



**CAMP MCKEE**  
**BLUE GRASS COUNCIL**

– SUMMER CAMP STAFF –  
**JOB DESCRIPTIONS**

## Job Descriptions

### **Camp Director**

- Reports to: Scout Executive, Council Program Specialist.
- Requirements: Responsible adult over 25, previous camp staff experience, National Camp School certified, Lives on camp property during Summer Camp Season, financially minded.
- Responsible for: Overall management and safe operation of camp.
- Duties: Camp Leader's guide development  
Plans Merit Badge schedule  
Staff training  
Camp Staff meetings  
Makes sure camp meets all applicable National Standards and federal, state, and local codes.  
Trains and supervises trading post and dining hall staff  
Develops and follows camp operating budget

### **Program Director**

- Reports to: Camp Director
- Requirements: Minimum 21 years old, ability to delegate, gets along well with others, National Camp School certified in Program, lives on camp property during summer camp season.
- Responsible for: All program related aspects of camp including, but not limited to, training and supervising program area staff.
- Duties: Develop weekly camp program including; campfires, mealtime programs, camp-wide games, evening activities, evaluate performance of program area staff, keep up to date program equipment inventory, operate within program budget, train program staff, and lead daily SPL meetings.

### **Camp Ranger**

- Reports to: Camp Director, Scout Executive, And Council Program Specialist
- Requirements: Minimum 21 years old, ability to operate camp equipment and perform various forms of general maintenance. Must be able to work well with volunteers and staff throughout the camp.

Responsible for: Up-keep of camp equipment, facilities, and purchasing of supplies directly related to camp maintenance. Makes sure camp properties are neat in appearance and safe.

Duties: Remove campsite and other facility trash tri-weekly, or when otherwise needed, oversees mowing and landscape maintenance, provides tools and materials for conservation or camp improvement projects, oversees campsite equipment placement and care, supervises maintenance area, makes needed repairs to buildings and equipment, maintains inventory of needed parts and materials. Makes sure all safety regulations (OSHA, etc.) are followed at all times. Other duties as assigned by Camp Director.

### **Assistant Ranger**

Reports to: Camp Director, Camp Ranger

Requirements: Minimum 18 years old must be able to operate lawn care equipment and camp vehicles.

Responsible for: Care of camp grounds and landscaping.

Duties: Mow all areas of cultivated grass, trim around buildings, fences, and walkways. Assist volunteers in these areas. Assist Camp Ranger in removal of campsite and other facility trash. Other duties as assigned by Camp Director.

### **Camp Commissioner**

Reports to: Camp Director

Requirements: Minimum 18 years old, registered Scouter with knowledge of scouting programs.

Responsible for: Creating a high moral among Troops in camp, campsite inspections, training unit leaders in the importance of Troop camping and the Patrol method, interprets national policies and regulations relating to Troops in camp.

Duties: Leads daily campsite inspections, keeps records of Honor Leader, Camper, Troop, and Patrol awards, judges Wednesday night chili and cobbler cook-off, acts as liaison between units and Camp Staff, provides immediate help in solving unit problems in camp, serves as an information source on Camp programs and activities.

## **Health Officer**

Reports to: Camp Director

Requirements: Responsible, minimum 21 years old, holds current certification in one or more of the following; First Responder, EMT, Paramedic, MD, RN, Nurse Practitioner, Physicians Assistant, or must be at least a 2<sup>nd</sup> year Med. School student.

Responsible for: Overall health and safety of camp. Cares for non-life threatening injuries and evaluates need for professional attention. Cleanliness of Health Lodge.

Duties: keeps First Aid Logs for Campers and Staff (two separate logs) up to date, monitors daily Dining Hall hot/cold charts, administers First Aid when needed, assists in teaching First Aid and Emergency Preparedness Merit Badges, is available at all times either in Health Lodge or by radio, performs check-in medical evaluations, accompanies individuals to hospital if needed, maintains security of First Aid logs, Staff and Camper Health Forms.

## **Head Cook**

Reports to: Camp Director

Requirements: Responsible, minimum 21 years old, holds current food manager's card valid in Montgomery County.

