

# CAMP HORSESHOE



# STAFF GUIDE

# Welcome!

You have been chosen to serve at one of the best Scout camps in the region, if not the country. The quality, helpfulness, and character of the staff are important to our continuing success.

Some practical things are explained in this guide. As you read, remember that your effectiveness and success this summer depends on a willing attitude, a sense of personal honor, a friendly face, a kind word, and the desire to serve all.

Being a staff member is a challenge and requires your physical, mental, and spiritual best, and the rewards you will receive back far outweigh anything you can put into words. You will find, as have countless others that the traditions and unique spirit built over decades of service, form life-long memories as you become a part of the Horseshoe Scout Reservation and it becomes a part of you.

## Code of Conduct

Three ideals reflected in the Scout Oath are the center of the Reservation Staff philosophy:

### ***Personal Honor and Endeavor***

The good of the Scouts, your personal reputation and that of your fellow staff members, must be the central goal of every task and activity. Conduct according to the highest standards of personal trustworthiness and honor is expected of each staff member in all situations.

### ***Service to Others***

Service is the number one priority of every staff member. Scouts and leaders are there to learn and grow through the camp program. Every effort is extended to make the most out of every opportunity to serve.

### ***Duty to Self***

A mature and disciplined approach to daily living at camp, the desire to learn and grow in skills, leadership, and character is reflected in the attitude of every staff member. You will not find a list of prohibitions or punishments in this guide. Each staff member is expected to know and understand the Scout Oath and Law and take it seriously in guiding their conduct.

**On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake and morally straight.**

**A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.**

We all have these words committed to memory. They apply to all the things we say or do and their intentions and meaning are unmistakable. If difficulty arises when deciding on any issue this summer, recall these simple things that we have pledged ourselves.

## Initiative

Defined as "energy or aptitude in action"; initiative is the mark of an effective staff member, student, or employee. We encounter many challenges in the course of a summer and the work of running the camp program is constant and demanding.

Staff members are expected to demonstrate a high level of personal initiative by completing tasks and maintaining their responsibilities with a minimum of direction and oversight.

## **Self-Discipline**

A high level of maturity, responsibility, and leadership is assumed of anyone chosen to serve on staff. It is a point of honor amongst staff members that they do not allow harmful or inconsiderate conditions and actions to go un-checked.

The relationship between you, your fellow staff members, and the camp administration is based on your personal honor, trustworthiness, and self-discipline. Indeed, all of Scouting is founded on interdependence and trust.

Anyone who repeatedly and willfully disregards this trust, risks his or her position as a staff member.

## **Camp Equipment**

Staff members will use camp equipment in a safe manner and for its intended purpose only and will return the equipment in good condition. Staff members will be charged for damages caused by misuse. Treat all equipment as if it were your own.

## **Personal Appearance**

As a representative of the camp, council, and Scouting in general, your personal appearance is an important consideration. All staff members are expected to maintain a high level of personal hygiene out of respect for each other and the principles we represent.

## **Reverence**

Staff members are expected to attend Wednesday evening vespers and Sunday Chapel services in observance of the twelfth point of the Scout Law. All faiths and beliefs deserve respect and every effort will be made to accommodate their observance.

Another aspect of reverence has to do with the mutual respect demonstrated to fellow staff members and all those attending camp. Many levels of mental and physical ability will be represented and all deserve equal treatment, respect, and consideration.

## **Job Descriptions**

Everyone has a primary departmental assignment depending on your ability and interest. Our central objective is service to the Scouts; we will all help where the need is greatest. This may mean, on any given day, you may be asked to serve in a different department or with some group project around camp.

## **Staff Quarters**

Staff members share large wall tents or pavilions on raised wooden platforms. Electricity is available in the tent. Please limit your appliances to a small light, radio and fan. Naturally, you will be expected to maintain your living area in an orderly fashion.

## **Uniforms**

A Class "B" uniform, Scout shorts, staff tee shirt, and Scout socks are worn until retreat each day. Usually three pair of shorts and five pairs of socks are sufficient. Staff tee shirts will be issued during staff week.

