



HORSESHOE SCOUT RESERVATION

HSR

2019



Camp John H. Ware, 3rd

Staff Guide

Updates

In an attempt to ensure you have the most up-to-date version of our guides, this updates sheet has been added. If you see any discrepancies or mistakes, or if you have any questions about the guides, please email campware@hsr-bsa.org. Thank you! ~Bill Hohl

| Version: | Publication Date: | Changes: |
|-------------|--------------------------------|--|
| Version 0.1 | August 15, 2018 | Original Publication - ***dates not updated*** |
| Version 1.0 | September 30, 2018 | 2019 dates updated |
| Version 2.0 | December 1, 2018 | Removed obsolete job descriptions |
| Version 2.1 | <i>Anticipated Spring 2019</i> | Updated to Camp Chief position |

Welcome!

You have been chosen to serve at one of the best Scout camps in the region. 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 seventy years of service, form lifelong memories as you become a part of the Horseshoe Scout Reservation and it becomes a part of you.

Please feel free to reach out to me if you have any questions about staff or Camp Ware. In addition to this guide, I've also set up a list of helpful weblinks to answer some of the frequently asked questions. You can find this at <http://stafflinks.hohlville.com>

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.

Yours in Scouting,



Bill Hohl
Camp Director
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Mission Statement of The Horseshoe Scout Reservation

To provide and maintain quality outdoor program and facilities which will foster the development of advanced summer and year round Scouting programs for Cub Scouts, Scouts BSA and Venture Scouts in the Chester County Council, BSA.

It is the mission of the entire Camp John H. Ware, 3rd staff to support and foster the Scout Oath. We pledge to encourage all scouts attending summer camp 'to do their best' while having fun and learning skills they will carry with them through the rest of their lives.

You, the staff member, commit fully to this mission. You are not alone in your commitment, in fact, it is one of the most invigorating things knowing that every single one of the staff is working just as hard as you are to fulfill our mission for every Scout.

Code of Conduct

The 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.

Staff Expectations

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 unchecked.

The relationship between you, your fellow staff members, the camp administration, scouts, and leaders 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.

Discipline & Performance Improvement

Living and working in close contact with many different people as we do at camp is a unique experience. Occasionally, conditions can breed conflict and lapses of good judgment. Each staff cabin is assigned a mayor to help resolve these conflicts and recommend appropriate remediation.

All serve voluntarily and may excuse themselves from any conflict. The mayors meet with the concerned staff members and all agree on a course of action. These plans are committed in writing, signed by all present, and reviewed by the Camp Director. If the issue cannot be resolved, staff members should consult directors and camp administration. Appeals are directed to the Camp Administration who may opt to reconsider the matter or uphold the mayor’s original decision.

For job performance issues, staff may be placed on a Performance Improvement Plan designed in cooperation with Camp Administration and the staff member's direct supervisors. The purpose of this plan is to help a member grow.

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 or horseplay. Treat all equipment as if it were your own!

Certain equipment has specific age and/or training limitations. Please consult an administrator with questions.

Reverence

All staff members are expected to attend morning Assembly, afternoon Retreat, Vespers and Chapel services in observance of the twelfth point of the Scout Law and to support the program. 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 pavilions on raised wooden platforms or cabins. Electricity is available in the building. Please limit your appliances to a small light, clock radio, or fan. Naturally, you will be expected to maintain your living area in an orderly fashion. Staff quarters can be visited at any time within reason and in compliance with Youth Protection policies by members of the administration team or area mayors.

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. Nails should be unpainted and makeup is unnecessary. Hair should be of a traditional style and color. Beards are permissible but must be well-kept. Staff members may not drastically alter their appearance (dying or shaving off hair, etc) while at camp even with parental permission.

Uniforms

Activity uniform:

Tan Khaki (similar to Carhartt Brown) Shorts preferably Cabela's 7-pocket Hiker Shorts in Field Khaki or Rye, staff t-shirt tucked in, brown or black stout leather shoes, and white or black socks are to be worn at all times, except for instances listed below.

