

AQUATICS DIRECTOR

The Aquatics Director will be directly responsible to the Program Director. He will be responsible for the Aquatics program at camp, and will see that all persons using the aquatic facilities do so in the best interests of safety and acquiring a complete knowledge of aquatic activities. He shall be responsible for the following:

- The development and carrying out of the pool and waterfront program for the campers and Staff members.
- Maintenance and cleaning of the pool and surrounding areas at all times.
- The BSA swim test classification of all Scouts and leaders on Sunday.
- The keeping of accurate records of the advancement made by Scouts participating in the Aquatics program.
- The keeping of charts and records required by the health department and National BSA.
- The aquatic staff shall be under his supervision and he will see that they are doing their job.
- The discipline of the campers and Staff while at the pool.
- The instruction of the Safe Swim Defense, Safety Afloat, Paddle Craft Safety and Swimming and Water Rescue training for unit leaders.
- Keeping an accurate inventory of all equipment charged to the Aquatic Department.
- He will be responsible for the Mile Swim Program.
- He will turn in at the end of the year a report on his operation, stating the quality of the Staff assigned to him, the condition of equipment's and facilities that need repair, replaced, or additional equipment needed. He will give his view on over-all camp and improvements needed, if any.

ASSISTANT AQUATICS DIRECTOR

The Assistant Aquatics Director is directly responsible to the Aquatics Director. He is responsible for the boating program on the camp lake. His duties include the following:

- He will set up and carry out a safe and effective program of waterfront activities.
- He will maintain all canoes, boats, and equipment in a clean and safe condition.
- He will be concerned with safety at all times.
- He will be responsible for the instruction of the waterfront programs and any other duties assigned by the Aquatics Director, Program Director, or Camp Director.

AQUATICS STAFF

Aquatics staff are directly responsible to the Aquatics Director or Assistant Aquatics Director.

- They will assist in the operation of the swimming and boating areas.
- They will be concerned with safety at all times.
- They will be trained and qualified for instruction the specific subjects to which assigned by the Aquatics Director.
- They will be responsible for those programs assigned by the Aquatics Director.
- They will be responsible for any other assignment deemed necessary by the Camp Director.

BUSINESS MANAGER

The primary responsibility of this position is to help ensure the smooth operation of the Trading Post and Dining Hall functions. He also coordinates Troop requests for evening crackerbarrels.

- Assist the Camp Director with running a quality and efficient Trading Post.
- Work with the Trading Post Director in helping with stock control and inventory.
- Work with the Trading Post Staff with daily cash turn in.
- Work with the Cooks and Dining Hall Staff in providing quality and quantity of food and service.
- Be able to make runs to and from vendors to pick up supplies as necessary.
- Perform other duties assigned by the Camp Director.

HEAD COOK

The Head Cook will be directly responsible to the Camp Director. The Head Cook will have complete charge of the kitchen and its operation. This will include the cleanliness of the kitchen and the proper serving of food. The Head Cook will have the following responsibilities:

- Make a list of needed food for purchase
- Cooking the food and seeing that it is served on time.
- Ensure that all food prepared is entered on the daily food cost control sheet.
- Complete sanitation of the kitchen.
- Meeting National BSA standards as they relate to the dining hall and kitchen operation.
- Maintain the "Keep It Cold" and "Keep It Hot" charts for the freezer, refrigeration and dishwasher.

DINING HALL STEWARD

The Dining Hall Steward is responsible to the Head Cook. His responsibilities include:

- Assist the head cook in the preparation of food.
- Cleanliness and sanitation of the dining hall, and the area around the building.
- Instruct campers as to our waiter system during orientation and ensure its use during camp.
- Ensure food is served in a timely, appetizing, and clean manner.
- Supervise table waiters before and after each meal.
- Supervise campers and ensure no horseplay takes place in the Dining Hall.
- Will be responsible for the cleanliness and sanitation of dining hall bathrooms.
- Setup the cereal bar, PB&J bar and salad bar at each appropriate meal.
- Responsible for any other duties as assigned by the Camp Director, Business Manager or Head Cook.

