

# Bear Creek Scout Reservation Employee Manual



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## Introduction

Welcome to life as a Bear Creek staff member! This employee manual is to prepare you for your summer work experience. We hope that you will enjoy working at Bear Creek and that you are ready to help us make this summer a great experience for all the campers. This guide should answer most of your questions and outline your basic responsibilities and duties as a staff member. However, should you have additional questions or concerns, please do not hesitate to ask.



Bear Creek Scout Reservation first started as Indian Creek Scout Camp in 1964. While the landscape, facilities, and staff have changed in various ways and degrees, its mission and purpose of providing a superior camping program and learning environment for the youth of this nation has not changed.









## Chapter One: Behavioral Expectations

### The Scout Law

In scouting we learn the Scout Oath and Law. This is not merely something for you to memorize and repeat during meetings and ceremonies. It is a code for you to live by and a code that you will be expected to follow every minute of every day as a camp staffer. Remember that you have chosen to be a motivator, a mentor, and a role model to thousands of Scouters. Remember also, Scouters include Scouts, their leaders and families, and your fellow staff members. You are responsible for setting the example for all Scouters at all times whether in the Program Valley, the dining hall, or the staff area.

The following will help you relate each point of the Scout Law to your daily life as a camp staffer.

*A Scout Is Trustworthy:* You will find that trust and success go hand in hand. At camp, you will be entrusted with duties and responsibilities that you will be expected to fulfill. Your Directors trust you to do your job to the best of your abilities at all times, and the scouts you are working with trust you to provide them with the guidance and information they need. Remember also that trust is two-way. You must learn to trust your fellow staff members and directors as well as earn their trust for you. Being a staffer means being dependable and being able and willing to depend on others.

*A Scout Is Loyal:* Loyalty to your camp and your fellow staffers is essential. It is important that you respect those you work with and for with utter pride and confidence even if you disagree with them. This is achieved through following the chain of command. Remember that complaints only go up. Do not criticize your fellow staffers. If you have a problem, consult with one of your superiors. Remember that rumors destroy loyalty as well as friendships.

*A Scout Is Helpful:* If it were not for helpfulness, things may never get done. It is your responsibility to help those in need whether it is a Scout, a leader, a fellow staffer, or anyone else. If you see someone having difficulty, offer assistance. If you see a staff member working hard all by himself/herself, it is your responsibility to stop and help them. Remember that you are never in too much of a hurry to lend a helpful hand. You never know when you may need one yourself. Helpfulness is the key to avoiding resentment.

*A Scout Is Friendly:* During your time at Bear Creek, you will encounter thousands of Scouters. You may not speak to each one or even notice each one, but as a staffer every one of them will notice you. It should be your task to make the best impression possible on everyone who sees you. Smile even if you think no one is looking because someone always is, make eye contact and greet everyone you pass, and never miss an opportunity to let someone know you care.

*A Scout is Courteous:* The second you forget to be polite and respect those around you will last an eternity in the minds of others. You can be nice to someone a million times, but they will always remember the one time you were rude to them. So, be mindful of those around you. Watch your language and your step. Always give up the right of way. Don't argue with someone

even if you know you're right and apologize when you are wrong even if you're not. Always put those around you ahead of yourself.

*A Scout Is Kind:* Kindness is key. It is what makes you helpful, friendly and courteous and what earns you trust, loyalty, and obedience. Kindness is a measure of your humanity. At camp you must be kind to everything around you. Do not forget to include the environment around you. Remember again that you are setting the example. Be kind to the plants, animals, and people that you spend time with every day at camp.

*A Scout is Obedient:* You will be given countless assignments and duties at camp and will be expected to complete them. When someone assigns you a duty, you will be expected to obey. If you feel that your assignment goes against the principals of scouting discuss it with a superior. Remember that your obedience reflects upon your trustworthiness and your loyalty.

*A Scout is Cheerful:* Happiness is contagious, and the only thing we want spread around camp. When you are hardest at work doing the job you enjoy the least is when you need to smile brightest. If you are cheerful, so will be those around you. Let your cheerfulness motivate you and others. If you are not cheerful every minute of every day at camp, find someone who is and let it grow on you. Then, spread the joy.

*A Scout is Thrifty:* This is a Boy Scout camp. The equipment, supplies, and facilities you use every day belong to the camp and cost a good amount of money. Keep that in mind at all times and treat the things you use as if you paid for them yourself. With your help, the money we would have to spend replacing lost, stolen, or damaged property could be used to further improve the camp.

