

## Camp Director

### Immediate Supervisor: Camping Executive

#### Qualifications

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

#### Responsibilities

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

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

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

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

## Program Director

**Immediate Supervisor:** Camp Director

### Qualifications

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

### Responsibilities

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

Glacier's Edge Council

Boy Scouts of America

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

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

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

## Trading Post Manager

**Immediate Supervisor:** Camp Director

### Qualifications

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

### Responsibilities

- Set up trading post using modern and effective marketing techniques
- Research and purchase inventory that appeals to Scouts
- Carry out daily opening and closing procedures
- Keep daily inventory and accurate money counts
- Work closely with National Scout Shop to order BSA supplies
- Work closely with Program Director and Camp Director to order program supplies
- Accept and order "Pre-Camp Merchandise" orders
- Maintain camp lost and found
- Participate in Camp-Wide Events
- Perform all other duties as assigned by the Camp Director and Program Director

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

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

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

## Head Cook

**Immediate Supervisor:** Camp Director

### Qualifications

- At least 21 years of age
- Current First Aid/CPR
- Current state food handling license (ServSafe or similar)
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Thorough knowledge of council and camp risk management policies
- Strong leadership and management skills
- Strong public speaking and communication skills
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer and Accounting Skills

### Responsibilities

- Provide cheerful, helpful, and efficient service to all Scouts.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Provide initial continuous on-the-job training for all business staff assigned to the camp so that each member can do any of the jobs required.
- Maintain and properly use the radio, program equipment and all other facilities and supplies.
- Supervise All Kitchen Staff
- Ensure timely completion of all meals in and out of the dining hall
- Ensure tidiness of the kitchen and commissary facilities
- Working with the Camp Director, maintain kitchen inventory and make appropriate weekly food orders
- Write an end of season report with accurate inventories and recommendations for improving the operation.
- All other duties assigned by the Camp Director

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

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

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

## Kitchen Staff

**Immediate Supervisor:** Head Cook

### Qualifications

- At least 16 years of age
- Current First Aid/CPR
- Current state food handling license preferred (ServSafe or similar)
- Knowledge of ALL applicable standards (both BSA and state)
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time

### Responsibilities

- Provide cheerful, helpful, and efficient service to all Scouts.
- Maintain a friendly, cheerful, and helpful attitude to insure that participants have an enjoyable experience. Where possible, solve their needs and concerns, where not possible, steer them to someone who can.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Assist in all kitchen duties, including, but not limited to: cooking, dish cleaning, dining hall prep, serving
- Ensure tidiness of the kitchen and commissary facilities
- All other duties assigned by the Camp Director

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

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

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

## Aquatics Director

**Immediate Supervisor:** Program Director

### Qualifications

- At least 21 years of age
- Must possess a current NCS Aquatics Certification
- Must be currently certified as a BSA Lifeguard, ARC Lifeguard or similar
- Possess thorough knowledge of BSA Aquatics Standards
- Must be able to swim continuously for 550 yards
- Must be a registered member of the Boy Scouts
- Strong leadership abilities
- Strong public speaking and communication skills
- Experience in Aquatics is preferred
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

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

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

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

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



## Aquatics Staff

**Immediate Supervisor:** Aquatics Director

### Qualifications

- At least 18 years of age
- Possess relevant certifications (refer to standards)
- Current First Aid/CPR
- Knowledge of State and BSA Standards
- Knowledge of council and camp risk management policies
- Strong leadership skills
- Strong speaking/communication skills
- Experience in area preferred
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Must be able to swim continuously for 550 yards
- Computer Skills

### Responsibilities

- Follow and enforce rules and guidelines of the BSA and GEC Aquatics Committee
- Carry out daily visual inspections of equipment and facilities
- Carry out proper opening and closing procedures
- Lifeguard Scouts within BSA ratio
- Promote Aquatics program at camp
- Assist in teaching area merit badges
- Participate in Camp-Wide activities
- Perform all other duties assigned by the Camp Director and Program Director

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

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

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

## BB Range Director

**Immediate Supervisor:** Program Director

### Qualifications

- 18 Years of age (or older preferred)
- Possess BSA Rangemaster Certification
- Current First Aid/CPR
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Understanding and knowledge of council and camp risk management policies
- Strong leadership and management skills
- Strong public speaking and communication skills
- Previous experience in area preferred
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Primary supervisor of the BB Range
- Effectively manage staff
- Lead in instruction of BB Gun Pin
- Participate in Camp Wide Activities
- Perform all other duties as assigned by the Camp Director and Program Director

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

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

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

## Archery Range Director

**Immediate Supervisor:** Program Director

### Qualifications

- At least 18 years of age
- Must successfully complete BSA Rangemaster Training
- Current First Aid/CPR
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Understanding and knowledge of council and camp risk management policies
- Strong leadership and management skills
- Strong public speaking and communication skills
- Previous experience in area preferred
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Primary supervisor of the Archery Range
- Effectively manage staff
- Lead in instruction of Archery Pin
- Maintain archery equipment and inventory
- Participate in Camp Wide Activities
- Perform all other duties as assigned by the Camp Director and Program Director