Official BSA uniform:

Scout shirt tucked in, Scout socks, and Scout shorts will be worn to retreat each evening, chapel/vespers services, and closing campfires. Scout neckerchiefs or bolos are not worn except for special programs.

When either uniform is worn, a brown or black leather or other scouting belt and appropriate footwear (docksides, dark hiking boots, or sturdy shoes) are mandatory. Sandals or Flip-Flops of any kind are not worn with the uniform. Headgear is restricted to official Camp Ware Staff hats.

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

Special Uniforming:

Campfires: During opening campfires, staff members are expected to be in casual clothing as long as it does not depict any offensive material. For closing campfires, staff members are required to be in the Official BSA Uniform.

Camp wide Games: During all camp wide games, staff members are required to wear the Activity Uniform (or Themed Costume during the Cub Resident Program, as directed by the program director).

Aquatics Staff: Staff specifically designated to work in the Aquatics Department are required to wear the same swimsuit color and style as determined by the Aquatics Director. BSA Lifeguard emblem or the BSA Aquatics Instructor emblem should be worn on the right side of the suit, Mile Swim, BSA Boardsailing, BSA Snorkeling, BSA SCUBA, BSA Kayaking, etc should be worn on the left.

Maintenance Staff: Staff specifically designated to work in the Maintenance Department are required to wear a clean staff shirt tucked in, clean long pants, and sturdy shoes.

Health Lodge Professional Staff: At the discretion of the Camp Director, those staff members working in our health lodge and holding professional certifications may wear apparel in line with their professional certification provided such apparel is in line with scouting values. This may include items such as scrubs, EMS or ambulance company uniforms.

Kitchen Staff: Staff assigned to work in the kitchen must wear a clean staff shirt tucked in, clean kitchen appropriate pants (jeans or other, shorts may be worn at the discretion of the Food Service Director), belt, **slip resistant shoes**, and clean hat. Aprons or chef coats may be required at specific times, please seek the guidance of the Food Service Director.

Theme Costume: Each summer our Cub Scout program has a specific theme. Staff members are expected to wear appropriate costumes relevant to the theme. Staff members are encouraged to work by department to theme individual costumes. Costumes should be made so they can be worn for the whole day and last all summer. Costumes should be modest, leggings or shorts and undershirts should be worn under more revealing costumes.

Personal Equipment

Please remember the staff member is responsible for his or her own personal items.

- Bedding – sheets, pillow, blankets, sleeping bag, etc.
- Clothing – enough uniforms, underwear, socks, etc. to last a week
- Extra pair of shoes
- Toiletries – Soap, shampoo, towel, toothbrush & paste, etc.
- Rain Gear
- 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, video games, televisions or any electrical appliance other than a small light, fan, or clock radio.

Any valuables or cash should be locked in a foot locker or stored in the camp safe. 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.

Personal Firearms

Personal firearms are not permitted in camp.

Arriving to and leaving from camp

All staff members must sign in and out in headquarters as well as flip their staff tag in Lawrence indicating whether they are in or out of camp.

Days Off

Weekly days off are scheduled by the Program Director in consultation with your area director. For “rolling” days off that are taken while camp is in session you may leave camp the evening before, following retreat, or when your daily program responsibilities are completed as determined by your director. 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. Staff members under 18 may not stay in camp during all staff days off. All staff must submit a “Day-Off” request at least 48 hours before the beginning of any day off spent in camp, whether it be an all-staff day off or a rolling day off.

Night Out

A written request for a night out to a movie or other activity outside of camp must be submitted in writing to headquarters before 12:30 PM the day before the event. Drivers must be licensed, insured and 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. Permission for nights out is dependant on program and staffing requirements and is at the discretion of the Camp Director.