*A Scout is Brave:* Being brave does not have to mean fighting off a mountain lion. Being brave means standing up for your principals and making the right decisions. Being brave means standing up for what is right and putting a stop to what is wrong.† If you disagree with something going on, have the courage to bring it to your superior's attention or if the situation presents an immediate danger, take it upon yourself to correct it. Don't let the actions of others govern you against your will.

*A Scout is Clean:* Cleanliness is next to Godliness, and much appreciated by your fellow Scouters. At camp you will be expected to maintain your personal hygiene, your living quarters, your work area, and your morals. You will be expected to shave and shower regularly, wear clean uniforms daily, and maintain your personal appearance to the satisfaction of your superiors. Your living quarters and work area must remain free of trash and unsightly belongings, organized, and clean. Remember that cleanliness is also expressed in your morals. Watch your language no matter where you are.

*A Scout Is Reverent:* Being reverent at camp is a unique duty. Because you will be in contact with thousands of people, you will encounter many different forms of religion. Be respectful of all and mindful of what you say. Remember that no one's religion is wrong just because it is different from yours. It is possible to worship in your own way while respecting the faiths of others.

## Rules and Regulations

The following rules are implied in the Scout Oath and Law, and therefore should already be a part of your daily life. However, it is sometimes necessary to be reminded of the basic behaviors expected of us. Therefore the following rules have been established to prevent any misunderstandings.

- **Alcohol:** The possession, sale, or use of alcoholic beverages is not permitted on camp property. Being intoxicated on camp, including arriving to camp intoxicated, will not be tolerated. Remember, it is a crime to provide alcohol to persons under 21 years of age.
- **Drugs:** The misuse of any drugs, legal or illegal, or any other controlled substance is not permitted on camp.
- **Tobacco:** Use of any type of tobacco is only allowed in designated areas. Staff members under 18 years of age are not permitted to use tobacco products. Remember, it is a crime to provide tobacco products to persons under 18 years of age.
- **Theft:** Theft will not be tolerated.
- **Misconduct:** Any violation of law, gross misconduct, fighting, and/or willful damaging of personal or private property on or off camp will not be tolerated.
- **Camp Guidelines:** All employees will follow guidelines set forth by the National Office, the Alamo Area Council, and the Bear Creek Scout Reservation.
- **Language:** Use of language, references, or actions not in keeping with the Boy Scouts of America will not be tolerated.
- **Gambling:** Gambling will not be tolerated.
- **Hazing:** Hazing of any kind will not be tolerated.

These policies have been established for your safety and the safety of all who attend Bear Creek. We understand that there are always two sides to every story, and we will not dismiss you without fully investigating allegations made against anyone.

## Conditions of Employment

In addition to the rules set forth in the last section, there are a few more conditions of employment:

- You must be a registered member of the Boy Scouts of America.
- You must have a current physical examination.
- We must have a W-4 and an I-9 with sources of proof on record for you.
- If your position requires the use of a vehicle, you must have a valid driver's license.







## Chapter Two: Regarding You

### Vehicles on Camp

- Due to the nature of camping, vehicles are out of place. As such it is our hope to minimize the use of vehicles on camp. If you are unable or unwilling to abide by the following rules concerning vehicles, please don't bring your vehicle on camp!
- Staff members under 18 years of age should not bring their vehicles to camp. If they must, they will be required to leave their vehicle at the water tower.
- Staff members over 18 years of age may bring their vehicles to camp, and must park in designated parking areas at the staff area. If parking becomes crowded, it may be necessary to require non-emergency designated vehicles to park at the water tower.
- Driving on camp (especially from the staff area to either the dining hall or the program valley and/or back) is strictly prohibited. Only certain staff members designated by the Camp Director will be authorized to drive on camp.
- Giving rides to Scouts or Scouters is strictly prohibited.
- If you have been granted permission to drive on camp for program or health related reasons, this does not entitle you to give rides to other staff members. If you do, you may lose the privilege to drive on camp.
- If in an emergency, for camp related reasons, or on nights off, you are required/able to give a staff member a ride, you must follow these rules:
  - If you are under eighteen you should not be driving on camp and cannot transport anyone.
  - You must have two over 18 year olds to transport one or more under eighteen year olds. One over 18 and two under does NOT work.
  - When combining male and female staffers, there must be two females present. One female and two males does NOT work.

Certain staff members may be asked if their vehicle can be used as an emergency vehicle. This does not give you the right to drive on camp. If an emergency arises (flood or other), your vehicle may be used to transport staff, Scouters, or supplies from location to location with either you or a competent replacement approved by you as a driver. In non-emergencies, your vehicle must remain in the designated parking area.

