyond the prescribed program. If you have a new or better idea, share it, so all will benefit from the improvement. If changes are to be made (and some will) the Camp Director is the authority. Clear any major changes with him before you implement them.

All area directors and members of the administrative staff are ready to help you do a better job. As you succeed, so the administrative staff succeeds and ultimately the Scouts benefit. Feel free to discuss all problems with your area director, the Program Director or the Camp Director. Don't let a small problem become a major one, discuss it at once. We're all on the same team!

### **Youth & Adult Staff**

Simply put, a youth staff member is anyone under 18 years of age while an adult staff member is anyone over the age of 18. If a staff member's 18<sup>th</sup> birthday occurs during camp, then he will be considered an adult staff member after that date.

## **CAMP DIRECTOR**

**RESPONSIBLE TO: SCOUT EXECUTIVE**

### **Certifications Required**

- Minimum Age 25
- Registered with the Boy Scouts of America
- National Camping School Certificate - Management
- Standard First Aid & CPR
- 2 years of camp experience or equivalent

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### **Specific Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Susquehanna Council and the Boy Scouts of America. Oversee everything that pertains to the operation of Camp as a certified summer camp, making sure that it conforms to all applicable policies and standards of the BSA, the applicable State, and US law.
2. Ultimately responsible for recruiting, training, supervising, and evaluating the staff. Supervises management and record-keeping operations. This includes inventories, finances, health & accidents, and any other necessary reports. Coordinates maintenance and facility needs with the Camping Committee, Property Committee, and the Camp Caretaker.
3. Directly supervises the Program Director, Camp Health Officer, Trading Post Manager, Cook, Business Manager, and Camp Ranger.
4. Serves as host and Council representative to all guests. Prepares reports as required; including a final report with recommendations to the Scout Executive and the Camping Committee. Prepares Camp Brochures, Scoutmaster Manual, and Staff Manual in consultation with Professional Staff and Council Camping Committee.
5. Carries out other duties as assigned by the Scout Executive.

## **CAMP RANGER**

**RESPONSIBLE TO: CAMP DIRECTOR**

### **Certifications Required**

- Minimum Age 21
- Registered with the Boy Scouts of America
- National Camping School Certificate - Ranger
- Standard First Aid & CPR For the First Responder, AED

### **Specific Duties**

1. Responsible to the Camp Director in the performance of his duties during the summer camping season.
2. Responsible for all aspects of camp maintenance in accordance with the regulations and policies of the Five Rivers Council, The Boy Scouts of America, and the regulations of the applicable state.

## **PROGRAM DIRECTOR**

**RESPONSIBLE TO: CAMP DIRECTOR**

### **Certifications Required**

- Minimum Age 21
- Registered with the Boy Scouts of America
- National Camping School Certificate - Administration
- Standard First Aid & CPR
- 1 year of camp experience or equivalent

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.

- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

**Specific Duties**

1. Responsible for organizing and implementing the entire summer camp program.
2. Coordinates scheduling to eliminate conflict.
3. Provides leadership for the program staff, program areas, and lesson plans. Encourages and supports their operation and formally evaluates each staff member. Together with the Camp Director, will help conduct pre-camp and on-going training for the program staff.
4. Together with the Camp Director, will conduct leader’s meetings and staff meetings.
5. Coordinates and/or plans campfires using the talents of the staff and campers.
6. Oversees the opening and closing inventories of each program area.
7. Receives a closing report from each area director which includes:
  - A. A closing inventory.
  - B. An evaluation of each staff member in his area.
  - C. A list of problems encountered during the summer.
  - D. A list of recommendations for next year, including supply purchases.
8. Provides basis for improving next year’s program through a written report with recommendations at the end of the season.
9. Works with unit leaders to improve their own unit program.
10. Conducts Senior Patrol Leader Meetings
11. Oversees training and operating the CIT program.

**General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including inventories, safety, advancement, and any other necessary reports.
3. Insures that the Program Staff keeps accurate records of each camper’s and staff member’s advancement and collects them on a weekly basis. Responsible for forwarding all advancement records to the council service center.
4. Reports maintenance and facility needs to the Camp Ranger.
5. Carries out other duties as assigned by the Camp Director.

**(Assistant) Camp Commissioner**

**RESPONSIBLE TO: CAMP DIRECTOR**

**Certifications Required**

- Minimum Age 18
- Registered with the Boy Scouts of America
- National Camping School Cert. - Administration
- Standard First Aid & CPR
- 1 year of camp experience or equivalent

**Specific Duties**

1. Under the supervision of the Camp Director, responsible for training staff in emergency procedures and conducting an emergency drill the first full-day of each camping session.
2. Encourages health and safety by visiting campsites and evaluating unit progress in dealing with those issues.
3. Coordinates and oversees unit service projects such as: daily cleaning of shower and restroom facilities.
4. Keeps accurate inventory of items in the Quartermaster Storage and opens it daily after each meal for units’ convenience.
5. Oversees the Honor Unit award program during Boy Scout resident camp.

**Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### **General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Assists Unit Leaders in carrying out the Scouting Program.
3. Assists Area Directors and staff in carrying out their programs.
4. Assists units in obtaining needed equipment and supplies. Reports maintenance and facility needs to the Program or Camp Director.
5. Assists in welcoming campers and guests so that they will have positive experiences at Camp
6. Prepares reports as required; this includes a final report with recommendations to the Camp Director.
7. When possible, participates in all camp-wide activities.
8. Carries out other duties as assigned by the Program or Camp Director.

### **Business/Trading Post Manager**

**RESPONSIBLE TO: CAMP DIRECTOR**

### **Certifications Required**

- Minimum Age 21
- Registered with the Boy Scouts of America
- Standard First Aid & CPR
- 1 year of camp experience or equivalent

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to do financial calculations and maintain inventory records.

### **Specific Duties**

1. Responsible for conducting camp registration and check-in procedures the first day of each camping session.
2. Prepares a daily income transmittal for all monies received at camp and forwards to council service center only via the professional staff, council employees or other authorized persons.
3. Completes expense distribution reports for all invoices received at camp and forwards to camp Staff Advisor.
4. Responsible for authorizing all inventory transfers and forwarding the paperwork to the council service center.
5. Responsible for authorizing and ordering program supplies and items to re-stock the trading post.
6. Responsible for authorizing camp petty cash expenses and requesting additional funds from the council service center to maintain an adequate balance of available funds.
7. Oversees the opening and closing inventories of the trading post.
8. Assists trading post staff with store operations as customer demand requires.
9. Assists Camp and Program Directors in conducting unit leader and staff meetings.
10. Responsible for keeping the business office, grounds and restrooms clean and litter-free.
11. Prepares reports as required; including a final closing report to the Camp Director which includes:
  - A. An evaluation of the Camp Clerk and Trading Post Staff
  - B. A list of problems encountered during the summer
  - C. A list of recommendations for next year, including supply purchases
  - D. A complete inventory of Supplies stored at camp.

### **General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Assists Unit Leaders in carrying out the Scouting Program.
3. Assists Area Directors and staff in carrying out their programs.
4. Assists units in obtaining needed equipment and supplies.
5. Assists in welcoming campers and guests so that they will have positive experiences at Camp
6. Reports maintenance and facility needs to the Program or Camp Director.
7. When possible, participates in all camp-wide activities.
8. Carries out other duties as assigned by the Camp Director.

