

Camp Davy Crockett Employee Handbook



2024



 **NATIONALLY
ACCREDITED**
BOY SCOUTS OF AMERICA CAMP



Dear Camp Staffer,

Congratulations on being selected as a Camp Staff Member! Welcome to the Team! We will undertake an experience nothing short of miraculous. Over the course of the summer, we will serve Scouts through our awesome Summer Camp Program. Our Camp Staff Members are the only way we can accomplish this task and it can't happen without you.

Enclosed in the following pages are guidelines, rules, duties, responsibilities, and job descriptions. This manual will serve as your guide to questions for you over the summer and to help you better plan your summer's work. Please remember that it is the duty of every staff member to do the tasks that they are assigned, but to also do anything deemed necessary by the Camp Director and Program Director to make the camp experience of our campers and adults as pleasant as possible.

Two things are needed in addition to this information - a good, positive attitude and enthusiasm! We have the opportunity to make a difference in the lives of others, so let's make the most of it. We expect a lot of you as representatives of our council. We expect you to be the example that you are supposed to be as a Staff Member. Also remember that we are in this together and we can accomplish all things if we stick together. Our doors are always open to you, if you have a problem. Please talk it over with us before your problem gets out of hand. Nothing will ever replace the experience that you are about to encounter or the countless friends that you will make over the summer. Good luck and best wishes.

Yours in Scouting,



Anthony Johnson
CFO/Director of Safe Scouting



Dale Douthat
Summer Camp Director



JD Lawson
Summer Program Director

Camp Staff Employee Handbook

Mission Statement

The mission of the BSA 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 Scout Law

Vision Statement

The BSA will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout 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, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Code of Conduct

Sequoyah Council's code of conduct is built on BSA values. As such, we acknowledge our responsibility to ensure its success—individually and collectively—by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how we want to operate, how we expect our employees to operate, and how we strive to be seen by others.

We pursue the mission of the Boy Scouts of America with honor, fairness, and integrity, ever mindful to uphold the values of the BSA in every action and decision. We are committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the council and the Boy Scouts of America.

Our code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on our behalf, an employee should consider carefully whether the conduct is in our best interest and complies with the spirit and letter of this code and the BSA Bylaws, policies, and Rules and Regulations, and if it is in compliance with the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes that the actions of anyone in the workplace are unethical or expose us or our employees to liability or disrepute—or is unsure of what to do—the employee should report the situation by contacting his or her manager, or the appropriate level of management to deal with the situation. This includes any disclosure of “confidential information” (as defined herein) to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.

Acting with integrity when conducting business is not an occasional requirement; we expect and demand that our employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. We may modify or repeal the provisions of the code or adopt a new code whenever deemed appropriate, with or without notice. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with the bylaws, policies, procedures, rules, and regulations pertaining to this code.

We are committed to providing a work environment that values diversity among its volunteers and employees. All human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential.

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Employment at Will

All employees of the Sequoyah Council are employees at will and, as such, are free to resign employment at any time with or without advance notice. Similarly, the council may terminate the employment relationship of any individual with or without advance notice. This handbook is merely a guide to policies and procedures applicable to employees of the council. This handbook is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Camp Staff employee handbook guarantees employment for any specific duration.

Equal Employment

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Non-Harassment Policy

Pursuant to applicable law, it is the policy of the Sequoyah Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the Sequoyah Council and Camp Davy Crockett will not tolerate harassment of any kind by or of any employees or applicants for employment.

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance
3. Otherwise adversely affects an individual’s employment opportunities

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disa-

bility and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.

3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, sex, sexual orientation, gender identity national origin, age, or disability

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of his or her sex
2. Making submission to or rejection of such conduct the basis for employment decisions
3. Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal—sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
2. Nonverbal—making suggestive or insulting noises, leering, whistling, or making obscene gestures
3. Physical—touching, pinching, brushing the body, coercing sexual intercourse, or assault

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Council. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the Open Door Policy in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination. Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training.

Open Door Policy

The Sequoyah Council and Camp Davy Crockett is committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with his or her area/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with area/section director or Program/Camp Director, he or she may discuss it with the Scout Executive.

Employees may bring issues to the Camp Director or Scout Executive at any time.

When a staff member uses this Open Door policy, he or she will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue he or she feels needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

Wages, Hours, and Workweek

The Sequoyah Council will deduct from employee's compensation for federal and state tax withholding, and FICA. Seasonal employees are paid twice a month, for the pay period of the first through the 15th and the 16th through the last day of the month 2 weeks Delayed.

Camp reporting dates are as follows

Work Period	Pay Date
May 24 - June 15	June 30
June 16 - June 29	July 15
June 30 - July 13	July 31
July 14 - July 31	August 15

Time off will not be compensated and is at the discretion of the Camp Director. Must be requested at least 1 month in advance.

Area	Report Date Ready to start by Noon
All Directors, Aquatics Staff & Shooting Sports	May 23, 2024
Trading Post & Dining Hall Staff	May 24, 2024
All other staff	June 2, 2024

Employee Conduct and Discipline

It is the policy of the council to expect all employees to abide by certain work rules of general conduct and performance at all times. Managers are expected to monitor and enforce these work rules on a consistent basis. Employees are subject to disciplinary action for any of the offenses listed below and for failing to perform their job duties in a satisfactory manner.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this handbook may lead to disciplinary action up to and including termination of employment.

The type of disciplinary action that may be imposed may range from a verbal warning or written warning to suspension and/or termination of employment. Nothing in this handbook creates an obligation to follow any particular disciplinary procedure. Management retains the right and absolute discretion to discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

Prohibited Conduct

- Disclosing confidential information to outsiders as defined in the Council’s confidentiality policy
- Gambling or fighting on council property
- Unethical conduct or conduct that creates a conflict of interest
- Stealing the council’s property, a client’s or customer’s property, or the property of any employee; or misappropriation of council property or the property of other employees or client partners including any violation of supply discount policy; destruction of council property, or the property of any employee.
- Bringing or consuming alcohol or illegal drugs or use of marijuana on camp property
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana or illegal drugs or chemicals, or consumption of alcohol
- Gross negligence or willful acts in the performance of duties resulting in damage to council property or injury to others
- Insubordination
- Violation of the council’s sexual harassment policies
- Serious safety violations
- Use of threatening or violent behavior
- Failure to report personal injury resulting from an on-the-job work situation
- Excessive absenteeism or tardiness
- Viewing, downloading, distributing, or sending sexual or pornographic material is strictly prohibited and will result in discipline and/or discharge.
- Making maliciously false statements concerning another employee of the council or the BSA, or a Scouting volunteer

Management reserves the right to take any form of disciplinary action at any time. While the circumstance of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action. This policy in no way implies any kind of contract or obligation to follow any particular disciplinary procedure. This policy does not alter the employment at-will relationship.

Youth Protection and Membership Standards

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty may not be delegated to any other person.