You must park in designated parking areas at all times.

If any of the above rules are broken, you will be asked to remove your vehicle from camp property permanently. If this is inconvenient at the moment or your vehicle is used for transportation to and from camp, you may instead be required to park your vehicle at the water tower.

If you will require the use of a vehicle on camp for any reason, please make your request in writing and accompanied by proof (Doctor's excuse, etc.)

## Time Off

Your basic contract for employment is for staff development as directed by the Camp Director and the specific period of Summer Camp. This employment is from Noon (12:00pm) Sunday to the following Saturday until the last troop leaves and is a 24 hour a day commitment. Dismissal time on Saturdays varies but will usually be no later than noon (12:00pm) On occasion, certain staff members may be asked to stay late on Saturdays, come early on Sundays, or stay over the weekend. A small number of staffers may be offered employment for selected weekends and special programs including but not limited to Camp Akela. It is intended that this additional employment be compensated for at the same salary rate.

Each employee will have a certain amount of free time to spend on his or her own for advancement or simple relaxation. This does not imply that you will be allowed to leave camp. When you come to camp, you should expect to stay on camp and should plan as necessary for that stay. When you are released on Saturday, you should plan on leaving camp and returning as scheduled on Sunday. There are no arrangements for meals between Saturday breakfast and Sunday lunch.

Special permission may be granted to staff members wishing to stay on camp over the weekend. If you stay on camp over the weekend, you are still bound by all rules of your employment. Breaking those rules may result in dismissal from camp.

It has been a tradition in the past for staff members to receive a night off. *It must be stressed that the needs of the camp have the first and highest priority and a night off is a privilege, not a right by contract.* It is also necessary to keep a majority of the staff on camp at all times in case of an emergency. A schedule of which areas get which night off will be posted in the staff area. In addition, different curfews will be set for staff members under and over 18 and 21. Staff members under the age of 18 must have written authority to leave camp other than going to and from their home. Nights off are not for being bad representatives of Bear Creek. It is for having fun within camp guidelines. It is for picking up more supplies such as food and other living materials. Go to a restraint, a movie, Walmart, *just don't be stupid, and don't break curfew.*

Breaking curfew may result in the loss of further nights off for all parties' involved and/or other corrective action as seen fit. On nights that you do not have off, all staff members are expected to participate in evening programs.

When taking a night off,

- You must abide by the guidelines of Youth Protection.
- You will be dressed modestly, collared shirts preferred.
- You will abide by the Scout Law and other expectations set in Chapter 1.
- *You are still representing Bear Creek on your night off. Actions you partake in on your night off can have consequences at Camp. Kerrville is a small place and word travels fast.*



## Pay

Payment is by direct deposit or debit card. Each employee has agreed to a salary as specified in their contract. That salary is based upon the employee's experience, eligibility, and camp needs. *Any discussion of salary among employees is inappropriate and will be grounds for dismissal.* Federal Income Tax and Social Security payments will be deducted from your gross pay. The Camp Director or Program Director will see to your direct deposit payment is in order.

As with most jobs, pay is not distributed until work is completed. Therefore, you will receive payment for the first week on the third week, not during the first week. Your final paycheck will be transferred to your direct deposit approximately two weeks after your last week of work. The pay schedule is detailed in the box to the right and is subject to change.

You will not be paid for days you do not work. If you only work a half week, you can expect to receive a paycheck in the amount of half of your regular salary. If you miss a single day, you can expect to be paid 5/6 of your regular salary based on a six day work week as specified in the first paragraph of the Section Time Off. The following formula can be used to calculate your pay when time is missed.

Week Worked	Paycheck Distributed / Money Deposited
Staff Week	Week Two
Week One	Week Three
Week Two	Week Four
Week Three	Week Five
Week Four	Camp Akela
Week Five	Mailed
Camp Akela	Mailed

Example: If your pay is \$120 a week and you miss one day, divide \$120 by 6. This is how much you have lost for that day. Therefore your paycheck for that week will be \$120 - \$20 = \$100.

$$S \times D/6 = P$$

P is pay

S is salary

D is actual days worked

Bear Creek does offer certain incentives including bonuses for First Year Staffers who have been Counselors in Training (CITs), Eagle Scouts, over 18 year olds, and over 21 year olds as well as graduated pay increases for every additional year as a Bear Creek staff member.

