



CAMP MCKEE
BLUE GRASS COUNCIL

Summer Camp Staff Position Descriptions

— 2023 —

Administration

Support Staff

Program Staff

Administration

Camp Director

- Reports to: Scout Executive, Council Summer Camp Staff Adviser
- Requirements: Responsible adult over 25 with previous camp staff experience. Financially minded with National Camp School certification. Lives on camp property during the summer camp season.
- Responsible for: Overall management and safe operation of camp.
- Duties:
- Develop camp leader's guide and merit badge schedule.
 - Plan and conduct camp staff training and meetings.
 - Ensure camp meets all applicable National Standards and federal, state, and local codes.
 - Train and supervise administration and support staff.
 - Develop and follow the 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 programs, including campfires, mealtime programs, camp-wide games, and evening activities.
 - Train and supervise program staff.
 - Keep updated inventory of program equipment.
 - Operate within program budget.
 - Lead daily SPL meetings.

Assistant Program Director

- Reports to: Program Director, Camp Director
- Requirements: Minimum 18 years old. Should have experience in program management, training, and leadership, and possess excellent organizational, communication, and interpersonal skills.
- Responsible for: Assisting the program director with the execution of quality programming for the scouts and leaders attending camp.
- Duties:
- Keeps the posted office hours.
 - Works with the Program Director & Area Directors to make sure that program records are correct.
 - Enter all Scouts information from program sessions daily/weekly as required including class schedule changes.
 - Prepare any and all reports as needed and provide the unit leader with the all needed reports by the end of the week.
 - Coordinates with council committee and Multimedia Coordinator to create content and postings for the Camp McKee social media accounts.
 - Assist program director with evening and other programs as needed.
 - Other duties as assigned by the program or camp director.

Business Manager

- Reports to: Camp Director
- Requirements: Minimum 18 years old. Ability to delegate, gets along well with others, National Camp School certified.
- Responsible for: The business manager oversees the financial operations of the camp. The business manager works with the kitchen staff and trading post staff to inventory, order goods, supplies and purchase services for the camp within the allotted budget.
- Duties:
- Responsible working with the camp staff adviser for ordering the trading post inventory, including but not

- limited to: t-shirts, hats, staff gifts, volunteer gifts, food.
- Responsible for working with the camp program committee to order annual program and office supplies
 - Review weekly trading post inventory and orders materials as needed
 - Work with the Council Trading Post Manager to obtain needed inventory from National Supply
 - Collaborate with the Kitchen staff on food ordering
 - Work with camp management on achieving the summer camp budget
 - Maintain accurate and detailed financial records, including camper fees, trading post revenues petty cash, purchase orders, and check requests, according to council accounting standards
 - Responsible for making daily deposits to minimize cash on hand, and completing daily reconciliation sheets
 - Turn over all financial records to the Camp Director, Staff Adviser, or Scout Executive for review upon request
 - Prepare meaningful financial statements for the Camp Director, the Council Accountant, and the Scout Executive.
 - Responsible for returning inventory at the end of the season, including but not limited to candy, pop, food, and national supply items. This must be completed within one week of the staff being dismissed for the summer.
 - Devise ways to lessen council losses on products at the end of the season
 - Review year- end inventories and develop an order list for the following camp season
 - Complete a year- end close-out report, including a final inventory, how camp did over all, and provide written suggestions for the next camping season
 - Complete the monthly USDA milk report if required
 - Assist with completion of all required paperwork for the BSA National Camp Assessments and any other assessments required to operate camp.
 - Other duties as assigned by the camp director

Camp Ranger

- Reports to: Camp Director, Scout Executive
- Requirements: Minimum 21 years old with 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: Upkeep of camp equipment, facilities, and purchasing of supplies directly related to camp maintenance. Ensures camp properties are neat in appearance and safe.
- Duties:
- Remove campsite and other facility trash tri-weekly, or when otherwise needed.
 - Oversee mowing and landscape maintenance.
 - Provide tools and materials for conservation or camp improvement projects.
 - Oversee campsite equipment placement and care
 - Supervise maintenance area.
 - Make needed repairs to buildings and equipment.
 - Maintain inventory of needed parts and materials.
 - Ensure all safety regulations (OSHA, etc.) are followed at all times.
 - Other duties as assigned by the 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 and trim around buildings, fences, and walkways.
 - Assist volunteers in service and maintenance as needed.
 - Assist Camp Ranger in trash removal.
 - Other duties as assigned by the Camp Director or Ranger.