Council should include the BSA reporting procedures for incidents that arise at camp. In addition to BSA reporting procedures the council should specify any local policies about reporting including the names and contact of council’s Risk Connect contact, law enforcement and agencies as required by state law.

Important Addresses

Mail for yourself she be addressed: Your Name, Staff
 % Camp Davy Crockett
 142 Boy Scout Road
 Whitesburg, TN 37891

Camp Office Phone number is: 423-205-7272

Sequoyah Council Service Center address: Sequoyah Council, BSA
 129 Boone Ridge Drive
 Johnson City, TN 37615

Sequoyah Council Service Center’s Phone: 423-952-6961

The Scout Law as it Pertains to Scout Camp

Welcome to the camp staff. It is hoped that you will make new friends, enjoy the summer and above all, contribute in some measure to the growth and welfare of the Scouts you will be serving.

Each staff member has specific duties and responsibilities, but all staff members share in the duties of others whenever and wherever necessary.

The principles set forth in the Scout Oath and Law are the principles that guide every endeavor and action in camp. We become the prime motivators in exemplifying this way of life to each Scout in camp.

Many persons have set aside a moment of each day to reflect on their contribution to their fellow man. This practice is encouraged to become part of each staff member's daily routine.

A Scout is Trustworthy - Though your life as a staff member you will find that trust and success go hand in hand. The camp has specific requirements outlined for its personnel. Your Camp Director will entrust in you, duties and responsibilities related to your assignment. Your very attitude in taking on an assignment is directly reflected on the Scouts with whom you deal.

Trust in our fellow staff member helps to develop a team that works in harmony. Each person has one's own job and should be trusted to fulfill it to the best of their ability. This is the basis for a successful staff.

A Scout is Loyal - Loyalty to the camp and to your associates is essential for each staff member. 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 / Program 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, if observed by you, becomes your problem until you have brought it to the attention of his Scoutmaster or the Camp Director. The assistance you give is one more guarantee that the Scout will have a happy stay in camp.

A scout is friendly - As you pass a Scout or leader on the trail, even if you've never met, say "Hi!" A friendly word costs nothing, yet gives so much good will. Be a friend to all, not just a clique of buddies. Be a brother / Sister to every Scout in the fullest sense.

A Scout is Courteous - You represent the Boy Scouts of America as you deal with youth, leaders, parents or the public. In your visits to nearby towns, you represent the camp and this implies a certain code of personal conduct that will reflect credit upon you, the camp, the council and the Boy Scouts of America.

Courtesy may be interpreted as respect for the time for others. Be on time always. Be reliable and prompt. Give better than a good measure in every duty and responsibility. Be respectful of staff "taps" of 11:00 PM by observing this quiet time you are being respectful of Scouts in neighboring campsites and of staff members who may need to go to bed earlier than others.

A Scout is Kind - Kindness is often interpreted in its relationship to animal life. Show youth how to be thoughtful to the animals in camp. Kindness and consideration for others is of greater importance.

A Scout is Obedient - A Staff member carries out their responsibilities to perfection and responds to direction of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty to the camp and the Camp Director.

A Scout is Cheerful - A happy and spirited camp is a successful camp. Happiness is contagious. No one is in a better position to promote and stimulate this attitude than you. Each staff member, regardless of position, should take it upon themselves to motivate and give an outlook of cheerfulness and happiness in the minds of all.

If you have something on your mind that troubles you, get it off quickly to the right person - your supervisor or the Camp Director.

A Scout is Thrifty - Each staff member should consider their responsibilities in protecting and conserving the equipment, physical property and resources of the camp.

A Scout is Clean - Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly and dirty, campers can hardly be expected to do better. Keep a neatly groomed appearance. Get a haircut and shave when needed. Arrive at breakfast cleaned up for the day in uniform.

A Scout is also clean in thought and speech. Make sure to keep your language clean. Take pride in being the example of the best in the Boy Scouts of America.

A Scout is Reverent - Being faithful in your religious duties becomes of great importance to us as camp staff members because of the force our example has in molding the attitudes of those who look to us as the inspiration for the right attitudes and high ideals.

General Policies for all Camp Staff Members

The camp staff will at all times abide by the Scout Oath and Law, setting a proper example for all campers and fellow staff members.

Our greatest concern is the health and safety of those campers who have been entrusted to our care and supervision. Be continually on the lookout for anything that might jeopardize their stay with us.

Uniforming / Punctuality

- The field uniform will be worn on Sunday, to campfires - this may happen within each campsite that you will be asked to help with, to evening flags and to the evening meals. It consists of camp staff cap, official Scout shirt with proper insignia (including staff name tag), official Scout shorts, official Scout belt, official Scout socks and shoes or boots.
- The activity uniform will be worn at all other times while on duty. During free time, "civvies" may be worn in the staff site. If manual work is to be done, staff members may change into appropriate work clothes. The activity uniform consists of staff cap, staff t-shirt or polo director shirt, official Scout shorts, official Scout belt, official Scout socks and shoes or boots and activity name tag. For aquatics staff the activity uniform will consist of staff cap, staff t-shirt or lifeguard tank top (must have t-shirt on for meals), navy trunks / bathing suit, and sandals or shoes.
- The camp staff will attend, on time and in proper uniform, all announced formations (or modified formations) and staff meetings unless excused by the Camp Director, Program Director or Business Manager.
- All staff members will arrive on time and in proper uniform (it is mandatory to be at least 10 minutes early) to all classes.
- All staff members are expected to dress appropriately; modest at all times, including trips to and from showers, pool, etc.

Staff Site

- All staff members are expected to be in the staff site by 11:00 PM. After 11:00 PM the staff site will observe quiet hours until 7:00 AM. These policies allow the sites neighboring to be given proper courtesy at night. They also are in place to help ensure that staff members are given the opportunity to get enough rest for the next day's duties. This will be strictly adhered to.
- Staff area, staff cabins, staff lodge, camp site, etc. will be ready for inspection at all times.
- No females in male cabins and no males in female cabins. You may hangout in the staff lodge. However in case of an emergency, this will be excused. Married couples may live within the same quarters if approved by the Scout Executive

Nights Off

- The Program Director will make all decisions in scheduling nights off. Nights off will be Tuesday or Wednesday unless otherwise approved.
- Nights off begin at 5:00 PM when your daily assigned duties are completed. Staff members must check-out, in person, at the Program Director's office before leaving camp. When returning from nights off, staff must check-in, in person, at the Program Director's office by 11:00 PM.
- All staff members under the age of 18 may only leave camp with drivers who have written parental consent.