**Please Note: Your w-4 and I-9 must be turned in and complete before we can pay you!**

## Staff Housing

The staff quarters will be a community situation with quiet times and lights out established and enforced. Each staff member is responsible for maintaining the cleanliness and order of his personal space and the communal areas. One or more Resident Advisors (RAs) will be assigned to oversee the proper maintenance of the staff area. A duty roster will be established including cabin assignments for cleaning the restrooms, foyer, kitchen, laundry room, corners, and parking lot.

In the past, the kitchen has been an area of much concern. A limited amount of kitchen utensils, pots and pans, and appliances (including a refrigerator and a microwave) are supplied.

*Remember that a Scout is clean!* If you make a mess in the kitchen, you are personally responsible for cleaning that mess. This includes washing any dishes or utensils used, cleaning out the microwave when you make a mess, cleaning up any spills you make, and throwing away your food from the refrigerator when it is spoiled. If the kitchen is not properly maintained, it will be locked for an undefined period of time.

The computer lab is the only air conditioned room in the male staff area. This is not a luxury resort! It is air conditioned for the benefit of the computers, not the staff. The lab's main purpose is for paperwork, not for sleeping, watching movies, playing cards, or playing video games. This room can also be locked for an undefined period of time if it is being abused.

Though the foyer may be used for watching television, movies, or playing video games, no personal items should be left in the open. If something is not being used, it should be stored in your cabin. Theft is something we would like to believe Scouts and Scouters are incapable of, but the truth is things disappear. Avoid that situation; stow your gear.

A cabin is considered clean and orderly if there is no visible clutter. You are provided storage areas and should bring a box of some sort. Dirty clothes strewn about, empty food and drink containers, and miscellaneous piles lying about will not be tolerated. Your bed should also have the semblance of being made. Campers can and will aimlessly walk through the foyer and there will be a weekly (or sometimes more often) inspection and your cabin must appear orderly.

A lot of money and work has gone into providing the staff with exceptional housing. Staff members are expected to maintain and respect their quarters and the camp. You will be held responsible for any damages you may cause to any facility or building.

You must also respect those living with you. If your musical taste might not suit the pallet of those around you, be prepared to turn it off or use headphones. Over eighteen year olds may not watch R-rated movies in plain sight of under eighteen year olds. Reading material should be appropriate, and your language must be as well. Other distasteful conduct will be dealt with swiftly as it arises.

Staff members are provided with electrical outlets and bunk beds with mattresses. Here is a checklist of some suggested items to make your stay more livable and to help you be prepared for working in your areas.

	Sheets or other bedding		A fan
	Pillows		Music generating device
	A light blanket		Toiletries (towel, soap, shampoo, etc.)
	A lockable foot locker		Laundry detergent
	Foldable chairs		Sleeping bag
	Flashlight		Musical Instrument
	Laundry bag		A lamp
	A camera		An alarm clock
	A pocket knife		A wrist watch
	A backpack		An extension cord
	Spending money		Sunglasses
	Sunscreen		Paper and writing utensils

## The Staff Uniform

*Each staff member will be responsible for having enough Scout shorts and Scout socks to wear every day as part of their official uniform. Each staff member must also have an official Scout uniform shirt (Class A) complete with necessary patches. Bear Creek will provide each staff member two staff T-shirts (see staff member on the left) and one staff polo shirt (see staff member on the right). Counselors in Training will receive 2 staff T-shirts. *This means you will need to wash clothes during the week.* A dirty uniform is not acceptable. Below is our uniform schedule which is subject to change. Official Scout shorts and official Scout socks will be worn at all times!*

*You will be expected to wear the official Scout uniform shirt (Class A) to evening flag ceremony and throughout dinner every day!*

**Sunday (troop arrivals)** Staff polo shirt

**Monday through Thursday** Staff T-shirts

**Friday (parent's day)** Staff polo shirt

**Saturday (troop departures)** Staff polo shirt

A hat is suggested but optional and must be scouting related. If you are an OA member, you may wear your sash on Fridays. Any other articles must be cleared through the Camp Director or Program Director.