A Class "A" uniform, Scout shirt, staff neckerchief, Scout socks, and shorts will be worn to retreat each evening and to chapel on Sunday.

When either uniform is worn, appropriate footwear (docksides, dark hiking boots, or sturdy shoes) is encouraged. Light colored sneakers or sandals of any kind are not worn with the uniform. During retreat, headgear is restricted to official uniform hats.

**Please note:** It is expected that the staff will be in uniform when they are visible to campers. However, there will be times where the uniform may need to be modified to fulfill certain jobs.

## Personal Equipment

- Bedding – sheets, pillow, blankets, sleeping bag, etc.
- Clothing – enough uniforms, underwear, etc. to last a week
- Toiletries – Soap, shampoo, towel, toothbrush & paste, etc.
- Raingear
- Sturdy, well built flashlight

Please do not bring candles, oil lamps, devices that propel or launch any object into the air, sheath knives, fireworks, lasers, or any electrical appliance other than a small light, fan or radio.

Any valuables or cash should be locked in a footlocker or another lockable container you bring. Neither the camp nor Chester County Council will be responsible for loss, breakage, or theft of any personal items.

There are limited laundry facilities available to the staff. Plan your needs accordingly.

## Days Off

Weekly days off are scheduled by the Program Director in consultation with your area director. You may leave camp the evening before as early as 6:00 p.m. after retreat, or when your daily program responsibilities are completed. You must return by breakfast the day after. The Camp Director must approve days off spent in camp in advance. Remember to sign in and out at headquarters when leaving or returning to camp.

## Night Out

A written request for a night out to a movie or other activity outside of camp must be submitted to headquarters before 12:30 p.m. Drivers must be 18 or over and two adults must be present on each outing. All participants under the age of 18 must have written personal permission to leave camp, specifying approved drivers. You must sign out at headquarters when leaving and sign in upon your return. All must return to camp by 12:00 midnight.

## Liability for Damages & Final Conditions of Staff Quarters/Facilities

Staff members will be held financially responsible for any damage they have caused camp property, with money being withheld from a paycheck to cover costs of repair or replacement. Additionally, \$25 will be held from the last paycheck **of any staff member** whose staff quarters are left unclean, damaged in any way and/or if any personal property (i.e. clothing, furniture, food, etc.) is left upon leaving.

Additionally, any staff member identified as leaving any other part of camp in an unfit condition will also have \$25 withheld from their paycheck.

Paychecks will be distributed approximately every 15 days during the camp season. In the event, it becomes necessary to cancel or alter this agreement for any reason as outlined below, if Council changes the length of the camping season or if the staff member cannot serve the full season, it is agreed that the **staff member will be paid only for the days worked** (the full season is based on 60 days, 52 days paid and eight days off). Any additional days off requested and approved by the Camp Director will be unpaid.

Staff members are expected to serve for the full season. Plans that will take a staff member away from camp must to be discussed with and approved by the Camp Director prior to signing your contract.

## **Contracts, Salaries, Training Pay Periods**

Upon completion of the following documents they are required to be uploaded into Workbright, an online staff registration system ([www.hsrbsa.workbright.com](http://www.hsrbsa.workbright.com))

### **Paid Staff:**

- Staff employment application
- Staff agreement/understanding
- W-4
- Direct deposit form
- Local tax withdraw form
- Work permit – required of all paid staff members 17 years old or younger, including high school graduates\*
- LLC-75 - completed by parent of any staff member 17 years old or younger
- Emergency contact information and permission to transport form – required of all staff members 17 years old or younger
- BSA application
- Hazardous weather training certificate
- Youth protection training certificate
- Unlawful harassment prevention training
- Pennsylvania State Police criminal background check certificate
- Pennsylvania child abuse history clearance certificate
- FBI criminal history clearance certificate (18 or older) or CCCBSA disclosure statement for minors (17 and younger) if resident of Pennsylvania for at least 10 years

To be submitted on the first day of staff week:

### **Paid Staff:**

- I-9
- BSA annual health and medical record

### **CIT:**

- BSA annual health and medical record

\*All staff members 17 years of age or younger, including high school graduates, are required to have a work permit. As you will be employed in the state of Pennsylvania, regardless of the state in which you reside, you are required to obtain Pennsylvania state documents. These documents can be obtained at a Pennsylvania school. This work permit can be used at any job until the age of 18; including the summer you are employed at HSR.