## Camp Health Officer

**RESPONSIBLE TO: CAMP DIRECTOR**

### Certifications Required

- Minimum Age 21
- Registered with the Boy Scouts of America
- Minimum certification of Emergency Response: EMT, RN, LPN, PA, Paramedic
- Professional Rescuer CPR

### Essential Functions

- Auditory ability to respond to critical incidents.
- Ability to perform advanced first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### Specific Duties

1. Carries out Health & Safety Operations at Camp, making sure that it conforms to all applicable policies and standards of the BSA, the Commonwealth of Pennsylvania, and the United States. Keeps records including: inventories, safety, accident, medicines issued, health forms, first aid logs, and any other necessary reports.
2. Conducts medical rechecks when staff and campers arrive at camp.
3. Ensures safety of medications according to camp policy and records logbook activity.
4. Administers first aid as needed. Consults with appropriate personnel (Camp Physician, Camp Director, parents of minors, other health care professionals, etc.) regarding what should be done whenever there may be a question. Records it in the logbook.
5. Refers counseling issues to Camp Director and / or Chaplain.
6. Teaches emergency preparedness, fire safety and first aid merit badges, assists in CPR training - *Health & Safety duties take precedence over merit badge instruction.*
7. Keeps accurate records of each camper's and staff member's advancement and submits them to the Program Director on a weekly basis.
8. Responsible for keeping the health office, grounds and restrooms clean and litter-free.
9. Prepares reports as required; including a final closing report to the Camp Director which includes:
  - A. A closing inventory
  - C. A list of problems encountered during the summer
  - D. A list of recommendations for next year, including supply purchases

### General Duties

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Reports maintenance and facility needs to the Camp Director.
3. When possible, participates in all camp-wide activities.
4. Carries out other Health and Safety related duties as assigned by the Camp Director, Camp Physician, or Scout Executive.

## HEAD / ASSISTANT COOK

**RESPONSIBLE TO: CAMP DIRECTOR**

### Certifications Required

- Minimum Age 21
- Registered with the Boy Scouts of America
- Standard First Aid & CPR
- Serve Safe or Equivalent Training
- 2 years of food service experience, training or equivalent

### Specific Duties

1. Carries out Food Service Operations at Camp making sure that it conforms to all applicable policies and standards of the BSA, the State Health Department, and the United States.
2. Makes sure Health and Sanitation procedures are followed in food preparation and storage. Keeps records including: inventories, safety, subsidy programs, hot and cold charts, food and supplies ordered, and any other necessary reports.

3. Prepares daily menus on a weekly rotation. Responsible for ordering food and supplies and forwarding all invoices to the Business Manager.
4. Responsible for training, supervising, and evaluating the Food Service/Dining Hall staff.
5. Responsible for keeping the kitchen and all equipment clean and litter-free.
6. Prepares reports as required; including a final closing report to the Camp Director which includes:
  - A. A closing inventory
  - B. An evaluation of the Assistant Cook, Steward and Kitchen Staff
  - C. A list of problems encountered during the summer
  - D. A list of recommendations for next year, including supply purchases

**Essential Functions**

- Ability to lift food cartons as well as large containers in and out of ovens.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

**General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Insures that food is properly cooked and served on time.
3. Reports maintenance and facility needs to the Camp Director.
4. Carries out other duties as assigned by the Camp Director.

**DINING HALL STEWARD**

**RESPONSIBLE TO: HEAD COOK**

**Certifications Required**

- Minimum Age 18
- Registered with the Boy Scouts of America
- Standard First Aid & CPR

**Specific Duties**

1. Responsible for entire dining hall operation.
2. Responsible to assign tables to units the first day of each camping session.
3. Ensures that each table has a waiter and oversees that they set and clean all tables properly.
4. Gives leadership and assistance to the waiters.
5. Ensures that there are enough staff members on the serving line at each meal.
6. Works with the Program Director in planning the dining hall program.
7. Maintains food consumption records of milk and meal counts for each meal and turns them in daily to the Assistant Cook.
8. Responsible for keeping the dining hall facilities and grounds clean and litter-free.

**Essential Functions**

- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

**Specific Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Works with the Camp Cook in the serving of food and the returning of food and dishes to the kitchen after all meals.
3. Unloads new inventory from delivery trucks and stores properly.
4. Reports maintenance and facility needs to the Food Service Manager/Head Cook.
5. When possible, participates in camp-wide activities.
6. Carries out other duties as assigned by the Camp Cook and/or Camp Director.

## **KITCHEN STAFF**

**RESPONSIBLE TO: HEAD COOK**

### **Certifications Required**

- Minimum Age 15
- Registered with the Boy Scouts of America
- Standard First Aid & CPR

### **Specific Duties**

1. Assists Steward with dining hall operation.
2. Assists Steward in insuring that waiters set and clean all tables properly.
3. Responsible for cleaning and storing all dishes, cups, utensils, serving and cooking equipment after each meal.
4. Assists in keeping the dining hall facilities and grounds clean and litter-free.

### **Essential Functions**

- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### **Specific Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Works with the Camp Cook in the serving of food and the returning of food and dishes to the kitchen after all meals.
3. Unloads new inventory from delivery trucks and stores properly.
4. Reports maintenance and facility needs to the Food Service Manager/Head Cook.
5. When possible, participates in camp-wide activities.
6. Carries out other duties as assigned by the Camp Cook and/or Camp Director.

## **AQUATICS DIRECTOR**

**RESPONSIBLE TO: PROGRAM DIRECTOR**

### **Certifications Required**

- Minimum Age 21
- Registered with the Boy Scouts of America
- National Camping School Certificate - Aquatics Director
- Standard First Aid & CPR for the Professional Rescuer
- 1 year of camp experience or equivalent

### **Specific Duties**

1. Oversees the Aquatics program at Camp making sure that it conforms to all applicable policies and standards of the BSA, the applicable State, and the United States.
2. Responsible for training, supervising, and evaluating the Aquatics Program Staff.
3. Conducts Safe Swim Defense and Safety Afloat presentations the first evening of each camp session.
4. Responsible for keeping the aquatics facilities, grounds and restrooms clean and litter-free.
5. Insures the Aquatics Staff keeps accurate records of each camper's and staff member's advancement and submits them to the Program Director on a weekly basis.
6. Prepares reports as required; including a final closing report to the Program Director which includes:
  - A. A closing inventory
  - B. An evaluation of each Aquatics staff member
  - C. A list of problems encountered during the summer
  - D. A list of recommendations for next year, including supply purchases

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.

- Proficiency in swimming, lifesaving, canoeing, rowing, sailing, motor boating, kayaking, snorkeling, and other associated skills.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Physical capability to withstand extended periods of time in and around the water and its associated environments.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### **General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including inventories, safety, advancement, and any other necessary reports.
3. Reports maintenance and facility needs to the Program Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by the Program or Camp Director.

## **COPE/Climbing DIRECTOR                      RESPONSIBLE TO: PROGRAM DIRECTOR**

### **Certifications Required**

- Minimum Age 21
- Registered with the Boy Scouts of America
- National Camping School Certificate – COPE/Climbing
- Standard First Aid & CPR

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### **Specific Duties**

- 1 Oversees the COPE/Climbing Program making sure that it conforms to all applicable policies and standards of the BSA, the applicable State, and the United States.
2. Responsible for training, supervising, and evaluating the Climbing Program Staff.
3. Conducts Climb On Safely presentations during each camping session.
4. Oversees and encourages troop climbing sessions.
5. Insures that the Climbing Staff keeps accurate records of each camper's and staff member's advancement and submits them to the Program Director on a weekly basis.
6. Responsible for keeping the climbing facilities and grounds clean and litter-free.
7. Prepares reports as required; including a final closing report to the Camp Director which includes:
  - A. A closing inventory
  - B. An evaluation of each ecology staff member
  - C. A list of problems encountered during the summer
  - D. A list of recommendations for next year, including supply purchases

### **General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including inventories, safety, advancement, and any other necessary reports.
3. Reports maintenance and facility needs to the Program Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by the Program Director or Camp Director.

