



# Summer Camp Staff Job Descriptions

Subject to Change

**Camp Director****Reports to:** Camping Director**Objectives:** Manage the operation of Camp Tahosa and maintains constant concern for the health, safety, welfare and enjoyment of the campers who attend Camp Tahosa.**Essential Functions:** Must be at least 21 (preferably 25) years old and possess a current BSA National Camping School Card. Be a registered member (or willing to become a member) of the Boy Scouts of America. Must be able to clearly speak, read and write the English language. Hold a valid current driver's license. Physical strength and ability to lift up to 60 pounds. Must possess or obtain first aid and CPR certification. Must successfully complete a background check.**Specific Responsibilities:** The Camp Director works closely with the Camping Director to plan and execute the Denver Area Council's summer camp plan at Tahosa. They also provide leadership and guidance to the summer camp staff. Specific responsibilities are:

1. Management of camp business records, as established by the Denver Area Council, including collection of and accounting for camper fees, trading post revenues, and petty cash and purchase orders.
2. Ensure Camp Tahosa meets and complies with National Camp Standards and any applicable local, state and national standards, licenses, permits and requirements.
3. Promotion of program offered at Camp Tahosa to the Scouting community.
4. Recruit, train and supervise a qualified camp staff to meet the program needs of Camp Tahosa.
5. Make frequent inspections of camp giving due consideration to supplies, equipment, facilities and operating practices of the camp and units in camp.
6. Have a thorough knowledge of all procedures related to health and safety, council and national policies, use of equipment and operation of facility. The Camp Director will enforce all such policies.
7. Supervise the physical operation of Camp Tahosa including equipment, commissary, trading post and special facilities.
8. Oversee the implementation of program at Camp Tahosa including but not limited to Alpine Adventure, Big Horn Training and Resident Summer Camp.
9. Maintain harmonious relations with surrounding property owners, nearby residents, town and council official and commercial concerns with whom the camp deals.
10. Maintain high moral of the staff, inspire trust, recognize achievement and make note of poor performance through personal observation and staff meetings.

**Resident Camp Program Director****Reports to:** Camp Director

**Objective:** Direct the operation of camp program areas, giving guidance and leadership to the entire program staff. Coordinate camp wide activities and ceremonies. Give leadership to area directors to guide them to successful presentation of the Boy Scout programs meeting the aims of the programs, using the appropriate methods.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card. Must be able to speak, read and write the English language. Must have the ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques. Must have the visual and auditory ability to identify and respond to environmental and other hazards and be physically capable to assist campers in an emergency (fire, evacuation, illness, or injury).

**Specific Responsibilities:** The program director works closely with the camp director in giving leadership to the camp. Specific responsibilities are:

1. Help promote camping opportunities both during camp and in the offseason.
2. Maintain appropriate records as necessary to meet Boy Scouts of America camping standards and to fulfill needs for council use.
3. To supervise program staff through appropriate department heads and personnel.
4. To assist in employing the camp staff and carry out the staff-training program as developed. Be familiar with members of the staff and their problems through helpful supervision and personal conferences.
5. To evaluate staff members as requested and complete a written report on the work of the staff at the end of the season.
6. Deliver a fun and age appropriate program to campers.
7. Interact with Scouts, leaders and staff members to identify areas that require attention to maintain the delivery of quality programming.
8. To have a thorough knowledge of policies and procedures of the camp and council.
9. Be familiar with the requirements, needs, techniques and information required for the delivery of quality programming in all of the areas of camp.
10. Supervise the operation of the program areas through the area directors and appropriate staff members.
11. Maintain high morale of the staff, inspire trust, recognize achievement, and make note of poor performance. Maintain constant touch with the camp operation.
12. Represent the program staff at all leader's meetings.
13. Coordinate camp wide activities through department heads and appropriate staff members.
14. Develop opportunities for camp-wide competitions on all the levels of programming.
15. Deliver all announcements at morning and evening meal.
16. Organize and M.C. campfires.
17. Recognize Scouts and individuals who have made special achievements during their stay at camp.
18. Supervise the staff patrols and ensure that staff patrol duties are carried out as necessary.
19. All other duties as assigned.