Camp Commissioner

- Reports to: Camp Director
- Requirements: Minimum 18 years old, registered Scouter with knowledge of Scouting programs.
- Responsible for: Creating a high morale among units in camp, training unit leaders in the importance of unit camping and the patrol method, and interpreting national policies and regulations relating to units in camp.
- Duties:
- Leads daily campsite inspections.
 - Keeps record of honor awards.
 - Judges Wednesday night chili and cobbler cook-off.
 - Acts as liaison between units and camp staff.
 - Provides immediate help with unit problems in camp.
 - Serves as an information source on camp programs and activities.

Health Officer

- Reports to: Camp Director
- Requirements: Responsible adult, minimum 21 years old. Holds current certification in one or more of the following: First Responder, EMT, Paramedic, MD, DO, RN, Nurse Practitioner, Physician's Assistant, or must be at least a 2nd 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 updated first aid logs for campers and staff.
 - 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 in the Health Lodge or by radio.
 - Performs check-in medical evaluations.
 - Accompanies individuals to hospital if needed.
 - Maintains security of first aid logs and health forms.

Multimedia Coordinator

Reports to:	Camp Director
Requirements:	Responsible, with experience and expertise in photography, videography, social media, and communication.
Responsible for:	Telling the story of summer camp, Camp McKee, and Scouting through photos, videos, and multimedia content.
Duties:	<ul style="list-style-type: none">• Take photos and videos of camp activities, participants, and staff for camp promotion, staff recruitment, sharing the story of Scouting in the Blue Grass Council, etc.• Create a weekly recap video (2-3 minutes) to play during Friday supper and post to social media afterwards.• Edit, tag, and upload photos and videos to a shared Google Drive folder.• Request, collect, organize, and upload media submitted by other staff, Scouts, and Scouters.• Create content for the camp social media accounts.• Assist with maintaining the camp website, as needed.• Other duties as assigned.

Support Staff

Head Cook

Reports to:	Camp Business Manager
Requirements:	Responsible adult, minimum 21 years old. Holds current food manager's card valid in Montgomery County.
Responsible for:	Providing safe, nutritious meals for campers and staff. Maintaining a safe, friendly environment for food preparation, serving, and clean-up.
Duties:	<ul style="list-style-type: none">• 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 cleaning of 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:	<ul style="list-style-type: none"> ● Supervises units in entering dining hall and seating. ● Supervises units and volunteers in cleaning 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.

Dining Hall Staff

Reports to:	Head Cook
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 kitchen and camp equipment. Assisting Scouts and adults with specific needs as they arise. Health and safety of all Scouts and adults. Keeping areas clean, neat, and safe.
Duties:	<ul style="list-style-type: none"> ● As assigned.

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 the 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 the Camp Director after the close of each business day.
 - Monitor the 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.

Trading Post Staff

- Reports to: Trading Post Manager
- 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 adults with specific needs as they arise. Health and safety of all Scouts and adults. Keeping areas clean, neat, and safe.
- Duties:
- As assigned.

Program Staff

Aquatics Director

- Reports to: Program Director
- Requirements: Responsible adult, minimum 21 years old. Holds Aquatics certification from National Camping School and current CPR certification.
- Responsible for: Overall Aquatics program at camp and safety of participants involved. Enforces national standards for aquatics, as well as Safe Swim Defense and Safety Afloat.
- Duties:
- Supervise Aquatics area staff.
 - Lead adult training in Safe Swim Defense & Safety Afloat.
 - Hold and promote Water Carnival.
 - Keep Ranger up to date on needed repairs on equipment.
 - Keep accurate inventory of equipment and report needs to the Program Director.
 - Lead BSA Lifeguard training program.
 - Keep the Aquatics area clean.
 - Provide Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

Aquatics Assistant

- Reports to: Aquatics Director
- Requirements: Must be at least 16 years old and have or be able to obtain BSA lifeguard or Red Cross equivalent.
- Responsible for: Overall Aquatics program at camp and safety of participants involved. Enforces national standards for aquatics, as well as Safe Swim Defense and Safety Afloat.
- Duties:
- Serve as a counselor at youth camps, Scouting BSA experience is a plus but not required.
 - Be a leader in the camp.

- Instruct youth ages 7-16 in swimming, canoeing, rowing, kayaking within your skill level. Instruction in these areas will be provided prior to camp. Lake environment.
- Serve as a lifeguard at open swim in a lake environment.
- Assist in planning, organizing and operating a water carnival event (games, relays)
- Participate in other camp activities as required by the program (Campfires, serving meals, serving as guide for check in, etc.)

Shooting Sports Director

Reports to: Program Director

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

Responsible for: All shooting sports programs, including rifle, shotgun, muzzleloaders, throwing sports and archery during the summer camp program.