## **OUTDOOR SKILLS DIRECTOR      RESPONSIBLE TO: PROGRAM DIRECTOR**

### **Certifications Required**

- Minimum Age 21
- Registered with the Boy Scouts of America
- National Camping School Certificate – Outdoor Skills
- Standard First Aid & CPR

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### **Specific Duties**

1. Sets up and operates an Outdoor Skills Merit Badge program approved by the Program Director.
2. Responsible for planning and overseeing all overnight outposts conducted at camp.
3. Conducts Leave No Trace and Trek Safely presentations during each camping session.
4. Insures that the Outdoor Skills Staff keeps accurate records of each camper's and staff member's advancement and submits them to the Program Director on a weekly basis.
6. Responsible for keeping the Outdoor Skills facilities, grounds and restrooms clean and litter-free.
7. Prepares reports as required; including a final closing report to the Program Director which includes:
  - A. A closing inventory
  - B. An evaluation of each ecology staff member
  - C. A list of problems encountered during the summer
  - D. A list of recommendations for next year, including supply purchases

### **General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including inventories, safety, advancement, and any other necessary reports.
3. Reports maintenance and facility needs to the Program Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by the Program Director or Camp Director.

## **NATURE DIRECTOR      RESPONSIBLE TO: PROGRAM DIRECTOR**

### **Certifications Required**

- Minimum Age 18
- Registered with the Boy Scouts of America
- National Camping School Certificate - Ecology Director

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### **Specific Duties**

1. Sets up and operates a Nature/Ecology/Conservation Merit Badge program approved by the Program Director.
2. Locates and maintains natural teaching aids such as nature trails, etc.

3. Knows the natural history, ecology and conservation of the camp.
4. Plans, carries out, follows up, and submits a written report concerning the status of weekly conservation projects carried out in camp.
5. Insures that the Ecology Staff keeps accurate records of each camper's and staff member's advancement and submits them to the Program Director on a weekly basis.
6. Responsible for keeping the ecology facilities and grounds clean and litter-free.
7. Prepares reports as required; including a final closing report to the Camp Director which includes:
  - A. A closing inventory
  - B. An evaluation of each ecology staff member
  - C. A list of problems encountered during the summer
  - D. A list of recommendations for next year, including supply purchases

### **General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including inventories, safety, advancement, and any other necessary reports.
3. Reports maintenance and facility needs to the Program Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by the Program Director or Camp Director.

## **HANDICRAFT DIRECTOR RESPONSIBLE TO: PROGRAM DIRECTOR**

### **Certifications Required**

- Minimum Age 18
- Registered with the Boy Scouts of America

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### **Specific Duties**

1. Sets up and operates a handicraft Merit Badge program approved by the Program Director.
2. Insures that the Handicraft Staff keeps accurate records of each camper's and staff member's advancement and submits them to the Program Director on a weekly basis.
3. Responsible for keeping the handicraft facilities, grounds and restrooms clean and litter-free.
4. Prepares reports as required; including a final closing report to the Camp Director which includes:
  - A. A closing inventory
  - B. An evaluation of each handicraft staff member
  - C. A list of problems encountered during the summer
  - D. A list of recommendations for next year, including supply purchases

### **General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including inventories, safety, advancement, and any other necessary reports.
3. Reports maintenance and facility needs to the Program Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by the Program Director or Camp Director.

## **SHOOTING SPORTS DIRECTOR RESPONSIBLE TO: PROGRAM DIRECTOR**

### **Certifications Required**

- Minimum Age 21
- Registered with the Boy Scouts of America
- National Camping School Certificate - Shooting Sports
- Standard First Aid & CPR

### **Specific Duties**

1. Oversees the Shooting Sports program at Camp making sure that it conforms to all applicable policies and standards of the BSA, the applicable State, and the United States.
2. Responsible for training, supervising, and evaluating the Shooting Sports program staff.
3. Insures that the Shooting Sports Staff keeps accurate records of each camper's and staff member's advancement and submits them to the Program Director on a weekly basis.
4. Oversees and encourages troop rifle shoots.
5. Responsible for keeping the shooting sports facilities, grounds and restrooms clean and litter-free
6. Prepares reports as required; including a final closing report to the Program Director which includes:
  - A. A closing inventory
  - B. An evaluation of each Shooting Sports staff member
  - C. A list of problems encountered during the summer
  - D. A list of recommendations for next year, including supply purchases

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.
- Ability to competently demonstrate the use of all shooting sports equipment.

### **General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including: inventories, safety, advancement, and any other necessary reports.
3. Reports maintenance and facility needs to the Program Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by the Program or Camp Director.

## **ARCHERY INSTRUCTOR RESPONSIBLE TO: SHOOTING SPORTS DIRECTOR**

### **Certifications Required**

- Minimum Age 18
- Registered with the Boy Scouts of America
- American Archery Association Level 1 preferred
- Standard First Aid & CPR

### **Specific Duties**

1. Under the supervision of the Shooting Sports Director, oversees the archery program at Camp, making sure that it conforms to all applicable policies and standards of the BSA, the applicable State, and the United States.
2. Oversees and encourages troop archery shoots.
3. Assists in keeping the shooting sports facilities, grounds and restrooms clean and litter-free.
4. Prepares reports as required; including a final closing report to the Program Director which includes:
  - A. A closing inventory

- B. A list of problems encountered during the summer
- C. A list of recommendations for next year, including supply purchases

**Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

**Specific Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including: inventories, safety, advancement, and any other necessary reports.
3. Reports maintenance and facility needs to the Program Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by the Program or Camp Director.

**FIRST YEAR PROGRAM DIR      RESPONSIBLE TO: PROGRAM DIRECTOR**

**Certifications Required**

- Minimum Age 21
- Registered with the Boy Scouts of America
- National Camping School Certificate – First Year
- Standard First Aid & CPR

**Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

**Specific Duties**

1. Sets up and operates a Dan Bear/FYRE program approved by the Program Director.
2. Responsible for planning and overseeing all skills instruction and basic requirement programs.
3. Insures that the First Year Program Staff keeps accurate records of each camper’s advancement and submits them to the Program Director on a weekly basis.
6. Responsible for keeping the First Year Program facilities, grounds and restrooms clean and litter-free.
7. Prepares reports as required; including a final closing report to the Program Director which includes:
  - A. A closing inventory
  - B. An evaluation of each staff member
  - C. A list of problems encountered during the summer
  - D. A list of recommendations for next year, including supply purchases

**General Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including inventories, safety, advancement, and any other necessary reports.
3. Reports maintenance and facility needs to the Program Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by the Program Director or Camp Director.

## **STEM DIRECTOR**

## **RESPONSIBLE TO: PROGRAM DIRECTOR**

- Minimum Age 18
- Registered with the Boy Scouts of America
- Standard First Aid & CPR

### **Specific Duties**

1. Under the supervision of the Program Director, oversees the STEM program at Camp, making sure that it conforms to all applicable policies and standards of the BSA, the applicable State, and the United States.
2. Assists in keeping the STEM facilities, grounds and restrooms clean and litter-free.
3. Prepares reports as required; including a final closing report to the Program Director which includes:
  - A. A closing inventory
  - B. A list of problems encountered during the summer
  - C. A list of recommendations for next year, including supply purchases

### **Essential Functions**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques.
- Ability to plan and carry out activities for staff & campers to be successful.

### **Specific Duties**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA.
2. Keeps records including: inventories, safety, advancement, and any other necessary reports.
3. Reports maintenance and facility needs to the Program Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by the Program or Camp Director.

## **AREA INSTRUCTORS**

## **RESPONSIBLE TO: AREA DIRECTOR**

### **Certifications Required**

- Minimum Age 15
- Registered with the Boy Scouts of America

### **Specific Duties**

1. Directly supervises campers in area of responsibility. Follows the guidelines for teaching merit badges or conducting other activities. Reports any problems or concerns to area director.
2. Assists in maintaining inventories, safety, and advancement records.
3. Assists in keeping the program facilities, grounds and restrooms clean and litter-free.