**Assistant Ranger****Reports to: Primary:** Ranger**Objective:** Assist in the overall maintenance and repair of all physical property and mechanical equipment and provide support of all program elements.**Essential Functions:** Must be at least 18 years old. Must be able to lift up to 70 lbs., must be sighted and sufficiently mobile to walk over rough, wooded terrain, and must be of sufficient physical condition to perform difficult repetitive tasks under adverse weather conditions, i.e. pushing a lawn mower in hot weather.**Specific Responsibilities:** The Assistant Ranger works closely with the Ranger in meeting maintenance and program support needs of the camp. Specific Responsibilities are:

1. Be particularly alert to conditions that affect health, safety, sanitation, and good housekeeping practices.
2. Plan and assign work projects with troops, staff, and Ranger.
3. Perform janitorial and general maintenance duties like sweeping, scrubbing, wax floors, wash windows, dispose of trash and waste and manage recycling.
4. Prepare an evaluation and summary of current season including inventories, staff evaluations, and recommendations for the following season.
5. Be knowledgeable in, and ready to implement all camp emergency procedures.
6. Regularly maintain fluid levels and operating conditions of camp vehicles.
7. Establish and nurture good working relationships with all staff, campers, and leaders.
8. Assist in the set-up and take down of all camp facilities.
9. Assist in developing conservation project ideas to benefit the camp.
10. All other duties as assigned.

**Medic****Reports to:** Camp Director**Objective:** Provide for the health and safety needs of the camp.**Essential Functions:** Must be at least 21 years old. Must hold at least an EMT certification. Must be able to read and write written communications, see and act quickly in emergencies, speak clearly, be readily physically mobile in the event emergency first aid is required. Must not have any known communicable diseases or open sores or wounds.**Specific Responsibilities:** The Medic alerts the Camp Director to any unsafe actions or conditions of the campers or camp. Specific responsibilities are:

1. Oversee the provided health care at camp, ensuring it meets the individual needs of camp staff and campers.
2. Be particularly alert to conditions which affect health, safety, sanitation, and good housekeeping practices.
3. Work in conjunction with the camp physician, local emergency services and local hospital.
4. Ensure camp staff orientation session is delivered on medical services. Train camp staff members about their role related to health care and first aid.
5. Organize and maintain a daily sick call and first aid treatment center at each camp.
6. Organize and oversee the medical check of each camper upon arrival at camp.
7. Oversee daily health logs of all occurrences involving the first aid center, ensuring and accurate reporting and correct handling of each situation.
8. Oversee First Aid procedures and supplies. Prepare and distribute first aid kits and emergency procedures throughout camp and ensure supplies stay well stocked throughout the summer.
9. If time and knowledge permit, assist in instructing Scouts in related merit badges.
10. Submit a final report of medical supplies needed and recommendations for the next summer.
11. All other duties as assigned.

**Alpine Adventure Director****Reports To:** Camp Director**Objective:** Direct the overall Alpine Adventure operation, giving guidance to Alpine Guides and crews that lead towards the successful completion of the camping season.**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card. Must be interested in working with youth, primarily over the age of 13. Comfortable in an outdoor setting responsible for up to 10 youth (every group is accompanied by an adult participant). Strong backpacking knowledge and skills necessary. Wilderness First Aid and CPR are minimum requirements. Willing to support and uphold the mission and values of the Boy Scouts of America. 18 years or older. Must be able to speak, read and write the English language.**Specific Responsibilities:** The Alpine Director works closely with the Alpine Guides to plan and execute backcountry trips for troops and crews. Specific responsibilities are:

1. Plan and oversee the Alpine Adventure Program.
2. Review and understand all applicable sections of the *BSA National Standards for High Adventure Programs*. Be responsible and coordinate with the Camp Director to ensure camp is in compliance.
3. Understand and implement all BSA, local, and state policies and regulations as they pertain to high adventure trips and out-of-camp wilderness camping. Understand all National Forest Service regulations and procedures for backcountry use.
4. Supervise, coach, and direct the Alpine Guides. Prepare periodic written evaluations of staff to the Camp Director.
5. Be responsible for the inventory, storage, maintenance, and use of all equipment and trail food.
6. Be responsible for the care and use of all vehicles used in conjunction with the program.
7. Submit an end of season report to the Camp Director.
8. Communicate with staff, leaders, scouts, visitors, and various state and local officials to promote, plan, and arrange treks.
9. Communicate and coordinate with trek unit leaders in advance of their arrival at camp.
10. Possess the physical ability required to transport units to and from trek starting and ending locations and to hike to assist trek units in an emergency situation.
11. All other duties as assigned.