## **Counselor-In-Training (CIT) Program**

All new 14 & 15-year-old staff members are considered CIT's. CIT's are expected to report for staff week. At the completion of staff week, approximately 50% will remain in camp for weeks, 1, 2, & 3; the

remaining 50% will return home and report back for weeks, 4, 5, 6 & 7. All CIT's are expected to take part in the camp take down and staff banquet. CIT positions are non-paid. However, after two weeks of employment, 15 year-old CIT's may be offered a paid position if any is available. Any CIT that becomes a hired staff member will need working papers.

## **Staff Owned Vehicles**

If you plan to have a vehicle at camp, please observe the following rules:

Park only in designated areas

- Use your vehicle for transportation outside of camp only, not to and from program areas
- Observe the 15 MPH speed limit
- Staff members under the age of 18 may be transported in & out of camp only with written permission from their parents
- Staff under the age of 18 are not permitted to transport themselves or anyone else on or outside (nights out, etc.) camp property

## **Personal Firearms**

Personal firearms are not permitted in camp.

## **Youth Protection**

I understand the importance of the Youth Protection Policy & will follow these guidelines & report all violations that come to my attention

## **Diversity**

I will respect diversity, whether the difference is in physical characteristics or in perspectives.

## **Drugs and Alcohol**

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

## **Tobacco:**

Tobacco products may not be used or possessed by any person under the age of 18, nor used in the presence of anyone under 18. Use of tobacco products is limited to designated locations.

## **Note to Staff Members:**

All staff members have the responsibility not to engage in behavior that constitutes discrimination or harassment in anyway. This applies to fellow staff members, campers, adult leaders, and parents. All instances of discrimination or harassment should be reported to the Program or Camp Director.

## **When your Troop is in Camp**

Please remember that your responsibilities as a staff member are your first priority and you must maintain a professional attitude. If you hold a leadership position in your troop, make sure that the troop leadership understands that you must attend to your staff duties and remain in the staff site. Attending camp with your unit is encouraged. However, if you should choose to take this week off (which would be unpaid), it is important that you inform your camp director at the time you accept a position.

## **Advancement Opportunities**

Naturally, staff responsibilities hold higher priorities, but there are sufficient opportunities to complete several merit badges and work toward other awards and recognition in the course of the summer.

## **A Note to Parents:**

A staff member's time at camp is divided into two categories; the time spent actively working at their assigned job, and the time spent as a minor, under supervision of the senior staff. Our workday is approximately eight hours long, in compliance with labor regulations as they relate to minors. During this time, your son is our employee. For the balance of the staff member's day, we are assuming the role of a parent.

All staff members are expected to share the responsibilities of maintaining the staff's common living areas much as they would at home; i.e., the staff site, the shower house, the dining hall, and the staff lounge.

We encourage and require a standard of conduct, punctuality, and dress, as specified in this guide while staff members are in our employ or in our care. Your son's job will be demanding and challenging, and the line between our roles as employer and guardian inevitably blurs at times. Your cooperation and input is valuable as we work toward our dual goals of service and the responsibility of your son.

## **Phone and Mail**

Use of the phone in headquarters is limited to short, occasional calls and requires the approval of the camp or program director. Incoming calls to staff members will be received at headquarters until 9:00 p.m.; an incoming call will require that the caller leave a message for the staff member to return as soon as they are able.

Emergency calls may be made at any hour to the below number and the concerned staff member will be located immediately.