Here is a clothing checklist of other suggested items of clothing that are sometimes essential and usually forgotten:

	Undershirts		T-shirts (scouting related)
	Work clothes (long pants/sleeves, etc.)		Underwear
	Cotton Socks		Blue jeans
	Swim suit		Light jacket
	Rain jacket		Hiking boots
	Extra shoes		Something to sleep in
	Clothes for your night off		Clothes to wear around the staff area

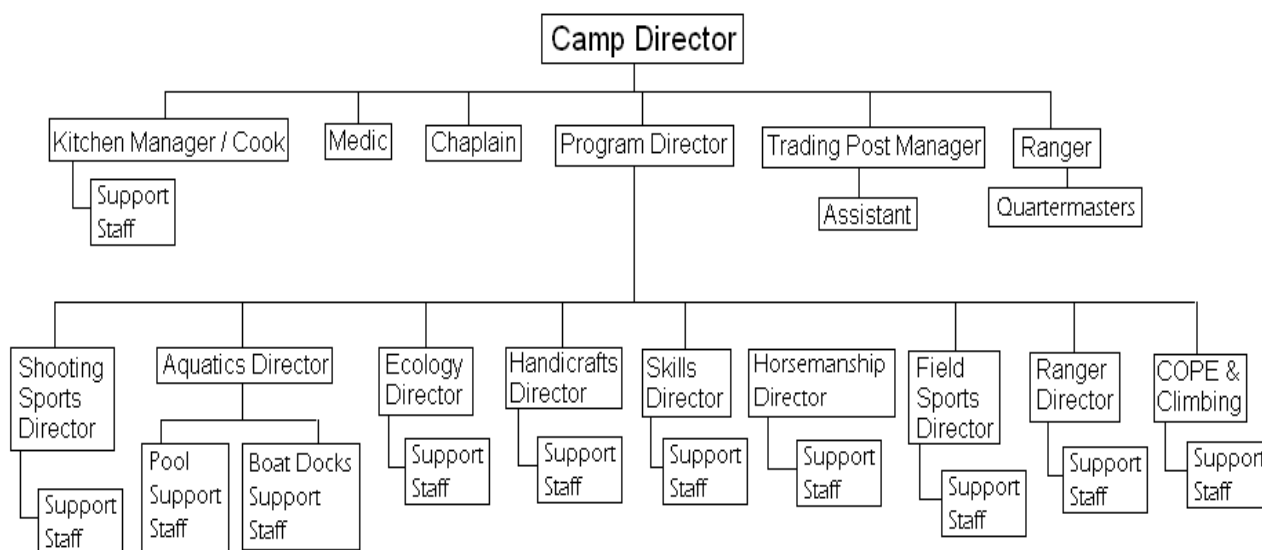




## Chapter Three: By the Books

### Camp Organization (Chain of Command)

Following the appropriate chain of command is an essential part of camp operation. Orders move down and complaints move up. If you have a problem with your orders, bring it to the attention of your supervisors. If your complaint is with your supervisor, move to the next level in the chain of command. Never complain to another staff member or the director of an area for which you do not work. Below is the chain of command followed by Bear Creek.



### Paperwork



One of the most important aspects of summer camp is paperwork. As a staff member, you will be required to do your fair share. It cannot be stressed enough how important it is. To ensure that paperwork is done correctly, all staff members will go through a special training/explanation on how to correctly complete all necessary forms. If you miss that session, please seek assistance with your Area Director.

## Policies and Procedures

**Open Door Policy:** If you feel for any reason that you need to talk with anyone in Camp Management about anything, you may do so without fear of reprisal. It is best to resolve a conflict or situation before it escalates. We take all concerns very seriously.

**Youth Protection:** As required by the National Council, Boy Scouts of America, youth protection will be reviewed during staff training. It is critical that these policies be practiced. Specifically the following rules:

- The Buddy System applies to staff as well as campers. This will protect you and the camp from any false allegations.
- Absolutely avoid one on one situations. If you need to counsel a Scout, make sure you remain in plain view of others. When a staff supervisor is counseling another staff member, they must remain in public view or include others in the session.

For further rules involving youth protection as it pertains to staff members, see “Vehicles on Camp” and “Time Off.”

**Sexual Harassment:** During staff week, a presentation will be made regarding sexual harassment. Pay close attention as sexual harassment will not be tolerated. Any time a person creates a situation that is offensive or hostile for a person of the same or opposite sex, it may be construed as sexual harassment. The Alamo Area Council will maintain a safe and comfortable work environment for all persons regardless of their gender.

**Unauthorized Intrusion Procedure:** It is the policy of the Alamo Area Council, Boy Scouts of America that all visitors/guests must check in at the camp office before entering the camp. Any person(s) not checking in at the camp office will be considered an unauthorized intruder. If there is an intruder, the following procedure will be followed by all staff, camp leaders, and campers.

1. Notify the Camp Director of the location of the unauthorized person(s) immediately.
2. Camp Director will approach unauthorized person(s) and request an official check-in.
3. If the unauthorized person(s) refuses to cooperate, the Camp Director will call local law enforcement.
4. Camp Director will also contact the Scout Executive.