Free Time in Camp

- Any staff wishing to leave camp “proper” (hiking, boating, etc) during a non-scheduled class time must notify their immediate director prior to departure. You will be able to venture to different areas of camp with the approval of the area director.
- Be willing to subordinate personal desires for the welfare of the camp. If a staff member has free time, they should report to the Program Director or Camp Director to see if any area around camp needs help before retiring to the staff site.
- All staff members will be governed by pool, lake front, COPE and shooting sports rules and all other applicable guidelines that are expected from campers.
- Staff members may work on advancement during free time with the consent of the Program Director, the area director and the instructor. No staff member should deny a Scout a position in a class or prove to be a distraction to a Scout in a class. No staff member may attend a merit badge class unless their primary job is completed (i.e. dining hall)

Program / Area Expectations

- All staff members will arrive on time and in proper uniform (it is mandatory to be at least 10 minutes early) to all assigned duties.
- All staff members should have all program materials and be prepared before class starts.
- Staff members are expected to keep their program area clean.
- Staff members should report any discrepancy in the camp program to their area director, Program Director or Camp Director.
- Where disciplinary action is needed, the following procedure is to be taken. Report the infraction to the unit leader. If you are a member of the program staff, report the incident to the Program Director; otherwise report it to the Camp Director. Staff will not discipline scouts. Staff members are expected to maintain a good teaching environment in program classes and to provide for the welfare of all campers. Scouts should not remain in class if they are a distraction.
- Physical activity of Scouts should only be carried to the point of healthy fatigue and never to the point of exhaustion, and only to the extent as required by the activity.

Dining Hall / Campfires

- The camp staff will attend, on time and in proper uniform, all formations and campfires unless excused by the Camp Director.
- Good table manners are expected from the staff at meals.
- Staff members are expected to participate in meal-time programs including singing. Staff members are also expected to participate in campfire activities including singing and skits.

General

All automobiles are to remain parked in the headquarters parking lot. No vehicles are permitted past the headquarters gate while Scouts are in camp without the permission of the Camp Director, Program Director, or Business Manager.

- No use of tobacco products (includes vaping) by staff members under the age of 21. Those 21 or older that smoke are expected to do their smoking in the privacy of their own vehicles.
- No personal bicycles or ATVs in camp except with permission of the Camp Director. All necessary training & certifications may be completed in advance.
- No personal pets in camp.
- Use of firecrackers or other explosives, BB guns or Firearms is strictly prohibited outside of approved programming.
- Any form of conduct that singles out and humiliates a Scout is considered hazing by the BSA and is not tolerated.
- Each member of the camp staff will have a completed physical examination on the official BSA Medical form and have it on file in the health lodge at the staff members expense.
- Show proper respect for campers, leaders, your fellow staff members, your area director, Program Director, Business Manager, Rangers and Camp Director regardless of personal feelings.
- Staff members are employees of the Sequoyah Council with the Camp Director as their supervisor. They are expected to show loyalty to the camp program, the Camp Director, Sequoyah Council and the Boy Scouts of America.
- Rumors can be deadly. Most are based on half-truths and misunderstandings. Staff members are expected to stop

rumors before they can cause serious harm to the individual or to overall morale; they are expected not to start rumors. Staff problems, if they are any, are the concern of the staff and Camp Director only.

- Any check-out or disposal of program supplies or equipment MUST have prior approval from the Camp Director or Rangers.
- Any check-out or use of equipment (tools, materials, etc) from the maintenance shop MUST have prior approval of the Camp Director or Rangers.
- Any equipment from the quartermaster room must be signed out and returned to the quartermaster with their knowledge.
- When you signed your contract, you agreed to the following:
 1. You are currently registered member of the Boy Scouts of America
 2. You will obey the Scout Oath and Law at all times.
 3. You will read and agree to abide by all the policies stated in the Staff Guide
 4. You will not leave the camp property without the permission of the Camp Director.
 5. You will provide a current medical examination (at your own expense) by a physician licensed to practice medicine when reporting to camp.
 6. Federal regulations require that you present evidence of your Employment Eligibility Verification (Form I-9).
 7. You will accept any assignment by the Camp Director at any camp or any activities at the compensation scheduled for that assignment.
 8. You will be in proper uniform at all times.
 9. You will refrain from the use or possession of alcoholic beverages, drugs or narcotics, tobacco or any other illegal substance. Tobacco use, if age 21 or above, in the privacy of your vehicle.
 10. Housing and personal items are subject for any reason, at any time, and without cause to search at the sole discretion of the Camp Director.
 11. All staff are subject to random drug testing, during any point of the term of employment. Testing will be at the sole discretion of the Camp Director without prior warning or cause. Failure to pass a drug test or refusal to submit to the test is grounds for dismissal of employment.
 12. Any staff found to have committed an illegal act is subject to prosecution by the Sequoyah Council.
 13. The Sequoyah Council will provide room and board, two(2) staff T-shirts and a staff cap.
 14. The Sequoyah Council may terminate your employment at any time, and for any reason, as outlined in this staff guide, if violations of this agreement occur or if budgetary restraints prevail. You may also terminate your own employment with 24 hours written notice to the Camp Director.
 15. Your position not only includes your immediate position but also anything deemed necessary to help camp run more efficiently.
 16. Night off privileges may be taken away at the discretion of the Camp Director or Program Director.

Dismissal

- A staff member will be subject to dismissal when he or she ceases to function as a member of the camp team and becomes a detriment to the morale of the staff.
- **IMMEDIATE TERMINATION ITEMS:**
 1. Violation of local, state or federal laws.
 2. Violation of camp rules.
 3. Destruction or theft of property - camp or private.
 4. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
 5. Gambling.
 6. Physical or suspected possession or use of alcoholic beverages on camp property.
 7. Physical or suspected possession or use of alcoholic beverages of staff members under the age of 21 off camp property while employed by Sequoyah Council.
 8. Repeat offenses that have been previously deemed an area of immediate concern by the Camp Director or Program Director.
 9. Any type of physical altercation may result in immediate dismissal.

Remember the Program Director, Business Manager and Camp Director are here for the staff. If a staff member has any problem, related or unrelated to camp, see the Program Director, Business Manager or Camp Director - the door is always open.