## Alpine Adventure Guide

**Reports To:** Alpine Adventure Director

**Objective:** Assist in the overall operation of Alpine Adventures, giving guidance to crews, leading them towards the successful completion of their trek.

**Essential Functions:** Must be interested in working with youth, primarily over the age of 13. Comfortable in an outdoor setting responsible for up to 10 youth (every group is accompanied by an adult participant). Strong backpacking knowledge and skills necessary. Wilderness First Aid and CPR are minimum requirements. Willing to support and uphold the mission and values of the Boy Scouts of America. 18 years or older. Must be able to speak, read and write the English language.

**Specific Responsibilities:** Alpine guides work closely with the Alpine Director to plan and execute backcountry trips for troops and crews. Specific responsibilities are:

1. Enable and assist the development, leadership, and outdoor skills of youth involved in the Scouting program. Treks range from 25 to 45 miles while crossing over the Continental Divide offering peak attempts and snow travel.
2. All guides work together to have food packed and group gear pulled out prior to arrival of groups.
3. Check equipment and distribute all group equipment.
4. Teach basic backcountry skills (including but not limited to cooking, site selection, hygiene, Leave No Trace and route selection).
5. Depending on group ability, teach basic snow travel and glissading.
6. Lead check in and cleaning of equipment at end of week.
7. When not in the backcountry staff is expected to help with in camp program, primarily climbing and aquatics instruction and food service.
8. All other duties as assigned.

**Aquatics Director****Reports To: Primary:** Resident Camp Program Director**Objective:** To develop and execute a variety of aquatics programs to meet the needs of the campers, in coordination with the total camp program.**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card. Currently certified in CPR and physically able to act quickly in emergencies, effectively communicate and clearly understand oral and written communications. Possess superb leadership and managerial capabilities and have a high degree of personal integrity and dependability.**Specific Responsibilities:** Develop a well-rounded aquatics program that will provide campers and leaders, an enjoyable and meaningful camp experience, to include the following:

1. Supervise, train, and motivate the waterfront staff in all aquatic activities.
2. Offer a quality aquatics program to include merit badges, Safe Swim Defense, Safety Afloat, free boating, and swimming.
3. The maintenance, inventory, security, safety, and use of all aquatic equipment.
4. Set-up, and takedown, of all waterfront facilities.
5. Classify all campers according to their swimming ability during check-in and as needed throughout the camp period.
6. Oversee submission of end of week advancement report on all aquatics activities due at end of week.
7. Submit staff evaluations for aquatics staff as requested, and a written evaluation of all waterfront staff at the close of camp.
8. Submit a complete inventory of all on-hand aquatics material and equipment, to include the serviceable condition of each and recommendations for replacements and those supplies needed for next years summer camp operation.
9. All other duties as assigned.

## **Aquatics Counselor**

**Reports To:** Aquatics Director

**Objective:** To instruct campers in various aquatics activities and perform lifeguard duties as required.

**Essential Functions:** Must be a BSA Lifeguard, or equivalent, and be physically able to conduct rescue type maneuvers, able to see and act quickly in emergencies, and communicate clearly, both written and orally.

**Specific Responsibilities:** Exhibit proficiency in at least two of the following waterfront skills: rowing, swimming, and canoeing. Specific responsibilities include:

1. Instruct in activities and merit badges in which proficient.
2. Be familiar with and assist in the enforcement of all safety rules and policies for waterfront areas.
3. Maintain strict safety discipline at all times when campers, leaders, and other staff are in the waterfront area.
4. Assist in the proper care, usage, storage, and maintenance of all aquatics equipment.
5. Participate in any aquatic programs as directed.
6. Participate in camp wide activities, as needed.
7. Assist in the set-up and takedown of all waterfront areas and other campsite facilities.
8. All other duties as assigned.