**Disclaimer** - Bear Creek Scout Reservation and Alamo Area Council are equal opportunity employers. All staff members are hired without regard to race, color, sex, national origin, or handicap.







## Chapter Four: Job Descriptions

### Job Descriptions

The following pages contain job descriptions for certain key staff positions.

#### All Staff Members:

- Promote Scout Spirit and Enthusiasm.
- Live up to the Scout Oath and Law
- Provide the example for campers and staffers by following the rules of camp and the staff guidelines.
- Keep your program area, the camp in general, and yourself clean and neat.
- Participate in the events and activities at Camp.
- Be prepared and willing to lead a song with no notice when the need arises and participate in the Songs and Skits of the camp-wide campfires.
- Provide awards from your program area as appropriate.
- Be available to all the units in camp. Remember, campers come first.
- Engage with Campers whenever they're present and do not cluster with other staff members to the side.
- Serve meals on the serving line and attend other food service stations upon request and need of the kitchen staff. This means ask them when you arrive to the dining hall.
- Keep Staff Area clean and presentable to the highest standard.
- Set an example as a staff member in appearance, spirit, attitude, uniform, and by using the Scout Oath and Law.

#### Camp Director

- Responsible for the overall management and operation of camp. The Camp Director may delegate supervision of certain employees or key staff members. Reports directly to the Director of Support Services.
- Attends National Camping School for Camp Director training.
- Organizes staff interviews and employs competent adult and youth staff.
- Conducts the pre-camp inspection with the Council Health and Safety Committee.
- Ensures that all National Camp Standards are met before camp opens.
- Ensures that that National Camp Standards are met.
- Maintains health and safety standards for each person attending camp.
- Responsible for the overall operation of the camp in keeping with the accepted procedures, policies, and standards of Scout Camping.
- Works closely with the Program Director and Area Directors to make sure all aspects of camp are operating efficiently.
- Responsible for training of all staff members.
- Conducts the pre-camp leader's orientation.
- Implements Youth Protection Guidelines in camp.

- Develops Camp budget and works with the professional staff member to oversee the budget.
- Works closely with the Camp Ranger to manage facilities and maintenance needs of camp.
- Works closely with the Food services Manager to manage dining needs of camp.
- Makes sure the staff is happy and that morale remains high during the entire summer season.
- Supervises the trading post operation and trains the Trading Post Manager in its operation.
- Approves the acquisition all supplies for camp, including Trading Post and Program supplies.

### Program Director

- The Program Director leads the overall summer camping program. Plans and implements the camp program. Evaluates the program weekly and makes recommendations. Reports directly to the Camp Director.
- Attends National Camping School for Program Director training.
- Delegates specific responsibilities to key staff members.
- Plans Leader's meetings in camp.
- Works closely with area directors to make sure program is running smoothly and efficiently.
- Responsible for maintaining peak morale among staff and campers.
- Evaluates the effectiveness of programs and makes improvements during the season, and provides basic program plans for the next season.
- Conducts all staff meetings.
- Coordinates the planning and preparation of special events.
- Directs the Counselor In Training Program.
- Carries out responsibilities as assigned by the Camp Director
- Evaluates personal aptitude and effectiveness of staff members periodically during the season.
- Handles or participates in certain activities and makes frequent on-site evaluations of the quality of program being provided.
- Ensures that all the National Standards are met in the program areas.
- Administrative Assistant
- Responsible for the Customer service and monies from trading post. Responsible for program records. Reports directly to the Camp Director.
- Checks in units and collects monies due, write field receipts with all info for all monies collected.
- Answers phones, check messages and delivers messages.
- Makes sure trading post is inventoried on a weekly basis.
- Prepares deposits to be taken to the bank twice weekly.
- Carries out all other responsibilities as assigned by the Camp Director.
- Responsible for getting all supplies needed, as approved by the Camp Director.
- During an emergency, work with Camp Director to manager telephone & radio communications.

### Camp Ranger

- Responsible for the overall facilities maintenance and development in camp. Reports directly to the Camp Director.
- Attends National Camping School for Camp Ranger training.
- Supervises all camp property.
- In the absence of the Quartermaster; responsible for the Quartermaster area and check out of equipment to troops.
- Ensures proper functioning of all camp facilities and equipment, and keeps the camp in good repair.
- Makes sure all National Standards are met that deal with the maintenance of camp and facilities.