**Staff members may use cell phones as approved by the camp director. No photos of participants are to be shared in any way without written consent.**

## **Mail should be addressed to:**

Camp Horseshoe  
ATTN: Staff members name and department  
1286 Ridge Rd  
Rising Sun, MD 21911

**Headquarters phone number:** 717-548-2525

## **Horseshoe Scout Reservation History and Geography**

The Horseshoe Scout Reservation is in the extreme southwest corner of Chester County, Pennsylvania, crossing the Mason Dixon line into Maryland. Horseshoe is part of the great state-line serpentine barren. This outcropping of serpentine-based rock breaks through the shallow topsoil in camp, displaying its many hues of green and browns. The serpentine barren is a unique ecological area, home to many rare or endangered wildflowers, grasses and trees. Striking views of this rare, beautiful habitat are to be had by climbing the chapel trail that overlooks central camp. Perhaps the most important natural feature is the scenic Octoraro Creek that describes a gentle oxbow around central camp and then takes a sharp horseshoe bend that lends the camp its name before flowing south to the Susquehanna River

The first human inhabitants of the area probably stayed at the rock shelter site, Buzzard's Rock, which was the location of an archaeological dig conducted by the Pennsylvania State Museum in 1988. The dig unearthed artifacts that date to 4000-5000 BC. Some of the artifacts are consistent with those found in other sites occupied by the Susquehanna Indians.

A 1751 survey first mentions the property in modern records. The land was occupied by a succession of owners before its purchase by the Reynolds family in 1826. The Reynolds' established a successful farm of which the farmhouse (known as the White House) and the foundations of both the carriage house and barn (which still stand - Browning Lodge and Kindness Center) were built on these foundations, respectively. The Reynolds family sold the land in 1903 to a mining company that soon abandoned it to the burgeoning moonshine industry that appeared locally during prohibition.

Chester County Council, Boy Scouts of America purchased the property in 1928 and had its first camping season that year. The stockade sites, Taylor, Crocket, Carson, Boonesboro, and Sherwood were the first built. In the next few years, McIlvaine and several other structures were built from timbers salvaged from an abandoned mill keeper's house, which was found on the property. In 1932, the pool was installed and was considered the largest in-ground pool east of the Mississippi for that time and held that record for many years, until modern times structure of pools became larger.

With each ensuing year, the traditions and facilities of the camp strengthen as Scouts and Scouters dedicate themselves to establishing a quality camping experience. We owe a great debt of gratitude to their foresight and dedication in developing the camp we so enjoy today.

## **STAFF JOB POSITIONS - DESCRIPTIONS**

### **CAMP DIRECTOR**

- Responsible to the Camping Director of the Horseshoe Scout Reservation
- Must be at least 25 years of age and hold a current National Camp School Director's certification
- Maintains camp in accordance with all National Camp standards
- Responsible for the planning and implementation of all aspects of the program and administration
- Along with the Program Director, is responsible for the training of all camp staff
- Recruits & hires all camp staff
- Maintains high morals and standards among camp staff and troop leaders
- Responsible for the proper care and use of all camp facilities and equipment
- Responsible for all camp inventories
- Meets weekly, with his senior staff to review the previous week's work; determines the future needs of the staff and camp
- Must be physically fit to carry out his assigned duties
- All other duties as assigned by the HSR Camping Director

### **PROGRAM DIRECTOR**

- Responsible to the Camp Director
- Must be 21 years of age and hold a current National Camp School Program Director's certification
- In conjunction with the Camp Director, is responsible for staff training in accordance with the National BSA standards
- Primary responsibility is to prepare a basic Scouting program for campers
- Coordinates all program and activity areas, supervising the activities of all personnel in the program and activity areas
- Maintains opening and closing area inventories
- Coordinates activities of "weekend warriors" and volunteer staff
- Assists the Camp Director in maintaining staff morale
- Keeps weekly records of merit badge completion and BSA Lifeguard certification
- Must be physically fit to carry out his assigned duties
- All other duties as assigned by the Camp Director

### **ASSISTANT PROGRAM DIRECTOR**

- Responsible to the Camp Director
- Must be 18 years of age
- In conjunction with the Program Director, is responsible for staff training in accordance with the National BSA standards
- Primary responsibility is to prepare a basic Scouting program for campers
- Coordinates all program and activity areas, supervising the activities of all personnel in the program and activity areas in coordination with the Program Director.
- Supervises the CIT program
- Must be physically fit to carry out his assigned duties
- All other duties as assigned by the Camp Director