### **Essential Functions - All positions on this page**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, and carry out emergency procedures.
- Ability to plan and carry out activities for staff & campers to be successful.

### **General Duties - All positions on this page**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA. Follow all applicable policies and standards of the BSA, the State, and the United States.

2. Assists campers and unit leaders in any appropriate way so as to meet their needs.
3. Reports maintenance and facility needs to the Area Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by Area, Program or Camp Directors.

**Counselor in Training(CIT) RESPONSIBLE TO: PROGRAM DIRECTOR**

**Certifications Required**

- Minimum Age 15
- Registered with the Boy Scouts of America

**Specific Duties**

1. Sets the example for an Honor Camper by following the Scout Oath, Law, Motto, and Slogan, and wearing proper uniform.
2. Assists the Area Director in the operation of their area’s program as assigned by the Program Director.
3. Assists in keeping the program facilities, grounds and restrooms clean and litter-free.

**Essential Functions - All positions on this page**

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured.
- Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, and carry out emergency procedures.
- Ability to plan and carry out activities for staff & campers to be successful.

**General Duties - All positions on this page**

1. Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission and policies of the Council and the BSA. Follow all applicable policies and standards of the BSA, the State, and the United States.
2. Assists campers and unit leaders in any appropriate way so as to meet their needs.
3. Reports maintenance and facility needs to the Area Director.
4. Participates in all camp-wide activities.
5. Carries out other duties as assigned by Area, Program or Camp Directors.

**CHARACTERISTICS OF AN EFFECTIVE TEAM**

**A group is able to work more effectively if its members can improve on the following:**

- |   |  |
|---|--|
| ➤ <b>Understanding the objective</b>                | ➤ <b>Communicating effectively</b>             |
| ➤ <b>Utilizing surrounding resources</b>            | ➤ <b>Solving problems and making decisions</b> |
| ➤ <b>Trust and resolving conflicts</b>              | ➤ <b>Being creative</b>                        |
| ➤ <b>Sharing leadership</b>                         | ➤ <b>Evaluation our performance</b>            |
| ➤ <b>Taking charge and understanding procedures</b> |  |

**Personal Traits of Success**

- |   |                       |
|---|-----------------------|
| ➤ <b>Patience</b>                         | ➤ <b>Willingness</b>  |
| ➤ <b>Enthusiasm</b>                       | ➤ <b>Perseverance</b> |
| ➤ <b>Alertness</b>                        | ➤ <b>Cooperation</b>  |
| ➤ <b>Living by the Scout Oath and Law</b> |                       |

**"When it comes to the future there are three kinds of people; those who make it happen, those who let it happen, and those who wonder what happened!"**

## **CAMP STAFF POLICIES**

The Five Rivers Council and your Camp Director shall establish staff controls that will be in the best interest of the staff, their health and the program and operations of the camp. The policies, as laid out in other parts of this manual, will be in force for the staff as well as camp staff families and visitors.

**Living Quarters** - You will be assigned living quarters upon arrival at camp. Tent space, a bunk and mattress, or cot will be made available to you. You may bring any reasonable gear to store your belongings in; a footlocker and lock is usually sufficient. The personal living quarters of staff members are to be an example of cleanliness and orderliness. Staff quarters will be inspected. The security of your personal belongings is your responsibility. Theft and vandalism by unauthorized visitors to camp has been in issue in the past. If you value an item, don't bring it to camp. The Five Rivers Council is not responsible for lost or stolen items.

**Staff Accommodations** - Facilities, in limited quantities, are available at camp. These will be made available to married staff personnel when possible. The Camp Director will have the final word as to approved use.

**Inspection of Quarters** - The Camp Director, Program Director, Camp Commissioner, Camp Ranger, or the Council Camp Staff Advisor are the only individuals authorized to enter any quarters location for periodic cleanliness inspections and subsequent repairs.

**Visitors** - Staff members are permitted to have occasional visitors to camp. However, staff members must clearly understand that their duty lies with the camp first and when visiting with their families, a responsible individual must cover their position. Also, all visitors must abide with all camp policies, including signing in and out and wearing a visitor's badge. Individuals without a visitor's badge should be stopped and politely questioned about their task or purpose of being in camp and subsequently redirected to the camp office for sign in. Difficult or uncooperative visitors must be immediately reported to the Camp Director, Program Director, Camp Commissioner, Camp Ranger, or Council Camp Staff Advisor. No unauthorized or unescorted visitors are permitted in the camp staff areas. All visitors in camp must leave by 9:00 PM.

**Weekend Stay-Over Policy** - Only those camp staff members 21 years of age or older may remain in camp over the weekend during the staff day off period. Prior permission of the Camp Director and notification of the Camp Ranger are also required.

**Additional Staff Duties** - While specific functions may be a staff member's chief responsibility, each staff member is expected to carry forward the entire camping program of the Boy Scouts of America as determined by the Five Rivers Council, Council Camping Committee, Council Staff Advisor and the Camp Director. Assistance in other than chief duties, such as program assistance, fire details, duty assignments, and others, will be determined by the Camp Director. Some of these additional duties will include:

1. Participating in emergency teams.
2. Serving in departmental projects around camp.
3. Serving as guides to arriving campers.
4. Serving as lifeguards or lookouts at the waterfront when needed.
5. Serving during staff week to help set up camp.
6. Helping to "put away" camp after Scouts leave.
7. Serving on spot assignments in the dining hall, campfires, and other areas.

Additionally, participation and cooperation as a contributing staff member itself is important. We are members of a staff team and must work together as we spend the summer together.

**Honesty** - Honesty is the one of the most important concepts at camp, and you have only one chance to tell the truth. Please remember, "A Scout is Trustworthy."

**Speech** - Improper language has no place in camp. If you are accustomed to using such words, plan well in advance, to leave them packed away at home.

**Responsibility** - Staff members must be responsible for equipment assigned to them, their personal gear, and their personal behavior. You will be held accountable for your actions.

**Punctuality** - You are expected to be early for all program events, appointments or obligations. Plan accordingly.

**Entering or Leaving Camp** - **Each** staff member must obtain permission from the Camp Director to leave the camp property. Any person entering or leaving camp must sign out and in at the camp office upon arrival and departure. The conduct "*in town*" shall be Scout-like and is reinforced by the Camp Director and enforced by any attending adult member of the staff.

**Smoking** – Boy Scout Facilities are non-smoking. Adults and Staff members will not smoke in front of campers and never in a tent for safety purposes. Violators of this safety policy may be subject to dismissal. No one under 18 is permitted to smoke as per state law.

**Conduct** - You are to conduct yourself respectably at all times, in or out of camp. Any conduct that interferes with camp morale or undesirably influences the camp, its neighbors or its reputation will jeopardize your future status as a camp staff member.

**Health and Safety** - Health and safety are ranked number one in any summer camp operation. Any action, activity, or deed that jeopardizes the health or safety of any other staff member, Scout, Scouter, visitor, or neighbor of the camp is grounds for termination. Anyone witnessing such an unsafe act is **obligated** to stop the activity without putting him or herself in any danger. All incidents must be reported to the Camp Director.

**Automobiles** - Any staff member under the age of 18, wishing to bring a car to camp must obtain **prior approval** from the Camp Director. You must provide a copy of your certificate of insurance and present it upon arrival at camp. The certificate will remain on file in the camp while the car is on camp property. A staff member's car is not to be used for transportation to program areas. **Parking in specified areas is required.**

**Camp Vehicles** - Only those assigned by the Camp Director and Camp Ranger will be allowed to drive camp vehicles in or out of camp. **THE MAXIMUM SPEED LIMIT IN CAMP IS 5 MPH.**

**Uniform** - Every staff member is expected to wear the correct uniform when on duty. Failure to wear the correct uniform could lead to dismissal.