### Medical Officer

- Responsible for providing first response medical support to all personnel in camp. Reports directly to the Camp Director.
- Maintains appropriate and current levels of medic certifications.
- Carries out medical checks of all camp staff and all campers upon first arrival in camp.
- Works closely with the Camp Director to ensure the smooth operation of the medical checks during unit check-ins.
- Maintains appropriate records of personnel medical needs and medical response logs.
- Provides first response medical response to all personnel in camp.
- Ensures that the medical facilities meet or exceed all Health Dept. and BSA National Standards for medical support and drug and medical equipment storage and maintenance.
- Ensures that first aid kits and all necessary supplies are kept fully stocked in the medical lodge and in all program areas.
- Provides lists of necessary first aid and medical supplies to the Camp Director.
- Works cooperatively with camp personnel and external medical response personnel in the event of a medical emergency.
- Works with Camp Director to prepare written emergency response plans, communicates those plans to camp staff, and conducts staff emergency medical response drills as is deemed necessary by the Medic and the Camp Director.
- Keeps the medical facilities clean at all times.
- Carries out any other duties as assigned by the Camp Director.

### Head Cook

- Prepares and serves all meals at camp. Reports to the Camp Director.
- Trains, inspires and leads the kitchen staff members.
- Ensures all meals are provided on time.
- Ensures that the kitchen area meets or exceeds all Health Dept. and BSA National Standards for health, safety, food preparation, and storage.
- Keeps kitchen area clean at all times.

### Trading Post Manager

- Responsible for the overall operation of the Trading Post. Reports directly to the Camp Administrative Assistant.

- Keeps the shelves properly stocked and merchandise attractively displayed.
- Keeps posted hours of operation for campers.
- Keeps prices marked.
- Keeps track of income, expenses, and conducts weekly inventory.
- Responsible for keeping the inside and outside of the Trading Post clean.
- Provides ordering needs to the Camp Director on Wednesday of each week.
- Participates in the program of the camp, including campfires and songfests.
- Supervises and trains the staff and counselors in training assigned to the Trading Post area.
- Carries out any other duties as may be assigned by the Camp Director.



### Outdoor Skills Director

- Supervise the Skills area in camp which includes pioneering, camping and wood tools.
- Reports directly to the Program Director.
- Maintains proper supplies needed for Skills merit badge work and other Scoutcraft programs.
- Leads, inspires and trains the area staff members in their specific responsibilities in the Skills area.
- Supervises the staff and counselors in training assigned to the Skills area.
- Provides guidance on hikes or programs operated from the Scoutcraft area.
- Plans projects which use skills learned in the Skills area.
- Is responsible for the safety of participants in the Scoutcraft area, and keeps the area clean.
- Is knowledgeable in all merit badges that belong to the Scoutcraft area.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

### Ecology Director

- Coordinates ecology and conservation programs at summer camp including the nature related merit badges. Works with state and federal agencies that can provide additional program resources. Reports to the Program Director.
- Provides instruction to the Scouts which encourages a respect for the environment and an understanding of the ecosystem.
- Supervises and is responsible for the operation of the Nature Area.
- Leads, inspires and trains the staff assigned to the Nature Area.
- Plans conservation projects for Scouts and units to do in camp. Provides a list of projects to the Program Director and leaders in camp.
- Is responsible for camp-wide awareness of the camp's ecological system.
- Has a thorough knowledge and is responsible for all merit badges that relate to nature and the environment.
- Makes sure the Nature Trail is up to date and all points are in good condition. Provides Scouts self-guided map and explanation of the Nature Trail.
- Coordinates and carries out a plan for recycling throughout the camp.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

### Aquatics Director

- Responsible for the overall operation of the Aquatics area. Enforces national aquatics policies in camp.
- Reports directly to the Program Director.
- Attends National Camp School for Aquatics Director training.
- Is responsible for the health and safety of all persons in and around the three aquatic areas.
- Inspires, leads and trains the staff and counselors in training assigned to the aquatics areas.
- Keeps areas clean and equipment organized. Reports any damage to equipment to the Camp Director.
- Provides the best possible instruction in all of the merit badges and other related aquatics programs, provided by the camp.
- Develops plan for emergency procedures relating to potential accidents in the area.
- Uses the 8 point Safe Swim Defense Plan and the 9 point Safety Afloat Plan.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

### Handicraft Director

- Responsible for the effective operation of the Handicraft area.
- Reports directly to the Program Director.
- Provides instruction to Scouts in the Leatherwork, Woodworking, Basketry, and other Handicraft related merit badges and programs.
- Assists the Camp Director in ordering enough handicraft supplies for the trading post and supplies that the Handicraft area needs to operate efficiently.