Responsible for: Providing safe, nutritious meals for Campers and Staff, maintains a safe, friendly environment for food preparation, serving, and clean up.

Duties: As a dietitian, or with the assistance of a dietitian, develops a healthy menu, generates food orders, verifies and signs for food deliveries, maintains an inventory of food and paper products, oversees the preparation of all meals, oversees the cleaning of all kitchen equipment and area, supervises the kitchen staff and Dining Hall Steward.

## **Dining Hall Steward**

Reports to: Head Cook

Requirements: Minimum 18 years old, holds current food handler's card valid in Montgomery County.

Responsible for: Cleaning of dining hall, rest rooms, surrounding area

Duties: Supervises Troops in entering and sitting in Dining Hall. Supervises Troops and volunteers in cleaning of Dining Hall, rest rooms, decks, and surrounding grounds. Assists the kitchen staff (as directed by head cook) in food preparation and serving, and cleaning of the kitchen area.

## **Trading Post Manager**

Reports to: Camp Business Manager

Requirements: Responsible, minimum 21 years old must be able to oversee cash transactions and maintain accurate records.

Responsible for: Maintaining a reasonable inventory of products and supplies, accounting for all cash received, keeping the trading post and surrounding area neat, clean, and safe, keeping food service items clean and operational, keeping trading post open reasonable hours.

Duties: Keep a running inventory of products and supplies, make regular orders through Camp Director, train and supervise staff in operation and care of trading post equipment, keep shelves and machines stocked, count and turn in money to Camp Director after close of each business day. Monitor trading post and surrounding area for litter and keep clean. Report damaged equipment to Camp Director or Camp Ranger as soon as it is detected.

## **Aquatics Director**

Reports to: Program Director

Requirements: Responsible, minimum 21 years old, holds Aquatics certification from National Camping School, holds current CPR certification.

Responsible for: Overall Aquatics program at camp enforces national standards for aquatics as well as Safe Swim Defense and

Safety Afloat. Safety of participants involved in Aquatics program.

Duties: Supervise Aquatics area staff, lead adult training in Safe Swim Defense and Safety Afloat weekly, hold and promote Water Carnival, Keep Ranger up to date on needed repairs on equipment, keep accurate inventory of equipment and reports needs to Program Director, leads BSA Lifeguard training program, keep Aquatics area clean. Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

## **Shooting Sports Director**

Reports to: Program Director

Requirements: Responsible, minimum 21 years old, holds current certification in Shooting Sports from a National Camping School

Responsible for: Supervises Archery, Rifle, and Shotgun ranges, the archery instructor, and rifle range assistant.

Duties: Maintenance of rifles, shotguns, and bows, trains Shooting Sports staff, keeps accurate camp opening and closing equipment inventory, responsible for safe storage of shooting equipment and ammunition, marks off safe area around ranges, makes sure national safety standards are met and maintained. Keeps shooting ranges clean. Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

## **Outdoor Skills Director**

Reports to: Program Director

Requirements: Minimum 18 years old, Thorough knowledge of and proficiency in Outdoor skills, holds current certification in Outdoor Skills from a National Camping School

Responsible for: Supervises Outdoor Skills area and area staff.

Duties: Insures knowledge and teaching ability of staff in required Scoutcraft skills, keeps up to date, weekly inventory of equipment, develops plan for Camping and Wilderness Survival overnights and informs Program Director of menu needs, develops, with Program Director, a plan for camp

wide patrol competitions in Outdoor skills. Keeps Outdoor Skills area neat, clean, and safe. Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

## **STEM Director**

Reports to: Program Director

Requirements: Minimum 18 years old, Thorough knowledge of and proficiency in in STEM disciplines or has other training or experience in the fields of science, technology, engineering and mathematics.

Responsible for: Coordinating STEM NOVA awards and other STEM merit badges that are taught at camp. Is responsible for all equipment in this area and its safekeeping including inventory.