## **Archery Director**

**Reports To:** Resident Camp Program Director

**Objective:** To assist with instruction and range operation at the Archery Range.

**Essential Functions:** Must be at least 18 years old. Must be physically able and possess enough fine motor control to operate some of the devices used for the shooting sports program. Must be able to count numbers up to 500. Must be able to communicate and understand spoken English communication clearly. Must successfully complete NRA instructor certification.

**Specific Responsibilities:** The Archery Director will exhibit proficiency and demonstrate interest in the Shooting Sports. Specific responsibilities are:

1. Oversee instruction for Archery merit badge.
2. Be familiar with and assist with the strict observation of all safety rules and policies for the Archery range.
3. Oversee submission of end of week advancement report on all aquatics activities due at end of week.
4. Maintain strict discipline at all times when campers, leaders, and other staff members are in the area.
5. Assist in the proper care, storage, and maintenance of all shooting sports equipment.
6. Assist in the set-up and takedown of range facilities.
7. Participate in any other shooting sports programs as directed
8. Participate in all camp wide activities
9. Assist in the set-up and take-down of all campsite facilities
10. All other duties as assigned.

## **Archery Counselor**

**Reports To:** Archery Director

**Objective:** To assist in instructing campers in Archery programs.

**Essential Functions:** Must be able to see and act quickly in emergencies. Must be able to communicate and understand spoken English communication clearly. Must be physically able and possess enough fine motor control to operate some of the devices used for the shooting sports program. Must be able to count numbers up to 500. Must successfully complete NRA instructor certification.

**Specific Responsibilities:** The Archery Counselor will exhibit proficiency in all areas - specific responsibilities are:

1. Assist with instruction for Archery merit badge.
2. Be familiar with and assist in the strict observation of all safety rules and policies for the shooting sports areas.
3. Maintain strict discipline at all times when campers, leaders, and other staff are in the area.
4. Assist in the proper care, storage, and maintenance of all shooting sports equipment.
5. Participate in all camp wide activities.
6. Assist in the set-up and takedown of campsite facilities.
7. All other duties as assigned.

**Climbing Director****Reports To: Primary:** Resident Camp Program Director**Objective:** To assure that each scout has an access to a well-rounded climbing program. Supervise and provide guidance to the climbing staff to ensure a successful camping season.**Essential Functions:** Must be at least 21 years old. Must be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read and write the English language. Must have enough physical endurance to lead and participate in rock climbing sessions. Must hold a valid certification from BSA National Camping School.**Specific Responsibilities:** The Climbing Director must have knowledge of, and be able to teach Climbing to campers and to be able to interact with unit leadership - specific responsibilities are:

1. Supervise, train, and motivate the climbing staff in all their activities.
2. Insure BSA Climbing standards and all safety regulations are followed.
3. Offer a quality program of free Climbing and Climbing merit badge.
4. Direct the set-up and takedown of a program area.
5. Maintenance, inventory, and wise use of all equipment.
6. Teach Climb on Safely to Scoutmasters.
7. Participate in all camp wide activities.
8. Make a written advancement report on all activities at the end of each week.
9. Conduct program staff evaluations for staff as requested and submit a written report on the work of each of the staff at the close of the camp season.
10. Submit a complete inventory of all equipment, including condition and recommendations for next year's supplies.
11. Assist in the set-up and takedown of all campsite facilities.
12. All other duties as assigned.

## **Climbing Counselor**

**Reports To:** Climbing Director

**Objective:** To assure that each scout has access to a well-rounded climbing area and merit badge program.

**Essential Functions:** Must be at least 18 years old. Must be able to be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read and write the English language. Must have enough physical endurance to lead and participate in rock climbing sessions.

**Specific Responsibilities:** Climbing Instructors must have knowledge of, and be able to teach Outdoor Skills to campers and - specific responsibilities are:

1. Offer a quality program to include free Climbing and Climbing Merit Badge.
2. Assist in the set-up and takedown of a quality program area.
3. Insure all safety policies are followed.
4. Promote camp programs and activities through personal contact, Patrol Leader's meetings, and presentations.
5. Participate in all camp wide activities.
6. Assist in the set-up and takedown of all campsite facilities all other duties as assigned.
7. All other duties as assigned.