**Personal Appearance** - Your personal appearance reflects the type of job you do. It is expected of all staff members to be well-groomed daily. Summer camp is not the place to start growing a beard or mustache. Excessive wear of jewelry is not appropriate. **Body jewelry in the nose, lip, eye, etc. is also not appropriate.**

**Camp Property** - As a staff member, it is your responsibility to protect and conserve camp resources, property, tools, and equipment. You are in a position to save thousands of dollars in damage costs and lost or broken equipment. This savings can be used toward expansion of the camp program. Report all broken equipment to the Camp Ranger as soon as possible. Any person defacing, destroying or willfully misusing camp property or equipment will be expected to pay for the damages and will be dismissed from the staff.

**Alcohol and Illegal Drugs** - Five Rivers Council, BSA will provide a drug and alcohol free workplace to its employees. If you bring either onto camp property or store such items in your personal vehicle or property, your contract will be immediately terminated and your case may be referred to local law enforcement. You'll also be required to leave camp as soon as practical. *Anyone returning to camp inebriated*, will be dismissed at the discretion of the Camp Director and/or the Camp Staff Advisor. Furthermore, if you furnish these substances to anyone, the case will be turned over to the Sheriff and/or the State Police for prosecution. Staff members observing a camper or other staff member using drugs (including marijuana) or alcohol in camp have a moral and legal obligation to inform the camp director immediately.

**Controlled Drugs** - Controlled drugs (medications) **must** be reported to and turned in to the Camp Medical Officer. This person will store and monitor the self-administration of these drugs.

**Firearms** - Staff members will not be allowed to bring firearms or ammunition to camp.

**Lanterns, Stoves and Candles** - These items may be used in camp under adult supervision only. Fuel must be stored in the flammables building while at camp. In New York State a fire extinguisher must be immediately accessible near any open flame stoves or lanterns. An adult must carry out the actual filling of stoves and lanterns. Candles or open flames are not allowed in tents/buildings.

**Discipline** - The job of a staff member is not one of a disciplinarian. Behavior issues are best dealt with by unit leaders as they are most familiar with the Scout and his specific circumstances. However, occasionally immediate action is necessary, such action must be reported to the Camp Director or Program Director.

**Reveille and Taps** - Every staff member is expected to be at morning colors in the uniform of the day and to attend to his or her personal needs and quarters for the day. Rest is important to all that live in camp. All staff members are expected to get enough sleep to be prepared for the next day. Staff members are expected to follow the 10:00PM taps, as far as noise is concerned. Lights out at 11:00 PM. .

**Kitchen Policy** - Only the Kitchen Staff, Business Manager, Program Director, Camp Director and Council Staff Advisor should be behind the kitchen counter, unless otherwise assigned.

**Telephone Policy** - The camp phone is for business use only! Personal calls must be made on the pay phone. The Officer of the Day is responsible for enforcing this policy.

**Meals** - **All Staff Members are expected to attend all meals and must be prompt!** Meals will be served according to the published schedule at each camp.

**Staff Merit Badge Work** - Staff members are encouraged to work on their own Scouting advancement. However, they must do so under the leadership of the area director and advancement work must not interfere with the regular camp program.

**Absence From Camp** - Absence from camp without the permission of the Camp Director or the Program Director is grounds for dismissal from camp. If you have to leave for a dentist appointment or other endeavor, you are required to provide advance notice as early as possible.

**Mail** Scout's Name, Camp Gorton Staff  
4241 County Route 25  
Dundee, New York 14837

**Gambling** - Is not permitted in the BSA, period. Violators may be immediately dismissed from staff.

**Unauthorized use of Lake & Swimming Areas** - Persons who swim or use the boats after dark or without permission of the Aquatics Director will immediately be dismissed from staff.

**Radios in Program Area** - Generally personal radios are not permitted in program areas. They may be a nuisance and disruptive. Exceptions are made in writing at the discretion of the Camp Director.

**Bikes in Camp** - Personal bikes of staff members are generally not permitted in camp. Anyone wishing to bring a bicycle to camp must have prior written permission from the Camp Director.

**Nights Off** - In addition to time off, occasions may arise for staff to have nights out of camp. Nights out are regarded strictly as a privilege, and will be administered by your immediate supervisor and the Camp Director.

**OOD** - Adult staff members will be designated **Officer Of the Day** – OOD, from time to time. Their responsibility is that of Camp Director Pro-temp after program hours of the day, and will have charge of Headquarters until the following morning. The OOD will be expected to check on the units in camp to make certain they are bedded down after taps, and to assume responsibility for staff conduct after hours. This includes use of the dining hall, leaders' shower, program hall, staff lounge, and staff area.

**Sexual Harassment Policy** - Sexual harassment by any Scouting program employee is inconsistent with Scouting principles and codes of conduct. Direct verbal or physical advances, innuendoes and remarks with sexual overtures which cause embarrassment or discomfort to another individual are considered forms of sexual harassment.

Neither the Boy Scouts of America nor the Five Rivers Council will tolerate such behavior in any form by any employee toward any other employee or any member of the public. An accusation of sexual harassment will be fully investigated & if substantiated, it will be dealt with appropriately up to and including dismissal.

**Medical Facilities** - Medical facilities for the staff are the same as for campers. A Camp Health Lodge, maintained and operated by the Health Officer, provides 24-hour coverage for any emergency that may arise. The camp has a vehicle to be used in case of an emergency.

**Religious Opportunities** - Scout's Own services will be available for all. We encourage you to attend. Also, time will be made available in order for you to meet your own religious obligations.

**Laundry Facilities** - Laundry facilities are only available for emergency use at camp. Directions to a Laundromat are available.

**Workman's Compensation** - This council will list staff members as employees in its' Worker's Compensation Insurance coverage, and its public liability.

**Accident Sickness Insurance** - Staff will be covered by accident/sickness insurance according to BSA and council limits. Information is available upon request.

## PROCEDURES FOR DISMISSAL OF CAMP STAFF

1. The following infractions are subject to immediate dismissal by the Camp Director, but is not limited to the following:

Any breach of camp procedures which place the health and safety of the campers, leaders, other staff members, visitors, neighbors or oneself in jeopardy.

Any violation of federal or state law, including falsifying employment or medical records.

Immoral or indecent behavior and/or conduct.

Drinking or being under the influence or in possession of alcohol or illicit drugs on council property.

Theft or willful damage to the property of the council, other staff members, volunteers, campers or neighbors.

2. Poor performance, attitude, conduct, or failure to comply with established camp policies, procedures, rules and regulations will result in the following action being taken:

- a. Individual(s) will be counseled by his/her immediate Area Director and corrective steps will be enacted.

- b. If the situation is not resolved at this level, the Program Director will be informed, and a counseling session with the individual and Area Director will be held detailing offense and corrective action to be taken. This will be in writing and signed by the individual.

- c. If correct action is still not made at this level, the Program Director will refer the matter to the Camp Director, who will meet with the personnel involved. Possible outcomes may be a reprimand, reassignment, or dismissal from camp.

- d. The Camp Director will notify the individual in writing of any dismissal. The Council Camping Staff Advisor and/or Scout Executive will be notified prior to any dismissal. In turn, they will take any additional action consistent with BSA policy concerning unacceptable behavior in the BSA. Each step will be summarized in writing and submitted for inclusion in the personnel file of the individual.