Duties:

- Maintenance of rifles, shotguns, and bows.
- Train Shooting Sports staff.
- Keep accurate camp opening and closing equipment inventory.
- Responsible for safe storage of shooting equipment and ammunition.
- Mark off safe area around ranges.
- Ensure national safety standards are met and maintained.
- Keep shooting ranges clean.
- Provide Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

NRA Certified Instructor

Reports to: Shooting Sports Director, Program Director

Requirements: Twenty-one years of age or older. Current NRA Instructor rating in the specific shooting sports program for which supervision and instruction is required. The National Camping School shooting sports director can be the NRA Instructor.

NRA Assistant Instructor

Reports to: NRA Certified Instructor, Shooting Sports Director, Program Director

Requirements: Eighteen years of age or older and holds current NRA assistant instructor's certificate in the appropriate discipline • Can assist the NRA Instructor in supervising a range; however, this does not include running a live firing line.

NRA Range Safety Officer

Reports to: Shooting Sports Director, Program Director

Requirements: Twenty-one years of age or older and holds current NRA Range Safety Officer credentials • In charge of the firing line at any time it is in operation • May not leave the firing line at any time while it is in operation

Shooting Sports Program Counselors & Aides

Reports to: Shooting Sports Director, Program Director

Requirements: Sixteen years of age or older and trained for specific duties by a National Camping School shooting sports director

Duties:

- Under on-site supervision of an NRA Range Safety Officer

- May exercise crowd control
- Serve as training assistant for specified topics assigned by the NRA Range Safety Officer
- Move and maintain equipment
- Act as a coach in a student coach/pupil setting
- May **NOT** supervise any live fire

BSA Archery Rangemaster

- Reports to: Shooting Sports Director, Program Director
- Requirements: Eighteen years of age or older and trained by a National Camping School shooting sports director or USA Archery Level 1 Archery Instructor
- Duties:
- To set up and operate a safe archery range for a Cub Scouts, Scouts BSA, Venturing or Sea Scouting archery program according to BSA standards located in Section V of this manual, "Archery and BB Guns."
 - Archery training must be renewed every two years, and this person must have a current Training Course Certificate, No. 33767.

Outdoor Skills Director

- Reports to: Program Director
- Requirements: Minimum 18 years old with 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:
- Ensure knowledge and teaching ability of staff.
 - Keep up-to-date, weekly inventory of equipment.
 - Develop plan for Camping and Wilderness Survival overnights and inform Program Director of menu needs.

- Work with Program Director to develop a plan for camp wide patrol competitions in outdoor skills.
- Keep Outdoor Skills area neat, clean, and safe.
- Provide 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 with 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 merit badges and NOVA awards. Is responsible for all equipment in this area and its safekeeping, including inventory.
Duties:	<ul style="list-style-type: none"> ● Ensure staff are trained and ready to teach STEM skills. ● Maintain the safety of the area during experiments or projects. ● Safely and properly store all chemicals. ● Design, setup, and maintenance of the STEM Center area. ● Provide Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

Climbing Director

Reports to:	Program Director
Requirements:	Minimum 21 years old, physically able to complete tasks associated with climbing. Holds current certification in Climbing from a National Camping School. 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:
- Maintain up-to-date logs for necessary equipment.
 - Set-up and take-down of climbing tower.
 - Ensure Climb on Safely practices are followed.
 - Keep accurate inventory of equipment.
 - Keep climbing areas (tower and natural rock) clean, neat, and safe.
 - Provide Program Director with an accurate roster of Scout's attendance to classes and requirements met.

Ecology/Conservation Director

Reports to: Program Director

Requirements: Minimum 18 years old with training in conducting an outdoor ecology program or 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 the program. Coordinates service projects at camp, supervises ecology staff.

- Duties:
- Obtain camp conservation plan from Ranger and work together 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 Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

Pioneer 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 Pioneer program staff.

- Duties:
- Work with the Aquatics director to supply Scouts opportunities to complete 2nd and 1st Class swim requirements.
 - Enlist help of unit leaders for program instruction.
 - Keep inventory of program area equipment, advises Program Director of needs.
 - Ensures training of Pioneer staff in BSA patrol method.
 - Ensures opportunities for day hikes and troop morale within Pioneer area.
 - Keeps the Pioneer area clean, neat, and safe.
 - Provides the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

Trek Director

Reports to: Program Director

Requirements: Minimum 21 years old, first aid/CPR trained, physically able to complete tasks associated with high adventure programs, 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.
 - Provide feedback and suggested changes to the program.
 - Be responsible for transportation of Scouts to and from off-site locations and for their overall health and safety during these trips.
 - Work with off-site vendors to ensure proper BSA procedures are followed.
 - Work with the head cook to coordinate off-site meals.

Program Instructors (all areas)

- Reports to: Respective Area Director
- Requirements: Minimum 16 years old with knowledge 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 adults at camp as valuable guests, 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 Scouts' 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 the Camp Administrative team.