Staff Lounge

The staff lounge is available evenings for use after camp-wide events and closes promptly at 12:00 AM. The facilities and equipment provided must be maintained properly by those who use them. Any misuse of the lounge will result in loss of privileges.

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.

Contracts, Salaries, Training, Pay Periods

Documents:

(to be submitted prior to arrival for staff week via the Workbright system)

- Staff Employment Application
- Staff Agreement/Understanding (with appropriate signatures)
- W-4
- I-9
- Direct Deposit Form (ONLY DIRECT DEPOSIT WILL BE ISSUED)
- Local Tax Withdraw Form
- Work Permit (required of all 17 years old or younger, including high school graduates, if not obtained in a previous year of employment)
- LLC-75 (completed by parent of any staff member 17 years old or younger)
- Emergency Contact Information & Permission to Transport Form (under 18 years of age)
- BSA Youth or Adult Application
- BSA Annual Health and Medical Record (Parts A, B, and C)
- PA State Police, PA Dept of Public Welfare, and FBI background checks in accordance with Pennsylvania law PA Act 153

Training:

(to be completed PRIOR TO arriving the first day of staff week and submitted via the Workbright system)

- Hazardous Weather Training (<http://my.scouting.org>)
- Youth Protection Training (<http://my.scouting.org>)
- Unlawful Harassment Prevention Training (<http://bit.ly/AntiHarassmentTraining>)

All forms will be posted via the CCC Workbright website (<http://www.hsrbsa.workbright.com>) as they become available. We are currently using the WorkBright.com system. Please submit all documents through WorkBright.com. Current year W-4's and I-9's are traditionally available February or April of the year you are employed. Please read your contract and the all other materials carefully. Without a complete set of paperwork, we cannot and will not issue paychecks. Furthermore, without a complete set of paperwork you may not be allowed to work at camp!

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 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 each summer you are employed at HSR.

The above trainings are valid for two years; but in accordance with Chester County Council policy must be completed yearly.

Paychecks will be distributed approximately every 15 days during the camp season. Pay will only be by direct deposit. 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 of camp, NOT 60 days worked). 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.

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 5 MPH speed limit
- Staff members under the age of 18 may be transported in & out of camp only with written permission from their parents and each instance must be approved by the Camp Director or his designee.

Youth Protection

I understand the importance of the Youth Protection Policy will follow these guidelines and report all violations that come to my attention; maintaining a current completion of this course with the BSA.

Diversity & Tolerance

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

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

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. The Horseshoe Scout Reservation and Chester County Council follow a zero-tolerance policy for use of Alcohol and/or Drugs. Any use of these substances will result in termination.

Fraternization

It is imperative that we maintain a professional atmosphere while on duty and while on Camp John H. Ware, 3rd and Horseshoe Scout Reservation property.

The following policies relate to the interactions between male and female staff members and campers while on reservation property.

Violation of any camp or reservation policy will result in disciplinary action up to and including termination and expulsion from camp.

- Male and Female staff members will have separate housing and rest facilities. This gives our female staff privacy and establishes acceptable boundaries. Under no circumstances should a male staff member be in a female cabin, nor a female staff member be in a male cabin at any time.
- Under no circumstances should male and female staff members be in exclusive company.
- A romantic relationship, also known as “fraternization,” is not allowed on reservation property. In the event a male and female staff member are in a relationship before the summer starts, the staff members in question will be assigned to separate areas, as not to disrupt the harmony of the camping experience or create a real or perceived conflict of interest.
- While on reservation property, a “staff couple” is to remain separated. Any public displays of affection (PDA’s) are prohibited.
- Staff members that are involved in a romantic relationship prior to the summer beginning are responsible for maintaining professional composure on reservation.

Tobacco

Tobacco products including but not limited to cigarettes, chew, and vape may not be used or possessed by any person under the age of 18, nor used in the presence of anyone under 18. Consumption of tobacco products is limited to: The rear of the Maintenance Quonset Hut and Staff City. Any staff member under the age of 18 caught using tobacco products will be documented and

required to inform their parents of usage. His or her employment may be terminated at the discretion of the Camp Director.