## YOUR ROLE AS A CAMP STAFF MEMBER

Between the wild-eyed eagerness of a tenderfoot and the dignity of gray-haired maturity, all campers fall under the influence of a group called "*Camp Staff*." Staff members come in assorted sizes, weights, and types and have various interests, hobbies, personalities, religions and personal habits. However, we all share one creed ... to help every camper reach the highest possible degree of Scouting know-how.

Staff members are a composite group and must have the energy of an un-harnessed volcano, the drive of a jet plane, the memory of an elephant, the understanding of a clergyman, the wisdom of a judge, the tenacity of a spider, the patience of a turtle, the decisiveness of a general, the diplomacy of an ambassador, and the common sense of a member of the Supreme Court. You must remember that Scouts are trained by doing, seeing examples, and feeling a sincere interest in their subject.

Staff members must possess knowledge "*know-how*" or skills, but most certainly they must possess a deep abiding love of and respect for campers, both individually and in mass. They must understand the camper who has the energy of a dynamo, the squeal of a pig, the stubbornness of a mule, the antics of a monkey, the spryness of a grasshopper, the curiosity of a cat, the slyness of a fox, the mysterious mind of a devil, and enjoys catching rabbits.

They must exhibit leadership in order to cope with the sometimes inconsiderate unit leader who *"knows all and sees all"*, who gets your temper to flaming, who has the lungs of a dictator, the explosiveness of an atomic bomb or the leader who enjoys nothing better than putting you *"on the spot"* and causing trouble.

Staff members must know how to spot many things ....the tendency toward home-sickness of a first-year camper, hazing traditions in some units, the lack of a program, the inability of a camp leader to meet the many problems he or she faces, how to handle your own numerous day-to-day problems, who to report to in case of trouble, and which decisions to make as opposed to those which should be referred to a *"higher-up."*

Staff members must never be clock-watchers, but rather willing to go the extra mile to make camp more enjoyable. Remember, you are at camp to serve, so don't look upon your assignment as your own personal vacation. You have been hired to see that your department is the best one in camp. In spite of your own likes and dislikes, continually smile, be steadfast, truthful and understanding. Keep plugging and you will be remembered long after others are forgotten. Someday, somewhere, some young man will come up to you and say, "Hi, remember me? I was at camp when it rained twice during the summer. Once for 2 weeks and once for four."

Each staff member has specific duties and responsibilities, but all staff personnel share in the duties of others when and where necessary. The principles set forth in the Scout Oath and Law are the principles that guide our every endeavor and action in camp. We become the prime motivators in exemplifying this *"way of life"* to each Scout in camp. Many staff members set aside a moment each day to review silently their contributions to their fellow man. This practice may well be a part of every staff member's day.

## THE SCOUT LAW AT CAMP

**A SCOUT IS TRUSTWORTHY** - Throughout your life you will find that trust goes hand-in-hand with success. The camp has specific requirements outlined for its personnel. The Camp Director will entrust you with duties and responsibilities related to your assignment. Your very attitude towards taking on assignments will be a direct reflection on your attitude when dealing with Scouts in camp. The chief factor in establishing regular and adequate hours for sleep is the personal health and welfare of the staff member. You will be trusted to fully comply with and observe "Staff Taps" at 11:00 PM. Be courteous to the staff member who needs to go to bed earlier than that.

**A SCOUT IS LOYAL** - Loyalty to camp and to your fellow staff members is essential. You should constantly be observant and concerned about matters affecting the total harmony of the camp and bring such matters to the attention of the Camp Director.

**A SCOUT IS HELPFUL** - It begins with an attitude of helpfulness to the newly arrived Scout and his family. Apart from the service rendered, that first impression of helpfulness means so much. A Scout's problem observed by you, becomes your problem, until you have alleviated it, or brought it to the attention of his Scoutmaster or the Camp Director. Every assistance you give is one more guarantee a Scout will have a happy stay at camp.

**A SCOUT IS FRIENDLY** - As you pass a Scout or leader on the trail, even if you've never met, say "Hello!" A friendly word costs nothing, yet gives so much to every Scout.

**A SCOUT IS COURTEOUS** - You represent the Boy Scouts of America as you deal with Scouts, Leaders, parents and the public. Your actions, good or bad, will reflect upon camp, the Five Rivers Council, and the BSA. Courtesy may be interpreted as respect for the time of others. ALWAYS, BE ON TIME! It means a reputation for reliability and promptness. It means giving better than a good measure in every duty and responsibility.

**A SCOUT IS KIND** - Kindness is often interpreted in our relationship to animal life. Yes, you can show Scouts how to be thoughtful and kind to animals in our camp. However, don't forget that kindness and consideration for others is just as important.

**A SCOUT IS OBEDIENT** - A staff member carries out his responsibilities to a "T" and responds to the direction of an Area Director, Program Director or the Camp Director. This does not call for unquestioning obedience, but reasonable requests should be met with obedient responses. If you have something on your mind, speak to the proper individual quickly, your Area Director, the Program Director, Camp Commissioner or Camp Director.

**A SCOUT IS CHEERFUL** - A happy camp...a spirited camp...is a successful camp. Happiness is contagious, particularly in camp. There is no one in a better position to promote and stimulate this attitude freely than you. All staff members, regardless of position, should take it upon themselves to motivate and give a positive outlook of cheerfulness and happiness to all.

**A SCOUT IS THRIFTY** - All staff should be aware of their responsibilities in protecting and conserving the equipment and property of our camp. Consider alternative resources.

**A SCOUT IS BRAVE** - You represent the largest single organization in the world and you are an employee of one of the finest Scout camps in the nation. You represent Scouting in all aspects. You believe in the Scout Oath and Law, otherwise you wouldn't or shouldn't be here.

**A SCOUT IS CLEAN** - Your personal living quarters are to be an example of cleanliness and order. If your quarters are dirty or disorderly rather than clean and neatly kept, then campers cannot be expected to do the same. Those who bend down and pick up trash will find their behavior contagious. Litter will detract from our camp's beauty and Scouts look up to those who lead by example. Together, we can keep camp clean.

**A SCOUT IS REVERENT** - Being "faithful in one's religious duties" is of great importance. Setting the example helps to mold the attitudes of those who look up to us as the inspiration for right decisions and high ideals.

## **PROGRAM – WHAT IS IT? SOME TIPS, TRICKS AND HINTS**

The program at any camp is the sum total of everything that happens in the camp. The camp schedule is not the program, but is an instrument for planning and for administering the program. The camp program should offer opportunities to participate at several levels:

- FIRST!**            There should be opportunities in each area for a Scout to do something by himself such as a handicraft project.
- SECOND!**        There should be opportunities for a Scout to do something with his buddy, like swimming.
- NEXT!**            Activities are needed on a Den/Patrol level, such as good turns or a camp wide event.
- FINALLY!**        Some highlights take place on a camp wide basis like the campfire and flag ceremonies.

The balanced program, which is the total living experience in camp, must revolve around the Scout and his personal interests with the friends in his Den, Patrol, Pack, Troop and camp community. The bottom line is camp must be a worthwhile, personal experience for each Scout who attends. We are concerned overall with developing three broad areas:

*Scout Teamwork*

*Scout Skills*

*Scout Spirit*

## TRAINING METHODS

**EXAMPLE:** By your own personal example as a leader in camp, you will teach others many things. The young Scouts will take their cue from you. If you have habits that make your personality likable, they will pattern themselves after you in many ways.

As an example: Watch the experienced leader who speaks quietly to a group. If what he is saying is interesting, the group is quiet also. The group reflects your ability quite often. Yes, you have to know your subject to make anything work.

**PROJECTS:** Scouts like to be busy, but being busy without purpose wears thin. If you develop a project, well planned and purposeful, you have the beginning of a good instructional situation that can be enjoyed by a group. With this method of teaching, you can often run two, three, or more groups at a time. The counselor can rotate among the groups, advising, correcting, and guiding.