- Leads, inspires and trains the staff and counselors in training assigned to the Handicraft area.
- Keeps the Handicraft area clean and safe.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

### Shooting Sports Director

- Supervises the operation of the shooting ranges for the .22 rifle, Shotgun, and Archery Ranges.
- Reports directly to the Program Director.
- Attends National Camp School for Shooting Sports Director training.
- Leads, inspires and trains the Shooting Sports Staff on their responsibilities.
- Knows the safety regulations for all shooting equipment.
- Responsible for the safe and proper storage of shooting equipment and ammunition.
- Ensures that National Camp Standards in the Shooting Sports section are met.
- Provides the best possible instruction in all of the merit badges and other related shooting sports events.
- Cleans rifles and shotguns as recommended by the firearms manufacturer.
- Responsible for the health and safety of all persons on the shooting ranges.

### Field Sports Director

- Supervise the Field Sports area in camp which includes all merit badges taught in that area for the given year as dictated by the Camp Director.
- Reports Directly to the Program Director
- Maintains proper supplies needed for Field Sports merit badge work and other Scoutcraft programs.
- Leads, inspires and trains the area staff members in their specific responsibilities in the Field Sports area.
- Supervises the staff and counselors in training assigned to the Field Sports area.
- Provides guidance during games or programs operated from the Field Sports area.
- Plans projects which use skills learned in the Field Sports area.
- Is responsible for the safety of participants in the Field Sports area, and keeps the area clean.
- Is knowledgeable in all merit badges that belong to the Fieldsports area.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

### American Heritage Director

- Supervise the American Heritage area in camp which includes all merit badges taught in that area for the given year as dictated by the Camp Director.
- Reports Directly to the Program Director
- Maintains proper supplies needed for American Heritage merit badge work and other Scoutcraft programs.
- Leads, inspires and trains the area staff members in their specific responsibilities in the American Heritage area.



- Supervises the staff and counselors in training assigned to the American Heritage area.
- Provides guidance during games or programs operated from the Field Sports area.
- Plans projects which use skills learned in the American Heritage area.
- Is responsible for the safety of participants in the American Heritage area, and keeps the area clean.
- Is knowledgeable in all merit badges that belong to the American Heritage area.
- Carries out any other duties as may be assigned by the Camp Director or Program Director.

### Program Area Staff

- Responsible for quality instruction of campers in assigned program area. Reports to the area director.
- Has a thorough understanding of all the merit badges assigned by the area director.
- Develops and implements lesson plans for assigned merit badges and skill instruction activities assigned by the area director.
- Provides lists of supplies needed for area and merit badge activities to the area director.
- Fills fifty minutes of class time with material that relates to their specific merit badge even if it does not directly cover a requirement.
- Covers all requirements doable at camp.
- Participates enthusiastically in camp-wide activities, campfires, and songfests.
- Performs any other duties assigned by the Area, Program, or Camp Director.

### Kitchen Staff

- Responsible for supporting meal preparation and service, and kitchen and dining hall organization and cleaning. Reports to the Head Cook.
- Assists in food preparation, facility maintenance and cleanliness.
- Ensures that the items necessary for food service are ready before each meal.
- Helps to provide an entertaining, positive environment at meals.
- Carries out any other duties as assigned by the Head Kitchen Steward.

### Counselor-In-Training

- Assist, to the best of your ability, any given area to which you may be assigned. Assignments areas may include: Skills, Nature, Handicraft, Waterfront, Shooting Sports, Maintenance, Kitchen, and Administration.
- Take responsibility to ensure that you are learning the skills while in each area.
- Become familiar with the methods and skills of camp leadership.
- To help and guide all Scouts to enrich their outdoor qualities and build spirit so Scouts will remember Bear Creek Scout Reservation as a valuable experience.
- Work closely with the units in camp to ensure a positive experience and to keep communications open.
- Set an example as a staff member in appearance, spirit, attitude, uniform, and by using the Scout Oath and Law.
- Any other duties that may be assigned to you by the Camp Director or Program Director.
- Reports to person in charge of area assigned to.

**Commissioner:**

This volunteer position is a customer service specialist. Reports directly to the Camp Director.

- Maintain a close relationship to assigned units.
- Ensure campsites are safe and clean.
- Provide training to camp leaders, including Youth Protection and Health and Safety.
- Communicate unit needs to the appropriate staff.
- Encourage units to participate in the entire camp program.
- Assist units in implementing the Scouting program to its fullest.
- Assist program staff as needed.