## **C.O.P.E. Director**

**Reports To:** Resident Camp Program Director

**Objective:** To assure that each scout has access to a well-rounded C.O.P.E. program.

**Essential Functions:** Must be at least 21 years old and possess a current BSA National Camping School Card. Must be able to be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read and write the English language. Must have enough physical endurance to lead and participate in C.O.P.E. sessions.

**Specific Responsibilities:** C.O.P.E. Director must have knowledge of, and be able to teach C.O.P.E. games and safety procedures to campers - specific responsibilities are:

1. Responsible for overseeing the efficient operation of the C.O.P.E. course and for conducting a safe, rewarding experience for all participants.
2. Oversee and conduct training for C.O.P.E. staff. Provide leadership, example, and inspiration to develop COPE staff into a positive and productive team.
3. Pay close attention to their health, safety, welfare, attitude, and behavior. Take immediate action to solve problems.
4. Maintain safety and follow safe procedures as outlined in the BSA's C.O.P.E. manuals.
5. Know each day what the specific duties are and help C.O.P.E. staff with their job duties.
6. Be responsible for the use, care, and upkeep of all equipment.
7. Participate in all camp wide activities.
8. Assist in the set-up and takedown of all campsite facilities all other duties as assigned.
9. All other duties as assigned.

## **C.O.P.E. Counselor**

**Reports To:** C.O.P.E. Director

**Objective:** To assure that each scout has access to a well-rounded C.O.P.E. program.

**Essential Functions:** Must be able to be sufficiently mobile as to visit units in campsites daily. Must be able to speak, read and write the English language. Must have enough physical endurance to lead and participate in C.O.P.E. sessions.

**Specific Responsibilities:** C.O.P.E. Counselor works closely with the C.O.P.E. Director to teach C.O.P.E. games and safety procedures to campers - specific responsibilities are:

1. Assist in overseeing the efficient operation of the C.O.P.E. course and for conducting a safe, rewarding experience for all participants.
2. Assist in conducting training for participants. Provide leadership, example, and inspiration to develop participants into a positive and productive team.
3. Pay close attention to their health, safety, welfare, attitude, and behavior. Take immediate action to solve problems.
4. Maintain safety and follow safe procedures as outlined in the BSA's C.O.P.E. manuals.
5. Participate in all camp wide activities.
6. Assist in the set-up and takedown of all campsite facilities all other duties as assigned.
7. All other duties as assigned.

**Program Counselor**

**Reports To:** Resident Camp Program Director

**Objective:** To instruct campers in various merit badges and perform other duties as required.

**Essential Functions:** Must be to be sufficiently mobile as to be able to visit units in campsites daily. Must be able to speak, read and write the English language.

**Specific Responsibilities:** Specific responsibilities include:

1. Instruct merit badges in which proficient.
2. Be familiar with and assist in the enforcement of all safety rules and policies for camp.
3. Assist in the proper care, usage, storage, and maintenance of camp equipment.
4. Participate in camp wide activities, as needed.
5. Assist in the set-up and takedown of all camp facilities.
6. All other duties as assigned.

### **Counselor-In-Training (C.I.T.)**

**Reports to:** Resident Camp Program Director and specific Area Director during program hour.

**Objective:** To assist the program area staff to which they are assigned in carrying out a quality program, learn the basics of merit badge counseling and what it means to be summer camp staff member.

**Essential Functions:** Must be sufficiently mobile to guide patrols through rough wooded terrain, must be able to understand and communicate the English language.

#### **Specific Responsibilities:**

1. Attend and participate in daily staff training and work sessions during "staff week" and weekly staff meetings during the camp season.
2. During Boy Scout camp, assist the program area staff to which they are assigned each week in carrying out a quality program, but not to the extent that they are merit badge counselors.
3. Abide by the camp staff responsibilities and policies listed in the Camp Staff Manual and live up to the Scout Oath and Law. "Set The Example".
4. Participate in weekly CIT appraisals with the Resident Camp Program Director.
5. Carry out other duties assigned by the Resident Camp Program Director or the Camp Director.