## **COMMISSIONER**

- Responsible to the Program Director
- Must be 21 years of age and hold a current National Camp School Commissioner's certification
- Supervises CIT program
- Primary contact between the unit leadership and camp administration
- Assists unit leadership as they provide a purposeful program of fun and adventure
- Assists the Camp Director in maintaining staff morale
- Assists the Program Director in coordination of all program and activity areas
- Must be physically fit to carry out his/her assigned duties
- Inspects campsites weekly to assess and charge for damage

## **TRADING POST MANAGER**

- Responsible to the Business Manager
- Should be at least 18 years of age
- Schedules staff hours for working in the Trading Post
- Keeps a running inventory of supplies and cash received
- Prices inventory based on price established by the HSR Camping Director
- Responsible for the operation and cleanliness of all equipment
- Responsible for the cleanliness of the all areas of the Trading Post: sales floor, behind the counter, stockroom, office and bathrooms
- In conjunction with the Business Manager, orders items for sale in the Trading Post and signs for material received submitting the invoices or delivery receipt to the Business Manager
- Ensures merchandise is fully stocked on sales floor
- Prepares opening and closing inventory
- Keeps his area clean and neat

## **TRADING POST CLERK**

- Responsible to the Trading Post Manager
- Assist Trading Post Manager with his/her duties
- Efficiently and accurately rings sales transactions
- Stocks and prices merchandise as per direction given by the Trading Post Mgr.
- Maintains a clean selling floor, area behind the counter, stockroom and bathroom
- Any other duties deemed needed by the Trading Post Mgr. to effectively run the trading post

## **AQUATICS DIRECTOR**

- Responsible to the Program Director
- Must be 21 years of age and hold a National Camp School Aquatics Director's certification
- Maintains his pool in accordance with all National BSA and health department standards
- Responsible for the training of all pool staff
- Responsible for determining that every staff member, camper and their leader has completed his medical re-check and swimming test
- Responsible for maintaining and using the Buddy System
- Schedules staff duties, assuring that adequate lifeguards are available for all swimming activities

- In conjunction with the Camp Ranger, maintains the filtration and chlorination equipment
- Maintains all pool records in accordance with local and state requirements
- Serves as merit badge counselor for aquatic merit badges and BSA Lifeguard program
- Maintains inventory of all aquatic equipment
- Must be physically fit, have corrected 20/20 vision, and must not be hearing impaired

### **POOL DIRECTOR**

- Responsible to the Aquatic Director
- Must be at least 18 years of age and it is desirable that he/she has attended the National Camp School Aquatics Program
- Supervises Water Carnival
- Assists the Aquatic Director with all his/her duties

### **BOAT DOCKS DIRECTOR**

- Responsible to the Aquatic Director
- Must be 18 years of age and hold a BSA Lifeguard certification
- Maintains his/her area in accordance with National Camp standards
- Serves as merit badge counselor for boating and canoeing
- Maintains inventory of all boat dock equipment
- Must be physically fit, have 20/20 corrected vision, and not be hearing impaired

### **AQUATICS INSTRUCTOR**

- Responsible to the Aquatics Director and Pool Director
- Assists Aquatics and Pool Directors with all their duties

### **TRAILBLAZER DIRECTOR**

- Responsible to the Program Director
- Must be at least 18 years of age and it is desirable that he hold National Camp School certification
- Maintain his area in accordance with National BSA standards
- Responsible for the training of all trailblazer staff
- Coordinates his program with other Area Directors
- Responsible for the administration of the First Year Camp program
- Maintains inventory of all trailblazer equipment
- Must be physically fit to carry out his/her assigned duties

### **TRAILBLAZER INSTRUCTORS**

- Responsible to the Trailblazer Director
- Assists the Trailblazer Director with his/her assigned duties

### **CAMPCRAFT DIRECTOR**

- Responsible to the Program Director

- Must be at least 18 years of age and it is desirable that he/she hold National Camp School certification
- Maintain his area in accordance with National BSA standards
- Responsible for the training of all Campcraft staff
- Serves as merit badge counselor for all merit badges and other programs
- Supervises Paul Bunyan Day activities
- Maintains inventory of all Campcraft equipment
- Must be physically fit to carry out his/her assigned duties