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

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

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

## Shooting Sports Staff

**Immediate Supervisor:** Range Director

### Qualifications

- At least 16 years of age
- Current First Aid/CPR
- Knowledge of ALL applicable standards (both BSA and state)
- Understanding and knowledge of council and camp risk management policies
- Leadership and management skills
- Public speaking and communication skills
- Registered with the BSA
- Successful candidates will be required to lift 25 lbs and be able to stand for 3 hours at a time
- Computer Skills

### Responsibilities

- Secondary supervision and instruction in all ranges
- Support lead instructor
- Assist in Instruction
- Assist in maintaining equipment, keeping logs, etc
- Participate in Camp Wide Activities
- Perform all other duties as assigned by the Camp Director and Program Director

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

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

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

## COPE and Climbing Director

**Immediate Supervisor:** Program Director

### Qualifications

- At least 21 years of age
- Holds current NCS Climbing or COPE Certification OR Climbing or COPE Level II Instructor Certification
- Current First Aid/CPR
- Possess thorough knowledge of BSA COPE and Climbing National Standards
- Registered with the Boy Scouts of America
- Strong leadership and management skills
- Strong public speaking and communication skills
- Previous COPE/Climbing experience preferred
- Computer Skills
- Successful candidates will be required to lift 150 lbs and be able to stand for 2 hours at a time, as well as climb and rappel from heights of 25 feet.

### Responsibilities

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

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

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

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

## COPE and Climbing Staff

**Immediate Supervisor:** COPE and Climbing Director

### Qualifications

- At least 18 years of age
- Must possess a current BSA Climbing Level I Certification OR Climbing Level II Certification OR COPE Level I Certification OR COPE Level II Certification
- Current First Aid and CPR certifications
- Possess knowledge of BSA COPE/Climbing Standards
- Must be a registered member of the Boy Scouts
- Strong leadership abilities
- Strong public speaking and communication skills
- Experience in Climbing preferred
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time, as well as climb and rappel from heights of 25 feet.
- Computer skills

### Responsibilities

- Follow and enforce rules and guidelines of the BSA and GEC COPE and Climbing Committee
- Carry out daily visual inspections of climbing equipment and facilities
- Carry out proper opening and closing tower procedures
- Promote Climbing program at camp
- Assist in teaching area merit badges
- Participate in Camp-Wide activities
- Perform all other duties assigned by the Camp Director and Program Director

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

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

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

## Eco-Con Director

**Immediate Supervisor:** Program Director

### Qualifications

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

### Responsibilities

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

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

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

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

## Eco-Con Staff

**Immediate Supervisor:** Eco-Con Director

### Qualifications

- At least 16 years of age
- Leadership Skills
- Communication Skills
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Instruct merit badges
- Assist in daily setup and tear down
- Carry out daily inspection of facilities and equipment
- Assist Area Director in maintaining equipment and inventory
- Assist Area Director with area clean up
- Participate in Camp-Wide activities
- Perform all other duties assigned by the Camp Director and Program Director

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

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

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



## Outdoor Skills Director

**Immediate Supervisor:** Program Director

### Qualifications

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

### Responsibilities

- Properly train and manage area staff
- Inventory and maintain area equipment
- Ensure daily inspection of pioneering projects for safety and maintain structures
- Ensure daily inspection of tools used by Scouts and staff
- Submit detailed closing report at end of season
- Oversee and instruct area merit badges
- Participate in Camp-Wide activities
- Perform all other duties assigned by the Camp Director and Program Director

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

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

## Outdoor Skills Staff

**Immediate Supervisor:** Outdoor Skills Director

### Qualifications

- At least 16 years of age
- Leadership Skills
- Communication Skills
- Registered with the BSA
- Successful candidates will be required to lift 50 lbs and be able to stand for 2 hours at a time
- Computer Skills

### Responsibilities

- Instruct merit badges
- Assist in daily setup and tear down
- Carry out daily inspection of facilities and equipment
- Assist Area Director in maintaining equipment and inventory
- Assist Area Director with area clean up
- Participate in Camp-Wide activities
- Perform all other duties assigned by the Camp Director and Program Director

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

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

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

## Medical Officer

**Immediate Supervisor:** Camp Director

### Qualifications

- At least 21 years of age
- Possess ARC Advanced First Aid and Emergency Care certificate or the like
- Be certified as one of the following: nurse, doctor, first responder, EMT, Paramedic or the like

### Responsibilities

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

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

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

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

## Camp Commissioner

**Immediate Supervisor:** Camp Director

### Qualifications

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

### Responsibilities

- Contact each unit prior to their camp session to ensure they are prepared to come to camp
- Recruit and train volunteer commissioners
- Act as liaison between units and camp administration
- Conduct trainings as needed including: Youth Protection, BALOO, Leader Specific, etc
- Visit each troop at least once per day
- Attend all unit leader meetings
- Provide help in solving unit's problems
- Ensure that units have a positive experience at camp
- Assist in area merit badge instruction when needed
- Submit a detailed closing report at end of season
- Participate in Camp-Wide activities
- Perform all other duties assigned by the Camp Director and Program Director

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

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

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