Other important contacts:

Director of Safe Scouting: Anthony Johnson
Anthony.Johnson@Scouting.org
423-952-6961 (Office)
423-291-1350 (Cell)

Scout Executive: Greg Leitch
GregW.Leitch@Scouting.org
423-952-6961 (Office)
903-283-8948 (Cell)

Camp Staff Equipment List

Required Uniforming	
Official Scout Shorts	Official Scout Uniform Shirt with Proper Insignia
Official Scout Socks (4-6 pairs recommended)	Official Scout Belt
Order of the Arrow Sash (OA members only)	Camp Davy Crockett Staff Shirts (2 provided others for sale)
Staff Hat (1 provided)	Staff Nametag (1 provided)
Shoes & Boots	Navy Trunks / One Piece Suit (aquatics only)
There will be no exceptions on official BSA Uniforming	
Additional Equipment	
Underwear	Jacket or Sweater
Rain Gear	Swim Trunks
Sleep Clothes	Night off Clothes
Work Clothes (that you don't mind getting dirty)	Bed Clothes (sheets, blankets, pillow, etc)
Soap	Shampoo
Washcloths	Towels
Toothbrush	Toothpaste
Deodorant	Comb/Brush
Razor & Shaving Cream	Flashlight
Radio	Alarm Clock
Notebook	Program Resources
Pens/Pencils	Sewing Kit
Tissues	Sunglasses
Sunscreen	Fishing Equipment (including TN Fishing License)
Water Bottle	Camera
Cards/Games	Bible/Religious Text
Patches to Trade	Scout Handbook
Lesson Plans	

Camp Director Job Description

Name: _____

Reports to: Council Executive
Council Director of Safe Scouting

Requirements:

- Be a responsible and capable person
- Be at least 21 years old, preferable over 25
- Currently National Camping School certified in Resident Camp Director
- Live on site and have no other duties assigned
- Registered in the Boy Scouts of America

Responsibilities:

The Camp Director must accept complete responsibility for the management and cooperation of the camp. The Camp Director may delegate supervision of certain employees to key staff members.

Specific Duties:

- The maintenance of the camp budget within budget limitations
- Maintain adequate accounting procedures for camp
- Meeting on site National Standards within his jurisdiction
- Work in harmony with Camp Ranger (s)
- Serve as host for visitors, etc
- Liaison between camp management and Order of the Arrow camp activities when needed
- Select competent staff members
- Understand all jobs in camp
- See that the camp program is sound and effective
- Training for all staff
- Staff meetings
- Performance of staff
- All policies, rules and regulations
- Make arrangements for obtaining cooks / food service prior to camp
- First Aid Lodge and hospital visits
- Recruitment and coordination of doctors
- Maintaining the First Aid Lodge
- Serve as liaison with unit insurance programs

Assistant Camp Director Job Description

Name: _____

Reports to: Camp Director

Requirements:

- Be a responsible and capable person
- Be at least 21 years old, preferable over 25
- Currently National Camping School certified in Resident Camp Director
- Live on site and have no other duties assigned
- Registered in the Boy Scouts of America

Responsibilities:

The Assistant Camp Director is responsible to the Camp Director and must accept complete responsibility for the management and cooperation of the camp. The Assistant Camp Director may delegate supervision of certain employees to key staff members.

Specific Duties:

- Serve in any role of the Camp Director if they are unavailable or as deemed necessary in order for camp to operate efficiently.
- The complete inventories of all camp equipment.
- The dining hall operation prior to and during summer camp, Webelos Resident camp and coordination with the Cub Adventure Camp Weekend Director.
- Supervise unit check-in on Sunday and unit check-out on Saturday.
- Staff management of the dining hall and trading post
- Food inventory and procurement of food.
- Sanitation of assigned areas.

Camp Business Manager Job Description

Name: _____

Reports to: Camp Director
Council Director of Safe Scouting

Requirements:

- Be a responsible and capable person
- Be at least 21 years old, preferable over 25
- Have prior accounting or business experience
- Live on site and have no other duties assigned
- Registered in the Boy Scouts of America

Responsibilities:

The Business Manager is responsible to the Camp Director for the safe operations and maintenance of the trading post processes, food service operations and accounting within camp business operation

Specific Duties:

- All financial matters of camp including the management of petty cash during camp
- The camp trading post operation
- Trading Post Inventory and procurement of supplies
- Unit account & Fees, settle-up & collections

Camp Program Director Job Description

Name: _____

Reports to: Camp Director

Requirements:

- Be a responsible and capable person
- Be at least 21 years old, preferable over 25
- Currently National Camping School certified in Resident Camp Director
- Live on site and have no other duties assigned
- Registered in the Boy Scouts of America

Responsibilities:

The Program Director must direct the overall program. He shall plan program content for leader's meetings. Evaluate the effectiveness of the program. Determine well in advance the camp programmatic offerings to ensure relevance and accuracy.

Specific Duties:

- Chairs leaders' roundtables and SPL meetings
- Works with Camp Director in hiring program staff
- Maintains inventory of all program equipment
- Operates within program budget
- Files post-season report on needs for next camping season
- Evaluates the staff on a continual basis. Provides a written evaluation at midseason and post-season of each staff member, including CIT's.
- Understand all jobs in camp
- Establish a sound and effective program well in advance of camp. Oversee its implementation during camp
- Training for all staff
- Responsible for staff morale—sees to it that the staff operates smoothly without friction, and will keep the Camp Director informed regarding any problems that may arise
- Communicates effectively with the program area directors, Camp Director, and Camp Ranger
- Organizes campfires and dining hall meal programs with the assistance of the commissioner staff
- Maintain advancement records of all Scouts at camp, having them available postcamp
- Request an adequate supply of program materials to support the camp program
- Other duties as assigned by the Camp Director

Assistant Program Director Job Description

Name: _____

Reports to: Program Director

Requirements:

- Be a responsible and capable person
- Be at least 18 years old, preferable 21
- Live on site and have no other duties assigned
- Registered in the Boy Scouts of America

Responsibilities:

The Assistant Program Director will work with the Program Director to direct the overall program. Help the effectiveness of the program. Determine well in advance the camp programmatic offerings to ensure relevance & accuracy.

Specific Duties:

- Assist the Program Director with merit badge paperwork
- Run assemblies and programs in the absence of the Program Director
- Assist with the operation of the Crockett Challenge event on Friday
- Help ensure the day-to-day program classes are being taught efficiently and correctly
- Assist the Program Director and Camp Director with staff training
- Help the Program Director ensure staff morale stays high
- Assist in maintaining a camp inventory
- Assist the Program Director in evaluating staff, program areas and special events during camp
- Other duties as assigned by the Program Director or Camp Director

Camp Quartermaster Job Description

Name: _____

Reports to: Camp Director

Requirements:

- Be a responsible and capable person
- Be at least 18 years old
- Have the ability to work with adults and youth
- Be cooperative and creative
- Registered in the Boy Scouts of America
- Live on site and have no other duties

Responsibilities:

The Quartermaster is responsible to the Camp Director for management of camp inventory, supplies and operation of the Quartermaster room.

Specific Duties:

- Maintain the Quartermaster room, inventory and loans
- Maintain tools and equipment in workable condition
- Fill sanitation dispensers throughout camp
- Report any supply needs to the Camp Director or Business Manager
- Maintain assigned vehicle
- Other duties as assigned by the Camp Director related to the operation of camp

Assistant Camp Quartermaster Job Description

Name: _____

Reports to: Camp Quartermaster

Requirements:

- Be a responsible and capable person
- Be at least 18 years old
- Have the ability to work with adults and youth
- Be a cooperative and creative
- Registered in the Boy Scouts of America
- Live on site and have no other duties

Responsibilities:

The Assistant Camp Quartermaster is responsible to the Camp Quartermaster for management of camp inventory, supplies and operation of the Quartermaster room. Assist the Camp Commissioner as requested.