### **CAMPCRAFT INSTRUCTORS**

- Responsible to the Campcraft Director
- Assists the Campcraft Director with his/her assigned duties

### **COPE DIRECTOR**

- Responsible to the Program Director
- Must be 21 years of age and hold a National Camp School COPE Director certification
- Holds First Aid and CPR certification
- Responsible for operating a safe program in accordance with National BSA and ACCT standards
- Responsible for the training of his/her staff
- Responsible for maintaining records and equipment in accordance with National BSA standards

### **COPE INSTRUCTOR**

- Responsible to the COPE Director
- Must be 18 years of age or older
- Assists the COPE Director with his assigned duties

### **CLIMBING INSTRUCTOR**

- Responsible to the COPE Director
- Must be 16 years of age or older
- Assists the COPE Director with his assigned duties

### **ECOLOGY AND CONSERVATION DIRECTOR**

- Responsible to the Program Director
- Must be 18 years of age and hold a National Camp School Certification
- Responsible for the training of his/her staff
- Serves as merit badge counselor for all merit badges
- Maintains an inventory of his/her program area
- Responsible for establishing and maintaining a nature trail and associated nature teaching aids

### **ECOLOGY AND CONSERVATION INSTRUCTORS**

- Responsible to the Ecology and Conservation Director

- Assists the Ecology and Conservation Director with his assigned duties

## **STEM CENTER DIRECTOR**

- Responsible to the Program Director
- Must be 18 years of age and hold a National Camp School Certification
- Responsible for the training of his/her staff
- Serves as merit badge counselor for all merit badges
- Maintains an inventory of his/her program area

## **STEM CENTER INSTRUCTORS**

- Responsible to the STEM Center Director
- Assists the STEM Center Director with his assigned duties

## **SHOOTING SPORTS DIRECTOR**

- Responsible to the Program Director
- Must be 21 years of age and hold a current National Camp School Shooting Sports certification
- Responsible for the training of the Shooting Sports staff
- Supervise all firearms and ammunition in camp. Firearms and ammunition must be stored in the same place
- Maintain his/her ranges in a safe manner and in accordance with National Camp standards.
- Serves as a merit badge counselor for all merit badges and other programs
- Maintains inventory of all shooting sports equipment
- Must be physically fit, have corrected 20/20 vision, and not be hearing-impaired

## **ARCHERY DIRECTOR**

- Responsible to the Shooting Sports Director
- Must be 18 years of age and trained by the Shooting Sports Director
- Responsible with the Shooting Sports Director for the training of the archery staff
- Serves as merit badge counselor for all merit badges offered
- Maintains his/her range in safe manner
- Maintains inventory of all archery equipment
- Must be physically fit, have corrected 20/20 vision, and not be hearing impaired

## **SHOOTING SPORTS INSTRUCTOR**

- Responsible to the Shooting Sports Director and the Archery Director
- Assists the Shooting Sports Director and the Archery Director with all duties and responsibilities

## **HANDICRAFT DIRECTOR**

- Responsible to the Program Director
- Must be 18 years of age
- Maintain area in accordance with BSA National Camp standards

- Must be 18 years of age or older to operate mower equipment
- Responsible for training the Handicraft staff
- Serves as merit badge counselor for all merit badges
- Must be physically fit

## **HANDICRAFT INSTRUCTOR**

- Responsible to the Handicraft Director
- Assist the Trailblazer Director with all his duties

## **QUARTERMASTER DIRECTOR**

- Responsible to the Camp Director and takes directions from the Camp Ranger
- Must be at least 18 years of age or older
- Keeps the Camp Ranger informed of any maintenance needs of the camp
- Responsible for the maintenance of all camp equipment
- Must be able to operate power equipment
- Inspects campsites and program areas weekly to determine physical needs for equipment
- Makes repairs to equipment, campsites, and program areas
- Maintains inventory of all maintenance equipment
- Must be physically fit

## **ASSISTANT QUARTERMASTER DIRECTOR**

- Responsible to the Quartermaster Director
- Assists the Quartermaster with all his duties