TRADING POST STAFF

The Trading Post staff reports to the Business Manager. His responsibilities include:

- Setup and organization of the camp trading post.
- Cleanliness of the camp trading post and the area around the building.
- Notifies Business Manager of inventory needs.
- Notifies Business Manager of need for monies for making change.
- Operates the trading post during posted hours.
- Does not allow campers or staff to gather in the trading post during program time.
- Responsible for any other duties as assigned by the Camp Director or Business Manager.

C.O.P.E. AND CLIMBING DIRECTOR

The C.O.P.E./Climbing Director will be directly responsible to the Program Director. He will be responsible for the high adventure program at camp, and will see that all persons using the facilities do so in the best interests of safety. He shall be responsible for the following:

- The development and operation of climbing and C.O.P.E. programs for the campers.
- The keeping of accurate records of the advancement made by Scouts participating in the C.O.P.E. and climbing programs.
- The keeping of charts and records required by the National BSA and WCFC.
- The climbing staff shall be under his supervision and he will see that they are doing their job.
- The discipline of the campers and staff while at the High Adventure Area.
- The instruction of the "*Climb on Safely*" training for unit leaders.
- Keeping an accurate inventory of all equipment.
- He will be responsible for open C.O.P.E. and climbing activities at night.
- Following the guidelines set by Sand Hill as well as NCS under the C.O.P.E. Director section.
- He will turn in at the end of the year a report on his operation, stating the quality of the staff assigned to him, the condition of equipment's and facilities that need repair, replaced, or additional equipment needed. He will give his view on over-all camp and improvements needed, if any. He will also turn in how many campers and adults climbed and how many used COPE.
- Perform other duties as assigned by Camp Director or Program Director.

C.O.P.E AND CLIMBING STAFF

The C.O.P.E and climbing staff report directly to the C.O.P.E and Climbing Director. Their duties include:

- Quality skill and merit badge instruction to all campers.
- Safety and discipline of all campers and staff participating in C.O.P.E. or climbing activities.
- Perform other duties assigned to them by the Camp Director, Program Director or C.O.P.E/Climbing Director.

ECOLOGY DIRECTOR

The Ecology Director is directly responsible to the Program Director. He will set up an effective program of ecology education and activities, including:

- Conservation display areas and programs.
- Maintain and update a conservation project list for troops in camp.
- Promote troop conservation projects and develop rewards and recognition items for participation.
- Quality skills and merit badge instruction and counseling.
- Environmental Awareness and good practices
- Encourage nature hikes.
- Operate and maintain the nature center in good condition.
- Cooperate with the Pathfinders Program.
- Perform other duties as assigned by the Camp Director or Program Director.

ECOLOGY STAFF

The Ecology Staff is directly responsible to the Ecology Director. Their duties include:

- Conservation display areas and programs.
- Quality skills and merit badge instruction and counseling.
- Encourage nature hikes.
- Cooperate with the Pathfinders Program.
- Perform other duties as assigned by the Camp Director, Program Director or Ecology Director.

HANDICRAFT/GENERAL STUDIES DIRECTOR

The Handicraft/General Studies Director will be responsible to the Program Director. He will strive at all times to encourage a quality Handicraft program.

- He will be responsible for the instruction of the Handicraft and General Studies merit badges.
- He will maintain an accurate inventory of all handicraft tools and supplies. He will make every effort that none of these tools become lost.
- He will anticipate the needs of handicraft supplies and inform the Program director well in advance of running out.
- He will make sure a high level of instruction is maintained on the Handicraft merit badges and make sure no Scout that has not done an adequate job becomes certified.
- He will turn in a report at the end of the camping season on his operation with a complete list of inventory, equipment, condition of each, and the needs for repair, replacement, or additional tools if needed.
- He will handle any other duties as assigned by the Camp Director or Program Director.

HANDICRAFT/GENERAL STUDIES STAFF

The Handicraft/General Studies staff will be responsible to the Handicraft/General Studies Director. He will strive at all times to encourage a quality Handicraft program.

- He will be responsible for the instruction of the Handicraft and General Studies merit badges.
- He will make sure a high level of instruction is maintained on the Handicraft merit badges and make sure no Scout that has not done an adequate job becomes certified.
- He will handle any other duties as assigned by the Camp Director, Program Director, or Handicraft/General Studies Director.