Specific Duties:

- Maintain the Quartermaster room, inventory and loans
- Maintain tools and equipment in workable condition
- Fill sanitation dispensers throughout camp
- Report any supply needs to the Camp Director or Business Manager
- Maintain assigned vehicle
- Other duties as assigned by the Camp Director related to the operation of camp

Camp Chaplain Job Description

Name: _____

Reports to: Camp Director

Requirements:

- Be at least 21 years old and of honorable community standing
- Should have preparation for the assignment through training as required and provided by the religious faith they represent
- Registered in the Boy Scouts of America

Responsibilities:

Provide spiritual tone for the camping experience. Assure the scouts, leaders, and staff of the churches and synagogue's interest in and concern for them.

Specific Duties:

- Provide an adequate spiritual counseling service
- Help youth, leaders and staff grow in their relationships
- Help foster high moral standards among all members of the camp community
- Develop interest of youth in participating in the religious emblems program of their respective faiths
- Assist the Program Director in maintaining staff morale
- May serve as a guide or assistant to the Health Officer as needed
- Other duties as assigned by the Camp Director

Camp Health Officer Job Description

Name: _____

Reports to: Camp Director

Requirements:

- Be at least 21 years old
- Be a responsible adult and have current certification in First Aid and emergency care
- CPR and licensed in one of the following areas: Physician, Registered or Licensed Practical Nurse, Physician's Assistant, Medical Student, Paramedic, Emergency Medical Technician or First Responder
- Health Officer must be approved by the council's camp physician
- Be registered in Boy Scouts of America
- Has no other duties assigned

Responsibilities:

Supervise health and safety practices on site. Cares for non-serious injuries on site and record incidences in first aid log.

Specific Duties:

- Administers first aid for injuries
- Accompanies serious injury cases to medical facility if necessary
- Conducts Medical form reviews as part of the check-in process. Administers medical rechecks as necessary according to medical form review
- Maintains first aid logs
- Maintains the medical lodge and its cleanliness
- Maintains a schedule of office hours in the morning and evening for Scouts to report illnesses
- After all medical rechecks are completed, will make a list of Scouts with special medical problems giving the Scout's name, type of problem, unit number, campsite and parent's phone number. A copy of this list will be given to the Camp Director
- Other duties as assigned by the Camp Director related to health needs in camp
- Reports any supply needs to the Business Manager or Camp Director in a timely manner

Camp Commissioner Job Description

Name: _____

Reports to: Program Director

Requirements:

- Be at least 18 years old
- Have the ability to work with adults
- Be cooperative and creative
- Have working knowledge of the Scouting Program
- Must have Commissioner Basic, but should have certification in advanced Commissioner training
- Registered in the Boy Scouts of America

Responsibilities:

Coordinate the commissioner program. Serve as a liaison between units and the camp staff. Assist the Program Director in the operation of camp program.

Specific Duties:

- Assist units in planning and operating a well rounded daily and yearly program
- Make an analysis of each unit's performance and structure at the beginning and conclusion of each week
- Provide for daily unit inspections
- Oversee the Honor Unit Award and Scoutmaster Award
- Assist the Program Director in the planning and conduction of campfire and dining hall meal programs
- Assists the Program Director in maintaining staff morale
- Other duties as assigned by the Program Director or Camp Director

Assistant Camp Commissioner Job Description

Name: _____

Reports to: Camp Commissioner
Program Director

Requirements:

- Be at least 18 years old
- Have the ability to work with adults
- Be cooperative and creative
- Have working knowledge of the Scouting Program
- Must have Commissioner Basic, but should have certification in advanced Commissioner training
- Registered in the Boy Scouts of America

Responsibilities:

Assist the Camp Commissioner to coordinate the commissioner program. Serve as a liaison between units and the camp staff.

Assist the Program Director in the operation of camp program.

Specific Duties:

- Assist units in planning and operating a well rounded daily and yearly program
- Make an analysis of each unit's performance and structure at the beginning and conclusion of each week
- Provide for daily unit inspections
- Oversee the Honor Unit Award and Scoutmaster Award
- Assist the Program Director in the planning and conduction of campfire and dining hall meal programs
- Assists the Program Director in maintaining staff morale
- Other duties as assigned by the Program Director or Camp Director

Aquatics Director Job Description

Name: _____

Reports to: Program Director

Requirements:

- Be at least 21 years old
- Current BSA National Camping School certification in Aquatics
- Have a current CPR basic life support certification from the American Red Cross or the American Heart Association
- Registered in Boy Scouts of America

Responsibilities:

Participate in hiring of Aquatics staff. Prepare a well-rounded aquatics program for resident camp. Enforce national aquatics policies in camp. The Aquatics Director will have no other duties assigned outside the aquatics program.

Specific Duties:

- Setup and administer safe aquatics facilities and programs as outlined in the Aquatics Manual and approved by the Program Director
- Supervise and oversee aquatic staff training
- Supervise aquatics personnel
- Establish the procedure for a Lost Bather Drill (LBD). Train the camp staff in its conduction, including at least one practice drill
- Responsible for the safety, layout, equipment, condition and cleanliness of the pool and lakefront
- Insure that:
 - * There are no Pool / Lakefront activities of any kind without proper supervision by members of the aquatics staff
 - * Pool / Lakefront rules apply to all persons in camp, including staff
 - * No one participates in aquatics programs unless their swimming ability has been proven
 - * All permits for visitors to participate in aquatics programs must meet the above along with approval from the

Camp

Director

- Train unit leaders in the Safe Swim Defense Plan and Safety Afloat program
- Maintain the inventory of aquatics equipment
- Assist the Program Director in maintaining staff morale
- Ensure you and your staff has their class paperwork completed accurately and turned in on time
- Works with the Council Aquatics Committee
- Other duties as assigned by the Camp Director or Program Director

Lakefront Director Job Description

Name: _____

Reports to: Aquatics Director

Requirements:

- Must be at least 18 years old
- Must have BSA Lifeguard or American Red Cross Lifeguard Certification
- CPR basic life support certification from the American Red Cross or American Heart Association
- Previous staff experience at the lakefront recommended
- Registered in Boy Scouts of America

Responsibilities:

Oversee the staff and program at the lakefront.