When your Troop or Crew 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 unit, make sure that the unit 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. Staff members are encouraged to work on advancement while at camp.

Phone and Mail

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

Cell phone use may not distract the staff member from his or her duties. Staff member's personal cell phone use must be limited to off-duty times. Cell phones may only be kept in the staff areas and may not be visible to scouts. Staff members may only use cell phones in program as approved by the Camp Director. Photos of participants are to be shared with written consent only. All personal computers and other electronics in camp must be approved by the Camp Director.

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

Mail should be addressed to:

Camp John H. Ware, 3rd
239 Jubilee Rd
Peach Bottom PA 17563
ATTN: Staff member's name and department

Headquarters phone number:

717-548-2786

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 child 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 child'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 and/or daughter.

Counselor-In-Training (CIT) Program

The CIT or counselor-in-training program is a great opportunity for Scouts who are 14 or 15 years old. This is a program designed to equip Scouts for a paid position the following year. CITs who begin the summer are expected to work at least three camper weeks but are encouraged to work the entire summer.

During their weeks on staff, CITs rotate through different department areas in camp. In each of these departments they help run the daily operations of this department. They work closely with the area directors and other staff members who act as mentors to prepare them for counselor positions in the future. Duties might include helping a counselor teach merit badges, prepping for merit badges, and other work around the department area. CITs are expected to work on their own advancement while in camp. CITs do not receive a salary; however room and board are provided the length of their stay. Because CITs do not receive a salary, it is not necessary to obtain a work permit or fill out tax paperwork. They are required to complete all clearances and other staff paperwork. CIT's are expected to report for staff week to participate in staff training, and are invited to all pre-camp staff weekends. CIT's may choose to stay for all or part of the summer. All CIT's are expected to take part in staff week, camp take down and the staff banquet. While on staff, CITs are treated as staff members and are held to the same standards and expectations as paid staff members.

Staff Recognition

Camp Ware and the Chester County Council is very proud of the dedication and enthusiasm our staff has for Scouting and the experience of the campers. We are honored to publicly recognize some staff who go above and beyond the excellence of the staff expectations and are a particular shining example to the rest.

Heart of The Camp:

The Heart of The Camp award is presented annually to a staff member (any age or position) for embodying the Spirit of Scouting. This staff member is nominated by fellow staff. If you'd like to nominate a fellow staff member, please submit a nomination in writing to the Camp Director.

Staff Member of the Year:

This is a junior staff member that shows spirit beyond his or her role or age.

CIT of the Year:

The camp recognizes a CIT who has shown initiative, discipline, leadership, and spirit. A CIT does not have to work the entire summer to be eligible but must work at least three camper weeks in addition to staff week. A staff member can not be eligible for both CIT of the year and Staff Member of the Year in the same year.

HSRAA Staffer of the Year:

Each year, the Horseshoe Scout Reservation Alumni Association recognises one current staff member for excellence. This award is announced during the HSRAA Reunion every summer.

HSRAA Scholarship:

Each year, the Horseshoe Scout Reservation Alumni Association recognizes one or more current staff member(s) with a one-time scholarship paid directly to the post-secondary school of enrollment. To apply for this scholarship, please see the Camp Director.

Phillips Foundation Scholarship:

Chester County has historically been able to offer a grant to staff members currently enrolled in college or other post-secondary program. To apply for this grant, please see the Camp Director. Written essays should include What being on Camp Staff has meant to you, how the Horseshoe Scout Reservation and Scouting have changed your life, and how this scholarship would help you achieve your goals.