HEALTH OFFICER

The Health Officer will be directly responsible to the Camp Director. The Health officer must live on property during camp. He will be in complete charge of the Health Lodge and will have the following responsibilities:

- He will maintain the cleanliness and appearance of the Health Lodge and the area around it.
- The sheets will be changed and the beds made up after each use.
- The record book will be kept very accurately, making sure every person treated has an entry with the final disposition noted.
- He will take care of the necessary paperwork.
- He will be in charge of the Sunday medical re-check.
- He will make sure the Health Lodge does not become a gathering place for staff or campers.
- He will keep the Health forms and insurance information filed by units, returning them to the Unit Leaders on Saturday.
- He will make note of any abnormalities and call them to the attention of the Camp Director. Campers with an allergy to bee stings would come under this category.
- He will treat all minor cases. Any case that is out of the ordinary will be called to the attention of the Camp Director, and based on the Health Officer's advice will be handled accordingly.
- He will make sure any camper confined to the Health lodge is fed.
- He will accompany patients to the doctor or hospital, as required.
- If he has to leave the Health lodge for any reason, he will make sure it is adequately staffed.
- He is responsible for first aid instruction and other related programs.
- He will make sure every camper has a properly filled out health form.
- He will make a final report at the end of the season, listing health lodge equipment, medical supplies, and a complete report on the operation and over-all camp season with thought of making any needed improvements.

OUTDOOR SKILLS DIRECTOR

The Outdoor Skills Director will be directly responsible to the Program Director. He will set up and carry out an effective program of Scoutcraft activities and inter-troop activities. He is responsible for the following activities:

- Merit badge instruction in Scoutcraft related areas.
- Proper use of wood tools including Totin' Chip.
- Pioneering and Scoutcraft displays and exhibits.
- Development of Scoutcraft competitions and events.
- Provide exciting activities for older boys and returning campers.
- Assure safety in all Scoutcraft activities by establishing policies and enforcing them with camp administration approval.
- Assist troop leaders in basic Scout skills and instruction as needed. Orient troops on campsite setup as needed.
- Oversees the Pathfinders program staff.
- Perform other duties as assigned by Camp Director or Program Director.

ASSISTANT OUTDOOR SKILLS DIRECTOR

The Assistant Outdoor Skills Director is responsible to the Outdoor Skills Director.

- He is responsible for the overall operation of the Pathfinder Program.
- He will follow the daily schedule of activities and escort the troop during the day.
- He will enlist the assistance of resident Scoutmasters to carry out the program as outlined.
- He will cooperate with other program areas to introduce camp to the first year campers.
- Perform other duties assigned to him by the Camp Director, Program Director, or Outdoor Skills Director.

OUTDOOR SKILLS STAFF

The Outdoor Skills staff is responsible to the Outdoor Skills Director.

- Provide quality Scout skills or merit badge instruction.
- Ensure a safe experience for all Scouts.
- If assigned to the Pathfinders program, he will remain with his patrol throughout the Pathfinders program assisting other camp staff when at the Handicraft or First Aid areas.
- Perform other duties assigned to him by the Camp Director, Program Director, or Outdoor Skills Director.

PROGRAM DIRECTOR

The Program Director will be responsible to the Camp Director. He is responsible for the coordination and operation of all the program departments in seeing that the basic policies of the program of the Boy Scouts of America are carried out in the program of the camp. The Program Director's primary responsibility is to all instruction in the Programs areas and all activities associated with those areas. Most activities that take place on a daily basis are the direct responsibility of the Program Director.

- Helps in the training of the camp staff.
- Helps in opening and closing camp.
- Assists with the responsibility of maintaining the morale of the Camp Staff and campers.
- Will work with the Senior Patrol Leaders and unit leaders in setting up their camp schedule.
- Will be directly responsible for the direction and operation of the program departments and all program-related staff members.
- He shall be responsible for the mealtime programs. He may delegate responsibility for certain area of this program that he deems necessary.
- He is responsible for every Reveille and Retreat.
- He will be an assistant to the Camp Director in any and all operations when necessary.
- Will be in directly in charge of the both the Sunday and Friday night campfires
- Will be in charge of all activities including Monday night and Friday afternoon
- He will turn in at the end of the season a report of his operation stating the quality of the staff assigned to him, the condition of the equipment and facilities and listing any equipment or facilities that need repair, replacing or additions. He will also give his views on the over-all camp operations with the thought of making any improvements needed.