## **QUARTERMASTER**

- Responsible to the Quartermaster Director
- Responsible for maintaining inventory and issuing equipment & tools to units and camp staff
- Assists the Quartermaster Director with all his duties

## **HEADQUARTERS MANAGER**

- Responsible to the Camp Director
- Must be at least 18 years of age and have a valid driver's license
- Responsible for regular clerical duties, computer data entry, phone coverage, public address system, mail, weekly attendance report, lost and found, sign in/out book, The Echo, etc.
- Serves as official greeter to visitors
- Responsible for the cleanliness of the headquarters building, kitchen, and restrooms
- Cooperates with the Program Director in preparation of program material
- Must be physically fit to carry out his/her assigned duties

## **HEADQUARTERS CLERK**

- Responsible to the Headquarters Manager
- Assist the Headquarters Manager with his assigned duties

## **HEALTH OFFICER**

- Responsible to the Reservation Physician and the Camp Director
- Must be at least 21 years of age and hold proper certification as outlined in the BSA National Camp standards
- Responsible for operation of the Health Lodge in accordance with the BSA National Camp standards
- Be familiar with the physician's standing orders
- Responsible for the camper's medical check-in upon arrival at camp
- Keeps camper medical examination forms on file
- Serves as camp Health & Safety Officer
- Must be physically fit to carry out his/her assigned duties

## **HEALTH & FITNESS DIRECTOR**

- Responsible to the Program Director
- Responsible to the Program Director
- Must be at least 18 years of age
- Maintain area in accordance with BSA standards
- Responsible for training of all Health Lodge program staff
- Serves as merit badge counselor for all merit badges
- Assist Health Officer with assigned duties
- All other duties as assigned by Camp Director

## **HEALTH AND FITNESS INSTRUCTORS**

- Responsible to the Health and Fitness Director
- Assists the Health and Fitness Director with assigned duties
- All other duties as assigned by Camp Director

## **FOOD SERVICE DIRECTOR**

- Responsible to the Camp Director
- Should be at least 21 years of age and hold a Food Handlers Certification from the Chester County Health Department
- Responsible for operating the Food Service program in accordance with the BSA National Camp standards
- Responsible for the administration and supervision of the dining hall and kitchen, including the personal commissary manager, cooks, kitchen assistants, stewards and Scout helpers
- Responsible for daily food cost control sheet, food and equipment inventories, and food ordering based on established menu
- Responsible for training of all kitchen staff

- Must be physically fit to carry out his assigned duties

## **KITCHEN MANAGER**

- Responsible to the Food Service Director
- Responsible for the preparation and distribution of food for outpost
- Assist the Food Service Director in food inventories and preparation of food orders
- Assist the Food Service Director with his assigned duties

## **DINING HALL STEWARD**

- Responsible to the Food Service Director
- Responsible for managing the dining hall waiters before & after all meals
- Responsible for the cleanliness of the dining hall
- Assists the Food Service Director with his/her assigned duties

## **COOKS**

- Responsible to the Food Service Director
- Prepare Food in accordance with the established menu under the direction of the Food Service Director
- Responsible for receipt of food supplies

## **KITCHEN ASSISTANTS**

- Responsible to the Food Service Director
- Assists the Food Service Director, Dining Hall Steward and Cooks with their assigned duties

## **2018 CAMP HORSESHOE SCHEDULE:**

- June 16 All staff reports by 9:00 am (including CIT's)
- **June 22 All staff day off begins at 6:00 pm**
- June 24 All staff returns by 9:00 am
- June 24 – July 1 Week 1
- July 1 – July 8 Week 2
- July 8 – July 15 Week 3
- July 15 Second half of CIT'S arrive by 9:00 am  
First half of CIT'S leave by 1:00 pm
- July 15 – July 22 Week 4
- July 22 – July 29 Week 5
- July 29 – August 5 Week 6
- August 5 – August 12 Week 7
- August 11 First half CIT'S return for take-down by 6:30 pm
- August 12 Staff Banquet
- August 13 Staff's last day, dependent upon completion of take-down of camp

**Please note:** Camp will be extended one day, thru Wednesday, August 15 if unforeseen circumstances (i.e. weather) prevent the completion of camp take-down.