As an example: A project for a group working on Pioneering Merit Badge might be lashing. You have two groups. Each group will construct a pioneering piece, using a square, diagonal and tripod lashing. Have a number of different constructions from which a group may choose. Once underway, you can move about helping out and advising. Watch for the "natural leader" in any group and use him.

**GAMES:** Our Scout Camps are training grounds, but without fun, things can get dull. Most campers like to play games. The competition of a good game can develop team spirit in a patrol or unit and saves instruction. As a teaching method, it is as old as Scouting itself; with us, it is one of the best methods. Scouting has many games designed to teach any of our Scouting skills. You can devise many from your own imagination.

**OTHER CONSIDERATIONS:** When answering questions - Answer the question, don't confuse the issue. Remember the old story: When a man asks what time it is, tell him the time and not how to make the watch.

In short, put yourself in the Scouts' place. Instruct and work with them as you would want someone to work with you!

## HOW TO TEACH A SKILL

The two conditions of teaching are: (1) none can teach more than he knows and (2) none can teach faster than the scholar can learn.

There are five basic steps in teaching a Scouting skill:

**Preparation** - The first step in teaching a skill is to obtain the necessary equipment and supplies in sufficient quantity so the skill can be demonstrated, taught and practiced. For demonstration and teaching purposes, simulated or makeshift equipment is never adequate.

**Explanation** - The explanation serves two purposes: (1) to introduce the subject by giving some background about its usefulness and application; (2) to describe the subject in detail, technical enough to be complete but not confusing. The explanation should create a desire to become proficient in the skill. Unusual facts or illustrations arouse interest and create an appreciation of the value of learning the skill.

**Demonstration** - This is the showing process. It is the first step in actual teaching. The demonstration should be done so well and simply that the student will have confidence in his own ability to achieve success. Demonstration of a skill is not the opportunity for the trainer to show his proficiency, but should be used primarily to show the steps in acquiring the skill.

**Practice** - Hearing and seeing aren't enough. The learning process begins to finalize itself when students have the opportunity to try to do the skill themselves under the guidance of a trainer. The coach and pupil method works well at this point. Nothing can beat the "learning by doing" method.

**Teaching** - People often learn best by teaching others. Whenever possible, each student should have the opportunity to demonstrate and practice teaching others. Occasionally a summary or review and examination are desirable - the extent to which they are used depends on the type of skill and how well the student has learned.

## **Time Balance in Teaching a Skill**

No one can learn a skill except by doing; therefore most of the time must be spent in practice. The proper time balance is:

Explanation (hearing)	10% of the time
Demonstration (seeing)	25% of the time
Practice (doing)	65% of the time

### **Tips on Coaching a Skill**

1. Be able to perform the skill well yourself.
2. Review your own experience in learning it, and work out a series of steps for teaching it.
3. Keep the instruction personal by working with an individual or small group, and letting them teach others.
4. Size up your audience, both as to abilities and personality traits that affect their learning the skill.
5. If the learner is not familiar with the skill, go slowly. Insist on accuracy first, then speed (if speed is a factor).
6. Don't interfere with the learners trying to do it on their own. Don't interrupt their efforts unless they bog down or go off on the wrong track.
7. Let them make mistakes, if this will help them learn, but do point out mistakes tactfully.
8. Never make corrections sarcastically or for the benefit of any onlookers. Praise in public, criticize in private.
9. Encourage the learners by making remarks on their progress; pointing out the completion of each step and remarking on the steps they have done well.
10. Urge them to practice and teach someone else.

## **GIVING A DEMONSTRATION**

There is a difference between just using a skill and demonstrating it so others can learn. A few suggestions are outlined here.

### **1. Prepare the Demonstration**

- Your demonstration should appear as natural as possible.
- Collect and prepare the needed equipment.
- Size up the audience to determine present skill knowledge & how much detail to give.
- Think through and possibly make notes on the comments needed to explain the action.
- Practice the demonstration and write down an outline of the steps.
- **KISMIF - Keep It Simple, Make It Fun.**

### **2. Give the Demonstration**

- Briefly tell your audience the major points to watch for.
- Adjust your speed to match the level of difficulty in learning various steps.
- Go slower at the start of the demonstration.

- Watch for learners reactions, and fit the amount of detail and pace of action to them.
- Repeat difficult or important steps, either as you go along or after all steps are completed.
- If you warn against the wrong way by showing it, always demonstrate the right way both before and after the wrong way.

### 3. Summarize the Demonstration

- Briefly review the important steps in order.
- Use a dry-erase white board, flip chart, poster board or chalk board.
- Give your audience a chance to ask questions or a chance to practice while you coach.

## GIVING A TALK / LECTURE

When you are going to give a talk, it will be easier on you -- *and your listeners* -- if you're organized for it, somewhat as suggested in the previous outline.

### 1. Prepare Your Talk

- Size up your audience considering the sort of people in the session and what they want to learn about the subject.
- Write down the purpose of the talk and the ideas you think should be covered.
- Research the subject and make notes on participants ideas.
- Write an outline of the talk.
- Include the most important points, usually the fewer the better, put them into logical order.

### 2. Practice Your Talk

- Rehearse your talk, either aloud or silently, until you have it well in mind.
- Time it so you stay within the available time.
- Put your outline or notes in final form so reminders will not be cluttered up.
- Try to be ready for free flowing speaking by not reading or memorizing points word for word, even though you depend on an occasional look at your outline or cards.

### 3. Personalize Your Talk

- Having chosen a subject of interest to your listeners, briefly state its central ideas or main problem and its importance.
- Let each Scout feel you are talking to him, by looking at the audience as individuals, not as a group.

### 4. Illustrate Your Talk

- Use a blackboard, large sheets, cardboard or paper to list your main points and draw diagrams and sketches while you talk.
- Be sure to place the blackboard so that you are standing at the side from which you'll write.
- For the same purpose, use charts prepared beforehand, showing one at a time if you want to center the attention on one point at a time.
- Exhibit equipment and supplies needed to support what you are talking about.
- Exhibit models and pictures on the subject.

### 5. Clinch Your Talk

- Stay within the time limit.
- Summarize your subject by restating its main idea or problem, its importance, and the major points you have made.
- Give your listeners a chance to ask questions, usually before or after the summary, instead of interrupting the talk.

## HOW TO MAKE IT ALL WORK

When providing instruction, you as a camp staff instructor, under 18 years old, or counselor, over 18 years of age, must know what you are doing before, during and after. Proper planning prevents a poor performance, as the saying goes. This is the secret to remember at all times.

There are four simple steps that will make for a successful camper and staff experience.

- *RESEARCH*
- *PREPARATION*
- *EXECUTION*
- *EVALUATION*

**RESEARCH** - You have a Merit Badge or two to instruct. Your first step is to learn as much about the subject as possible! Consult your Scouting literature. Talk with others about the subject. Think about it and put your ideas down on paper. Make a collection of data on the subject not already provided. Build a library of materials and working examples on the subject. Try the required skills yourself until you have mastered them. Know the tasks by heart.

**PREPARATION** - Take the material you have gathered and begin to organize it early into the *step-by-step process* you feel comfortable with. Check what you are going to do first and plan what you will say. Find out the ability of the group. Plan to have the activity start as soon as the group arrives. Have questions ready to get the group thinking along with you. Get all props and materials ready. Plan the amount of time for individual and possibly group tasks. Have the end of the session prepared, so the group will leave wanting to come back because it was fun!

**EXECUTION** - If you've prepared well in advance, half the work is done. Now put your plan into action. Run through your plan but be prepared for obstacles, like rain. Watch the interest level of the group. Help those who don't understand questions.