Duties: Insures staff are properly trained and prepared to teach STEM skills. Maintains the safety of the area during experiments or projects. All chemicals are properly stored. Design, setup, and maintenance of the STEM Center area. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

## **Climbing Director**

Reports to: Program Director

Requirements: Minimum 21 years old, Camp School certified in climbing, physically able to complete tasks associated with climbing, able to work well with people

Responsible for: Supervise set up and operation of climbing tower and natural climbing routes following all National Standards, supervises Climbing Assistant.

Duties: Maintains up to date logs for necessary equipment. Set up and takedown of climbing tower. Ensures Climb on Safely practices are followed. Keeps accurate inventory of equipment. Keep climbing areas (tower and natural rock) clean, neat, and safe. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

## **COPE Director**

Reports to: Program Director

Requirements: Minimum 21 years old, Camp School certified in COPE, physically able to complete tasks associated with COPE, able to work well with people

Responsible for: Supervise set up and operation of COPE area and natural climbing routes following all National Standards, supervises COPE Assistant.

Duties: Maintains up to date logs for necessary equipment. Supervise the COPE low and high courses. Ensures Climb on Safely practices are followed. Keeps accurate inventory of equipment. Keep COPE areas clean, neat, and safe. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

## **Ecology/Conservation Director**

Reports to: Program Director

Requirements: Minimum 18 years old, trained in conducting and outdoor ecology program or who has other specialized training in the fields of forestry, soil and water conservation, fish and wildlife management, ecology or other related fields.

Responsible for: Coordinates ecology and conservation programs at summer camp. Works with federal and state agencies to provide support to program. Coordinates service projects at camp, supervise ecology staff.

Duties: Obtain Camp Conservation Plan from Ranger and work with him to develop conservation project plans for units. Maintain safe and healthy habitats for any animals kept in captivity. Design, setup and maintenance of nature trail. Keep Ecology area clean, neat, and safe. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.



## **Dan Beard Director**

Reports to: Program Director

Requirements: Minimum 21 years old, knowledge of Scouting program, patrol method, outdoor skills, and works well with younger Scouts.

Responsible for: Operation of First Year Camper program, supervises Baden Powell program staff.

Duties: Works with aquatics director to supply Scouts opportunities to complete 2<sup>nd</sup> and 1<sup>st</sup> class swim requirements. Enlists help of unit leaders for program instruction. Keep inventory of program area equipment, advises Program Director of needs. Ensures training of B.P. area staff in BSA patrol method. Insures opportunities for day hikes and Troop moral within B.P. area. Keeps the B.P. area clean, neat, and safe. Provides the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

## **High Adventure Director**

Reports to: Program Director

Requirements: Minimum 21 years old, first AID/CPR trained, physically able to complete tasks associated with high adventure program, and team oriented.

Responsible for: Operation of high adventure program.

Duties: Work with the program and camp director to schedule required high adventure program plans. Will provide feedback and suggested changes to the McKee Adventure Program. Be responsible for transportation of Scouts to and from off-site locations and for their overall health and safety during these trips. Will work with off-site vendors to ensure proper BSA ideas are followed. Work with the head cook to coordinate off-site meals.

## **Instructors (all areas)**

- Reports to: Respective Area Director
- Requirements: Minimum 16 years old, knowledge of, or skill in, a particular area at camp. Ability to teach skills and relate knowledge to other youth.
- Responsible for: Carrying out all duties as assigned, making sure that merit badge skills and knowledge are taught and comprehended by Scouts in the best way possible, treating all Scouts and Leaders at camp as valuable customers, health and safety of all scouts in their area, lesson plan development
- Duties: Teach Merit Badge classes or skills as assigned. Keep accurate records of Scout's attendance to classes and completion of requirements. Set up, maintenance, and take down of program areas. Keep program area and Staff Area neat, clean, and safe. Help with evening camp wide program activities. Any and all other duties as assigned by Camp Management team.

## **Support Staff (trading post, dining hall, etc.)**

- Reports to: Respective area director
- Requirements: Minimum 16 years old with abilities to carry out assigned tasks.
- Responsible for: Carrying out all duties as assigned, assisting with set up, inventory, maintenance, and take down of area and camp equipment. Assisting Scouts and Leaders with specific needs as they arise. Health and safety of all Scouts and leaders. Keep areas clean, neat, and safe.
- Duties: As assigned.