2019 Camp Ware Staff Schedule

| | |
|---|---|
| June 13 – 19 | Staff Week |
| June 13 | Senior staff reports between 4:00 PM and 5:00 PM |
| June 14 | All staff (including all 1st half & 2nd half CIT's) report between 8:30 and 9:30 AM |
| June 19 | All staff day off begins at 6:00 PM All staff leave by 6:30 or after personal area is clean |
| June 20 | All staff day off |
| June 21 | All staff returns between 8:30 AM and 9:00 AM |
| June 21 – 23 | Special Needs Camp |
| (all staff takes ONE 'rolling' day off each week June 23 – July 13, leaving after retreat the evening before and returning by morning assembly the morning after) | |
| June 24 – 29 | Scouts BSA Week 1 |
| June 30 - July 6 | Scouts BSA Week 2 |
| July 5 - 7 | Hometown Heroes 3 day Cub program |
| July 7 - 9 | Transition to Cub Scout Camp |
| July 10 – 14 | Webelos Only/Cub Scouts & Webelos, Session #1 |
| July 14 | All staff day off begins at 3:00 PM All staff leave by 3:30 PM or after personal area is clean |
| July 16 | All staff returns between 2:30 PM and 3:00 PM |
| July 17 – 21 | Webelos Only/Cub Scouts & Webelos, Session #2 |
| July 21 | All staff day off begins at 3:00 PM All staff leave by 3:30 PM or after personal area is clean |
| July 23 | All staff returns between 2:30 PM and 3:00 PM |
| July 23 – 28 | Webelos Only/Cub Scouts & Webelos, Session #3 |
| July 28 | All staff day off begins at 3:00 PM All staff leave by 3:30 PM or after personal area is clean |
| July 30 | All staff returns between 2:30 PM and 3:00 PM |
| July 31 – 4 | Webelos Only/Cub Scouts & Webelos, Session #4 |
| (all staff takes ONE 'rolling' day off July 31 – August 7, leaving after retreat the evening before and returning by morning assembly the morning after) | |
| Aug 7 – 10 | Camp Clean Up/Tear Down |
| (No days off, all staff required to attend) | |
| Aug. 7 | First half CIT'S and all volunteers return by 9:00 AM |
| Aug. 9 | Staff banquet (Retreat at 5:45 PM, Banquet at 6:00 PM) |
| Aug. 10 | Staff's last day, pick-up time dependent upon completion of take-down of camp. |

STAFF MEMBERS *MUST* BE CHECKED OUT OF STAFF QUARTERS BEFORE LEAVING

Please note: Dates subject to change without notice.

HSR History and Geography

The Horseshoe Scout Reservation, HSR, is located 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 were the first built and in the next few years, 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 period and held that record for many years, until modern times structure of pools became larger.

Originally opened as an Explorer Base, a Jamboree-style camping program was developed for troops who wanted to experience outdoor skills under their own leadership in contrast to Camp Horseshoe's structured programs. New campsites were added and, during Scouting's 50th anniversary, it's "golden jubilee", Camp Jubilee was born. In 1985, our camp was renamed Camp John H. Ware, 3rd. Senator Ware, of Oxford, had played a prominent role in the Council and was instrumental in the development of much of the reservation.

Over the next few years, Camp Ware has hosted a diverse spread of programs including the International Jamboree of Polish Scouts in Exile(1988), Handicapped Camporee (started in 1989 and continuing yearly), Penn State Computer and Science Camp, Eastern LDS Church Camporee (1990), Irish Scouting's American Jamboree (2000), HSRAA reunion (2007), the ACE Treks.

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 POSITION DESCRIPTIONS

Enclosed are descriptions for each of the positions we have at camp.

Please remember that it is everyone's responsibility to give the legendary service that fulfills our Mission. To that end, everyone's duties include "other duties as assigned." Truly, we all pitch in to help!

Though we are sometimes organized by department (aquatics, shooting sports, kitchen, CIT, etc), or by responsibility (Administration, Management, Activity, Support) or by age group (junior, senior, elderly), or by any other characteristic, we are all one staff.