Be sure to answer questions and don't bluff. Keep alert and alive and keep the show moving. Use any '*experts*' in the group, but don't lose control of the group. You don't have to be in front to be in control.

**EVALUATION** - Sit down as soon as possible after a session has gone by and think back over what happened. *What went well? Did anything go wrong? Was the group attentive and interested? Where was your plan slow or faulty? Did the Scouts have fun?* Write your observations down and plan to do something about them. Get help from others with your problems. Remember, everyone wants you to do a good job. We are all on the same staff and here for the same purpose: to serve Scouts and see they have a fun experience at camp.

## HINTS ON CONTROL

Never give an order you don't mean to enforce.

Say: "*if you do this . . .*" rather than "*don't do that.*"

Give a Scout time to react and have a reason for what you ask to be done.

Be honest in what you say and do.

Injustice or unfairness and personality conflicts will make a Scout rebel against you.

Action and reaction are equal. *You get in return, what you give.*

See the possibilities before they become the results.

Safeguard the Scout from danger, but allow for self-determination.

It is far wiser to give simple directions.

Pick up the reins of control quietly.

Lead by how you live. - "*Walk the talk or the Scout Oath and Law*"

A Scouts faith in you is your greatest help.  
Intelligence is thinking faster than they do.  
Aim your disciplinary action to produce a self-governing Scout.  
An effective tool is to asking, "What point of the Scout Law is that?" or  
"That's not what I remember about the \_\_\_\_\_ point of the Scout Law."  
Don't pit an adults "will" against that of a youth staff member. Get an adult staff member!

## MERIT BADGES – COMPLETE VERSUS PARTIALS

Scouts are required to do all of the requirements of a merit badge, *no more and no less*. Scouts are and must be expected to do exactly what is stated in the requirements. If it says, "*show or demonstrate*," then that is exactly what must be done. Just telling about it is not fulfilling the requirement. The same thing holds true for such words as "*make*," "*list*," "*in the field*," "*collect*," "*identify*," and "*label*."

Merit Badge Counselors are those adult staff members who are 18 years of age and older. Staff members under the age of 18 are Instructors. Merit Badge Counselors are the only authorized staff members who certify completed or partial Merit Badge Cards. Instructors are not authorized to acknowledge the completion of a Merit Badge by any Scout. Instructors provide instruction and give guidance.

Summer camp is not a Merit Badge factory. This is a bad reputation to have. This is why all requirements must be met by the camper, then verified for completeness of the requirements by the Instructor and/or Merit Badge Counselor and certified by the Counselor.

It is unfortunate that some Scouts will receive partials but this is not uncommon. Encouragement to complete the remaining requirements back at the Scouts home should be part of the ongoing process of service to those throughout camp.

## HOW TO MAKE YOUR AREA POPULAR

We all want our area to be popular with the campers. This can be accomplished by following the eight simple steps listed below.

1. Provide and maintain good facilities and equipment for demonstration and training. Keep things neat and orderly.
2. Know your subject and be able to teach it in an interesting manner.
3. Make it fun with games and activities. Games are great for teaching. Learning by doing is the only way you can hold a Scouts interest.
4. Gimmicks, gimmicks, gimmicks! Attention grabbing gimmicks should be used to catch and hold the Scout. Where? Everywhere! Sell your program area with effective posters and signs, used in the dining hall, at other program areas like the Trading Post. Promotion! Promotion! Promotion!
5. Be enthusiastic. Show that you really enjoy your area and its activities. Get involved.
6. Use the established camp traditions to enhance your program.
7. Use contest, competing and games to spark the interest of the Scouts.
8. Make your events and training colorful.

## SUMMER CAMP = DISNEYLAND

No, of course not, but there are many striking similarities between us. Sure, Camp Gorton and Camp Brulé are not multi-million dollar theme parks with thousands of employees, but we both have a basic philosophy of providing service to our customers. Take the GUEST or Scout for example.

People pay about \$87.00 for one day's admission into Disneyland and can expect to have the time of their lives because the only reason they came is to have fun. Disney trains its employees with this objective in mind. Customers are called guests and Disney employees are their hosts or staff. The Disney employees are absolutely critical to making this work. They are the ones who have to put on smiling faces and keep politely answering questions they've heard a thousand times before.

Have you ever been treated rudely at Disneyland? Probably not, because if guests aren't happy, they probably won't come back. Have you ever noticed how Disney employees are never out of character? You will never see Goofy with his mask off, mean to the kids, or picking his butt. Instead, he opens his arms wide and inviting, greeting kids and posing for pictures wherever he goes. In a way, Goofy is simply an actor playing a role. It takes a lot of dedication and discipline to make this work.

There are some days where Goofy is probably in a bad mood and feels like throttling that little girl with the cute curls. Disney management knows this, so they provide an outlet for all their employees called the "Underpark." If Goofy ever needs to escape, he darts through one of the many inconspicuous looking doors that take him away from all the people and down into a maze of tunnels, which travel underground.

The Underpark is the employee's area only. No guests are ever allowed in. Goofy can take off his mask, put his feet up and relax. He can act anyway he wants down there, but when he steps back through those doors, it's show time and he's expected to perform once again.

Our role as camp staff members is very similar. The Scouts, whose families pay for camp, and the unit leaders, that make possible are our "guests." They come to camp expecting a service and it is up to each and every one of us to provide it.

We must know enough about the overall camp to answer questions, or at least be able to point people in the right direction. We must be friendly and attentive to our guests and do our best to accommodate their wishes. It all goes back to the root of the matter: We're here for the Scouts, not ourselves.

Sometimes this can get a little trying and we feel the need to get away. Like the Disney employees, we too have our Underpark or off stage areas. These places, maybe a staff lounge area or staff campsite are where we can go to take off our own masks. It is very important that each of us gain an understanding of what is on stage and what is off stage. This recognition is absolutely vital to our success this summer.

To come alive, a stage needs performers. Staff members don't apply for a job, but instead audition for a role in a show. People come for an enjoyable time, and it is up to the staff to provide it.

We both try to instill values in our guests. For Disney, it is never to lose child-like wonder and imagination. For us at camp, we wish to instill Scouting principles and keep our movement strong and healthy. Give guests a good value. They've paid for it.

Management must make the staff feel good about their roles. This is the only way to get total dedication. Everyone must clearly know the definition of "on-Stage" and "off-Stage."

## **STAFF CLOTHING AND EQUIPMENT**

1	Your Medical form & Medication Authorization form
1	Footlocker (with lock)
2	Current short-sleeved Scout uniform shirts
2 pairs	Scout shorts (green)
6 pairs	Scout socks
1	Official Scout belt – Yellow Belt for Gorton
1	(Optional) Venturing Uniform
1	Light-weight jacket (windbreaker)
1 pair	Hiking boots
1 pair	Shoes or moccasins
1 pair	Sneakers
2 pairs	Cotton socks
2 pairs	Wool socks
6 pairs	Underwear
6	T-shirts (camp type)
2	Handkerchiefs
1	Poncho or rain suit
1	Sweatshirt (hooded type best)
1	Sweater
1	Warm jacket (can get down to the 30's)
2	Towels (bath size)/ washcloths
1	Toothbrush/ toothpaste (large tube)
4	Soap bars/ shampoo (not a glass container)
1	Comb and brush
1	Shaving equipment (electric OK)
1	Wristwatch
1 pair	Sunglasses (a must for aquatics staff)
1	Outside of Camp shirt
1 pair	Outside of Camp pants or shorts
1	Laundry bag
6	Clothes hangers
1	Alarm clock (battery)
1	Sleeping bag
1	Pillow
1	Flashlight
1	Pad of paper, pens, envelopes, and stamps
1	Scout Handbook
1	Sewing kit and safety pins
1	Pocketknife
	Fishing equipment (optional)
	Camera and film (optional)