Specific Duties:

- Maintain equipment inventories at the lakefront
- Supervise the lakefront staff
- Ensure that all persons at the lakefront are abiding by the lakefront rules
- Keep the lakefront area clean and free of dangerous debris at all times
- Stow all equipment properly in preparation for inclement weather each time the lakefront is closed
- Communicate with management when equipment issues prevail
- Communicate with the ranger concerning gasoline, oil and safety checks for all motorboats
- Ensure daily checks of safety equipment on all boats and rescue equipment
- Ensure all classes and activities at the lakefront are properly staffed
- Make decisions regarding safe and unsafe weather for boaters
- Other duties outlined under "Aquatics Staff"
- Ensure you and your staff has their class paperwork accurately completed and turned in on time
- Other duties as assigned by the Aquatics Director, Program Director or Camp Director

Lakefront Instructor Job Description

Name: _____

Reports to: Lakefront Director
Aquatics Director

Requirements:

- Must be at least 16 years old
- Have BSA Lifeguard or American Red Cross Lifeguard Certification
- CPR basic life support certification from the American Red Cross or American Heart Association
- Have ability to work well with Scouts
- Registered in Boy Scouts of America

Responsibilities:

Conduct a safe, fun and educational program designed to help Scouts advance toward merit badges.

Specific Duties:

- Provide for the safety of all persons in the area of supervision by watching them at all times and enforcing the area rules
- Serve guard duty on a rotating basis for Troop Canoe, Troop Swim or Polar Bear Swim
- Be well prepared for all classes taught with proper materials and knowledge of the subject
- Establish written lesson plans with the assistance of the Aquatics Director
- Provide Scouts with a fun and informative program
- Ensure your class paperwork is completed accurately and turned in on time
- Other duties as assigned by the Lakefront Director, Aquatics Director, Program Director or Camp Director

Pool Director Job Description

Name: _____

Reports to: Aquatics Director

Requirements:

- Must be at least 18 years old
- Must have BSA Lifeguard or American Heart Association Lifeguard Certification
- CPR basic life support certification from the American Red Cross or American Heart Association
- Previous staff experience at the pool recommended
- Registered in Boy Scouts of America

Responsibilities:

Oversee the staff and program at the pool.

Specific Duties:

- Maintain equipment inventories at the pool
- Supervise the pool staff
- Ensure that all persons at the pool are abiding by the pool rules
- Keep the pool area clean and free of dangerous debris at all times
- Stow all equipment properly in preparation for inclement weather each time the pool is closed
- Communicate with management when equipment issues prevail
- Maintain the cleanliness of the shower and toilet facilities daily
- Maintain chemical deck records according to the Health Department standards
- Ensure all classes and activities at the pool are properly staffed
- Make decisions regarding safe and unsafe weather for swimmers
- Other duties outlined under "Aquatics Staff"
- Ensure you and your staff has their class paperwork completed accurately and turned in on time
- Other duties as assigned by the Aquatics Director, Program Director or Camp Director

Pool Instructor Job Description

Name: _____

Reports to: Pool Director
Aquatics Director

Requirements:

- Must be at least 15 years old
- Have BSA Lifeguard or American Red Cross Lifeguard Certification
- CPR basic life support certification from the American Red Cross or American Heart Association
- Have ability to work well with Scouts
- Registered in Boy Scouts of America

Responsibilities:

Conduct a safe, fun and educational program designed to help Scouts advance toward merit badges.

Specific Duties:

- Provide for the safety of all persons in the area of supervision by watching them at all times and enforcing the area rules
- Serve guard duty on rotating basis for Troop Canoe, Troop Swim or Polar Bear Swim
- Be well prepared for all classes taught with proper materials and knowledge of the subject
- Establish written lesson plans with the assistance of the Aquatics Director
- Provide Scouts with a fun and informative program
- Ensure your class paperwork is completed accurately and turned in on time
- Other duties as assigned by the Pool Director, Aquatics Director, Program Director or Camp Director

COPE/Climbing Director Job Description

Name: _____

Reports to: Program Director

Requirements:

- Be at least 21 years old
- Current certificate from National Camp School as a COPE Director
- Previous experience with ropes course and rope rescue preferred
- Have ability to work with people
- Registered in Boy Scouts of America

Responsibilities:

Supervise COPE & Climbing elements and train staff in course procedures on a year-round basis. See that all safety standards are met during course operation.

Specific Duties:

- Develop a schedule of activities that provides for the safety and challenge of Scouts with the approval of the Program Director
- Supervise and train staff
- See that National Standards are met or exceeded
- Supervise the daily set up and take down of elements
- Supervise all participant groups closely
- Maintain the cleanliness of the area
- Maintain inventory of Equipment
- Ensure the proper lock up of Equipment
- Keep Maintenance logs up to date on all equipment, especially ropes and safety equipment
- Be familiar with construction plans of course events
- Ensure you and your staff has their class paperwork completed accurately and turned in on time
- Other duties as assigned by the Program Director or Camp Director

COPE/Climbing Instructor Job Description

Name: _____

Reports to: COPE Director
Program Director

Requirements:

- Must be at least 18 years old
- Have National Camp School COPE Director certification or an L1 or L2 certification.
- Have ability to work well with Scouts
- Registered in Boy Scouts of America

Responsibilities:

Conduct a safe, fun and educational program designed to help Scouts advance toward merit badges.

Specific Duties:

- Provide for the safety of all persons in the area of supervision by watching them at all times and enforcing the area rules
- Be well prepared for all classes taught with proper materials and knowledge of the subject
- Establish written lesson plans with the assistance of the COPE/Climbing Director
- Provide Scouts with a fun and informative program
- Ensure your class paperwork is accurately completed and turned in on time
- Other duties assigned by the COPE Director, Program Director or Camp Director

Shooting Sports Director Job Description

Name: _____

Reports to: Program Director

Requirements:

- Be at least 21 years old
- Current certificate from National Camp School as a Shooting Sports Director
- Registered in the Boy Scouts of America

Responsibilities:

Supervise the operation of the Shooting Sports Program.

Specific Duties:

- Establish a proper shooting sports program for all scouts and leaders with the approval of the Program Director
- Maintain inventory of all shooting equipment
- Know safety regulations for all shooting equipment
- Maintain the safety of all shooting equipment
- Responsible for safe and proper storage of shooting equipment and ammunition
- Training the Archery Instructor
- Supervise shooting sports ranges and ensuring their safe operation
- Responsible for an opening and closing inventory
- Maintain the cleanliness of all shooting ranges
- Ensure NCAP standards are met in all shooting areas
- Ensure you and your staff has their class paperwork accurately completed and turned in on time
- Works with the Council Shooting Sports Committee
- Other duties as assigned by the Program Director or Camp Director

Shooting Sports Instructor Job Description

Name: _____

Reports to: Shooting Sports Director

Requirements:

- Be at least 21 years old
- Current certificate from National Camp School as a Shooting Sports Director or NRA instructor with current credentials for the discipline being taught
- Registered in the Boy Scouts of America

Responsibilities:

Assist in Supervising the operation of the Shooting Sports Program.