Here's how these sheets work:

Position Title

Responsible to:

- This staff member is your boss.
- This staff member is directly responsible for your development and training
- This staff member may delegate additional duties to you

Requirements:

- This is the minimum requirements for your position.
- These minimum requirements may be age, training, or other characteristics that you must meet to qualify for the position.

Description:

- This is a general responsibilities you will have

Duties:

- These are specific functions and roles you will have to perform
- This is not an exhaustive list and always contains other duties as needed to complete the mission of Scouting.

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Administration Staff

The administration staff

- Camp Director
- Program Director
- Commissioner

CAMP DIRECTOR

Responsible to:

- Reservation Director

Requirements:

- Must be at least 25 years of age
- Must hold a current National Camp School Director's certification
- Must be physically fit to carry out his assigned duties

Description:

- The Camp Director is responsible for the management and operation of the entire camp and for seeing that BSA national standards are met. The Camp Director may delegate supervision of certain employees to key staff members.

Duties:

- 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
- Contact Reservation Director for additional required responsibilities
- Other duties as assigned

PROGRAM DIRECTOR

Responsible to:

- Camp Director

Requirements:

- Must be 21 years of age and hold a current National Camp School Program Director's certification
- Must be physically fit to carry out his assigned duties

Description:

- The Program Director supervises the camp's overall program, evaluates the program's effectiveness, and strives to meet the needs of units in camp.

Duties:

- 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
- Contact Camp Director for additional required responsibilities
- Other duties as assigned

COMMISSIONER

Responsible to:

- Program Director

Requirements:

- Must be 18 years of age and hold a current National Camp School Commissioner's certification
- Must be physically fit to carry out his/her assigned duties

Description:

- The camp Commissioner works closely with units to see that youth and leaders have a positive camp experience.
- The Commissioner coordinates staff training and monitors morale

Duties:

- Supervises CIT program
- Supervises Site Staff Program in Conjunction with the Program Director
- Works with the Program Director to develop and implement the site staff program
- Is the 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
- Other duties as assigned

Managerial Staff

These staff members are in a direct supervisory roll for one or more other staff members

- AQUATICS DIRECTOR
- ARCHERY RANGE OFFICER
- ASSISTANT AQUATICS DIRECTOR
- BROWNSEA/CUB ADVENTURE DIRECTOR
- HEALTH AND FITNESS DIRECTOR
- INNOVATION! DIRECTOR
- MAINTENANCE DIRECTOR
- NATURAL AND APPLIED SCIENCES DIRECTOR
- OUTDOOR SKILLS DIRECTOR
- RANGE SAFETY OFFICER
- SHOOTING SPORTS DIRECTOR
- SUPPORT STAFF/NONPROGRAM DIRECTOR

AQUATICS DIRECTOR

Responsible to:

- Program Director

Requirements:

- Must be 21 years of age and hold a National Camp School Aquatics Director certification
- Maintains his pool in accordance with all National BSA standards
- Must be physically fit, have corrected 20/20 vision, and must not be hearing impaired

Description:

- The Aquatics Director is in charge of the pool and boat docks operation.

Duties:

- Responsible for the training of all pool staff
- Responsible for determining that every staff member, camper and their leader has completed his medical recheck and swimming test
- Responsible for maintaining and using the Buddy System
- Schedules staff duties, ensuring 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
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains inventory of all aquatic equipment
- Design and maintain a department specific training program for CITs and act as a mentor
- Other duties as assigned

ARCHERY RANGE OFFICER

Responsible to:

- Shooting Sports Director

Requirements:

- Must be 18 years of age
- Must hold USA Archery/NFAA Level 1 Instructor
- All training and skills must be verified and approved by the Shooting Sports Director
- Must be physically fit, have corrected 20/20 vision, and not be hearing impaired

Description:

- The Archery Range Officer supervises the operation of the shooting ranges for archery and slingshot. The Archery Range Officer also assists the Shooting Sports Director in managing other ranges.