Specific Duties:

- Assist maintaining inventory of all shooting equipment
- Know safety regulations for all shooting equipment
- Maintain the safety of all shooting equipment
- Responsible for safe and proper storage of shooting equipment and ammunition
- Training the Archery Instructor
- Assist supervising shooting sports ranges and insuring their safe operation
- Responsible for an opening and closing inventory
- Maintain the cleanliness of all shooting ranges
- Help ensure NCAP standards are met in all shooting areas
- Help ensure you and your staff has their class paperwork accurately completed and turned in on time
- Other duties as assigned by the Program Director or Camp Director

Archery Instructor Job Description

Name: _____

Reports to: Shooting Sports Director

Requirements:

- Be at least 18 years of age
- Currently certified as a Archery Range Officer by the Shooting Sports Director
- Registered in the Boy Scouts of America

Responsibilities:

Supervise the operation of the Archery Range.

Specific Duties:

- Ensure the safe operation of the Archery Ranges
- Conduct an educational shooting program at the Archery Range
- Maintain the archery equipment in a safe and clean manner that insures accuracy as good as possible
- Maintain inventory of all archery equipment
- Maintain the cleanliness of the Archery Range
- Ensure your class paperwork is accurately completed and turned in on time
- Other duties as assigned by the Shooting Sports Director, Program Director or Camp Director

Ecology/Conservation Director Job Description

Name: _____

Reports to: Program Director

Requirements:

- Be at least 21 years old
- Have current certificate from National Camp School as an Ecology/Conservation Director or has training in conducting an outdoor ecology education program
- Registered in the Boy Scouts of America

Responsibilities:

Coordinates ecology and conservation programs at camp and for summer camp. Works with state and federal agencies that can provide additional program support for camp. Oversees the Ecology/Conservation merit badge staff in cooperation of the Program Director.

Specific Duties:

- Obtains camp conservation plan and coordinates conservation projects with units
- Keeps an updated conservation project list posted for units
- Oversees conservation projects
- Helps program staff in their understanding and interpretation of ecology and conservation requirements
- Knows conservation aspects of the camp area
- Coordinates overall conservation program at camp
- Help units interpret conservation advancement requirements
- Maintains inventory of conservation equipment
- Assists unit to plan year-round conservation programs
- Establishes the ecology/conservation teaching areas and maintains them
- Ensure your and your staff has their class paperwork accurately completed and turned in on time
- Other duties as assigned by the Program Director or Camp Director

Ecology/Conservation Instructor Job Description

Name: _____

Reports to: Ecology/Conservation Director
Program Director

Requirements:

- Be at least 15 years of age
- Have ability to work well with Scouts
- Registered in the Boy Scouts of America

Responsibilities:

Conduct a fun and educational program designed to help Scouts advance toward merit badges

Specific Duties:

- Be well prepared for all classes taught with proper materials and knowledge of the class you are teaching
- Establish written lesson plans with the assistance of the Ecology/Conservation Director
- Provide Scouts with a fun and informative program
- Ensure your class paperwork is accurately completed and turned in on time
- Other duties as assigned by the Ecology/Conservation Director, Program Director or Camp Director

Outdoor Skills Director Job Description

Name: _____

Reports to: Program Director

Requirements:

- Be at least 18 years old
- Have current National Camp School Certification in Outdoor Skills
- Must be able to delegate and lead effectively
- Prior staff and leadership experience is recommended
- Registered in the Boy Scouts of America

Responsibilities:

Supervise the operation of the Outdoor Skills Programs.

Specific Duties:

- Establish a scoutcraft merit badge program for all scouts with the approval of the Program Director
- Train the outdoor skills staff
- Set up and maintain program area
- Ensure you and your staff has their class paperwork accurately completed and turned in on time
- Other duties as assigned by the Program Director or Camp Director

Outdoor Skills Instructor Job Description

Name: _____

Reports to: Outdoor Skills Director

Requirements:

- Be at least 15 years old
- Have ability to work well with Scouts
- Registered in the Boy Scouts of America

Responsibilities:

Conduct a fun and educational program designed to help Scouts advance toward merit badges

Specific Duties:

- Be well prepared for all classes taught with proper materials and knowledge of the class you are teaching
- Establish written lesson plans with the assistance of the Outdoor Skills Director
- Provide Scouts with a fun and informative program
- Ensure your class paperwork is accurately completed and turned in on time
- Other duties as assigned by the Outdoor Skills Director, Program Director or Camp Director

STEM Director Job Description

Name: _____

Reports to: Program Director

Requirements:

- Be at least 18 years old
- Have at least 15 hours of STEM education through a recognized entity
- Must be able to delegate and lead effectively
- Prior staff and leadership experience is recommended
- Registered in the Boy Scouts of America

Responsibilities:

Supervise the operation of the STEM Program

Specific Duties:

- Establish a STEM merit badge program for all scouts with the approval of the Program Director
- Train the STEM staff
- Set up and maintain program area
- Ensure you and your staff has their class paperwork accurately completed and turned in on time
- Other duties as assigned by the Program Director or Camp Director

STEM Instructor Job Description

Name: _____

Reports to: STEM Director
Program Director

Requirements:

- Be at least 15 years old
- Have ability to work well with Scouts
- Registered with the Boy Scouts of America

Responsibilities:

Conduct a fun and educational program designed to help Scouts advance toward merit badges

Specific Duties:

- Be well prepared for all classes taught with proper materials and knowledge of the class you are teaching
- Establish written lesson plans with the assistance of the STEM Director and the Program Director
- Provide Scouts with a fun and informative program
- Ensure your class paperwork is accurately completed and turned in on time
- Other duties as assigned by the STEM Director, Program Director or Camp Director

Eagle Bound Director Job Description

Name: _____

Reports to: Program Director

Requirements:

- Be at least 18 years old
- Have current National Camp School Certification in Outdoor Skills
- Must be an Eagle Scout, Ranger, Summit, Quartermaster or Gold Award Recipient
- Must be able to delegate and lead effectively
- Prior staff and leadership experience is recommended
- Registered in the Boy Scouts of America

Responsibilities:

Supervise the operation of the Eagle Bound Program

Specific Duties:

- Establish an Eagle Bound program for all scouts with the approval of the Program Director
- Train the Eagle Bound Staff
- Set up and maintain program area
- Ensure you and your staff has their class paperwork accurately completed and turned in on time
- Other duties as assigned by the Program Director or Camp Director

Eagle Bound Instructor Job Description

Name: _____

Reports to: Eagle Bound Director
Program Director

Requirements:

- Be at least 15 years old
- Must be at least the rank of Star
- Have ability to work well with Scouts especially younger scouts
- Registered in the Boy Scouts of America

Responsibilities:

Conduct a fun and educational program designed to help Scouts reach First Class rank

Specific Duties:

- Be well prepared for all classes taught with proper materials and knowledge of the class you are teaching
- Establish written lesson plans with the assistance of the Eagle Bound Director and the Program Director
- Provide Scouts with a fun and informative program
- Ensure your class paperwork is accurately completed and turned in on time
- Other duties as assigned by the Eagle Bound Director, Program Director or Camp Director

Trading Post Director Job Description

Name: _____

Reports to: Council Director of Safe Scouting

Requirements:

- Be at least 18 years old and mature
- Have the ability to work with adults and youth
- Must be able to delegate and lead effectively
- Must be able to be trusted operating POS (point of sale) including handling quantities of money
- Registered in the Boy Scouts of America

Responsibilities:

The Trading Post Director is responsible to the Council Director of Safe Scouting for management of inventory, money and operation of the trading post established in collaboration with the Business Manager & Trading Post Manager

Specific Duties:

- Ensure trading post hours are established and adhered to
- Work with the Trading Post Manager to train the staff in effective salesmanship and operation of the store
- Request and/or reorder as needed
- Work with the Trading Post Manager to:
 - A) Confirm weekly inventory
 - B) Insure proper operation and balance of the POS system
 - C) Support the no-credit policy
 - D) Ensure all customers are treated professionally
 - E) Ensure the cleanliness of the Trading Post
- Other duties as assigned by the Business Manager or Camp Director related to the operation of camp

Trading Post Manager Job Description

Name: _____

Reports to: Business Manager
Trading Post Director

Requirements:

- Be at least 18 years old and a mature staff member
- Must be able to delegate and lead effectively
- Must be able to be trusted operating POS (point of sale) including handling quantities of money
- Registered in the Boy Scouts of America

Responsibilities:

Run the camp trading post in an effective and professional manner and supervise the Trading Post staff

Specific Duties:

- Establish and adhere to trading post hours of operation with the approval of the Business Manager
- Request reorders when necessary
- Conduct weekly inventories of the Trading Post
- Responsible for the proper operation and balance of the POS
- Train the Trading Post staff in effective salesmanship and on the operations of the store
- Ensure that all customers are treated professionally with respect and courtesy
- Maintain the cleanliness of the Trading Post
- Other duties as assigned by the Business Manager, Trading Post Director or Camp Director

Trading Post Clerk Job Description

Name: _____

Reports to: Trading Post Manager

Requirements:

- Be at least 15 years old
- Must be able to work as a team
- Must be mature and trusted to operate a POS (point of sale) system and handle money
- Registered in the Boy Scouts of America

Responsibilities:

Present a professional atmosphere of courtesy and salesmanship within the Trading Post

Specific Duties:

- Handle all sales with promptness and courtesy
- Treat everyone as potential customers to be treated with respect
- Assist in weekly inventories
- Keep shelves properly stocked from the stockroom
- Assist in keeping the Trading Post clean
- Other duties as assigned by the Trading Post Manager, Trading Post Director, Business Manager or Camp Director

Dining Hall Director Job Description

Name: _____

Reports to: Camp Director

Requirements:

- Be at least 18 years old
- Have the ability to work as and lead a team
- Registered in Boy Scouts of America

Responsibilities:

Manage the dining room preparations for meals and cleanup following meals

Specific Duties:

- Ensure stewards arrive prior to every meal to assist in meal preparations
- Maintain dining room during meals
- Make sure all dish sanitization is done
- Ensure personal hygiene is maintained, especially hands and arms when working
- Clean and set up dining room prior to and post meals
- Other duties as assigned by the Head Cook or Camp Director

Dining Hall Steward Job Description

Name: _____

Reports to: Dining Hall Director

Requirements:

- Be at least 15 years old and mature
- Have the ability to work as a team
- Registered in Boy Scouts of America

Responsibilities:

Assist in dining room preparations for meals and clean up following meals

Specific Duties:

- Arrive prior to every meal to assist with meal preparations
- Maintain dining room during meals
- Make sure all dish sanitization is done
- Maintain personal hygiene, especially hands and arms when working
- Clean and set up dining room prior to and post meals
- Other duties as assigned by the Dining Hall Director, Head Cook or Camp Director

Head Cook Job Description

Name: _____

Reports to:

Requirements:

- Be at least 21 years old
- Must have work experience to supervise kitchen operations to prepare breakfast, lunch, and dinner meals for up to 450 people.
- Must have ServSafe Certification
- Must be a registered member of the Boy Scouts of America

Responsibilities:

Responsible for providing meals for campers and staff during summer camp program, preparing meals for special diets, ordering food and cleaning/ organizing kitchen and appliances.

Specific Duties:

- Responsible for preparing and serving 3 balanced and tasteful meals, on time and in sufficient quantities each day. First meal is dinner on Sunday and the last meal will be breakfast on Saturday
- Plans menus in consultation with the Director of Safe Scouting and Camp Director.
- Sees that all food storage and preparation areas and equipment are kept clean and that the kitchen area meets required Health and Safety standards.
- Submits orders in time for on-time delivery.
- Maintains the quality of the food supplies. Checks for spoilage and proper storage. Makes best use of leftovers. Works to minimize food waste.
- Submits complete inventory of dining hall supplies and equipment at end of the season.

Assistant Cook Job Description

Name: _____

Reports to: Head Cook

Requirements:

- Be at least 18 years old
- Must have work experience to supervise kitchen operations to prepare breakfast, lunch, and dinner meals for up to 450 people.
- Must have ServSafe Certification
- Must be a registered member of the Boy Scouts of America

Responsibilities:

Assists the Head cook in providing meals for campers and staff during summer camp program, preparing meals for special diets, cleaning/ organizing kitchen and appliances.

Specific Duties:

- Assist with the clean up and proper maintenance of the kitchen facilities and implements used in the operation and serving of meals
- Work directly with the Head Cook in the planning of the upcoming meals to include doing proper pull – thaws in preparation of meals days in advance
- Responsible for assisting in the distribution of food at meal times
- Other duties, as assigned by the Head Cook

Counselor in Training (CIT) Job Description

Name: _____

Reports to: Program Director

Requirements:

- Must be at least 14 years of age
- Must have achieved First Class Rank
- Must have Unit Leader's approval
- Must be a registered member of the Boy Scouts of America

Responsibilities:

The Counselor in Training (CIT) program is designed to train youth leaders giving them leadership skills necessary for future service on Camp Staff.

Specific Duties:

- Assist staff members to teach scouts skills, maintain program areas, serve meals, and participate in camp-wide activities, all under the supervision of area directors and senior staff.
- Attend all meals and camp-wide activities unless excused by the program director
- Other duties as assigned by the Program Director or Camp Director

EMERGENCY PLANS

Epidemics or Mass Illness

1. If the Health Officer notices a trend of illness, they should immediately compile their records and notify the Camp Director.
2. The Camp Director should consult with other Camp Management and determine whether or not there is a reason for concern and if so what the cause of the incident might be.
3. If a true problem is discovered, the Scout Executive should be notified immediately.
4. Possible hazards include: Food poisoning, outbreak of contagious disease, contaminated drinking water, and other health hazard in dining hall.
5. If the Camp Director, Health Officer and Ranger are unable to determine the cause of the incident, they should notify the Health Department.
6. Consult with the Camp Physician to determine the best method for dealing with the illness.
7. Notification of parents to be coordinated and conducted by the Scout Executive