Duties:

- Responsible with the Shooting Sports Director for the training of the archery staff
- Serves as merit badge counselor for all merit badges offered
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains ranges in safe manner
- Maintains inventory of all archery equipment
- Other duties as assigned

ASSISTANT AQUATICS DIRECTOR

Responsible to:

- Aquatics Director

Requirements:

- Must be 18 years of age and preferable that they hold a National Camp School Aquatics Director certification
- Must be physically fit to carry out his/her assigned duties

Description:

- Assists Aquatics Director in all duties including training and deployment of staff

Duties:

- Assists the Aquatics Director with all of his duties:
- Maintains the pool in accordance with all National BSA standards
- Responsible for the training of all pool staff
- Responsible for determining that every staff member, camper and their leader has completed his medical recheck and swimming test
- Responsible for maintaining and using the Buddy System
- Schedules staff duties, ensuring 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
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains inventory of all aquatic equipment
- Must be physically fit, have corrected 20/20 vision, and must not be hearing impaired
- Other duties as assigned

BROWNSEA/CUBBY ADVENTURE DIRECTOR

Responsible to:

- Program Director

Requirements:

- Must be at least 18 years of age and it is desirable that he/she hold National Camp School certification
- Must be physically fit to carry out his/her assigned duties

Description:

- The Cubby Corner and Brownsea Island First Year Camper Director oversees first year camper and Cub Guide programs.

Duties:

- Maintain his area in accordance with National BSA standards
- Responsible for the training of all Cubby Corner/Brownsea staff
- Serves as merit badge counselor for all merit badges and other programs
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains inventory of all Cubby Corner/Brownsea equipment
- Other duties as assigned

HEALTH AND FITNESS DIRECTOR

Responsible to:

- Program Director and Health Officer

Requirements:

- Must be 18 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The Health and Fitness Director is in charge of the sports and fitness programs including team games, extreme sports, BMX, Mountain Boarding, Mountain Biking, Bouldering, and the safety that goes with these programs and activities.

Duties:

- Responsible for the training of all Health and Fitness and Extreme Sports staff
- Responsible for safety in, on, and around all sports equipment, tracks, and fields
- Serves as merit badge counselor for all merit badges and other programs
- Serves as leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Holds current certification in bouldering, climbing, and all other certificates needed for programs in his purview.
- Teaches Scouts about safe biking
- Cares for bikes and safety equipment and ensures that all items are in proper functioning order.
- Maintains BMX facility and reports any maintenance issues to the Camp Ranger.
- Maintains his area in accordance with National BSA standards
- Maintains a personal store of tools pursuant to maintaining and repairing bouldering walls, bikes, and other extreme sports equipment
- Maintains all sports equipment, tracks, and fields
- Maintains inventory of all sports equipment
- Must be physically fit to carry out his/her assigned duties
- Other duties as assigned

INNOVATION! DIRECTOR

Responsible to:

- Natural and Applied Sciences Director

Requirements:

- Must be 18 years of age
- Must have computer skills
- Must be physically fit to carry out his/her assigned duties

Description:

- The Innovate! Director oversees the STEM (Science, Technology, Engineering, Mathematics) program.

Duties:

- Responsible for the training of his/her staff
- Serves as merit badge counselor for all merit badges
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains an inventory of his/her program area
- Responsible for establishing and maintaining a nature trail and associated STEM teaching aids
- Other duties as assigned

MAINTENANCE DIRECTOR

Responsible to:

- Camp Director and Non-Program Director
- Takes directions from the Camp Ranger and Camp Director

Requirements:

- Must be at least 18 years of age or older AND have valid drivers license
- Must be physically fit to carry out his/her assigned duties

Description:

- The Maintenance Manager oversees camp and site maintenance as well as oversees the quartermaster and maintenance team.

Duties:

- 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
- Other duties as assigned

NATURAL AND APPLIED SCIENCES DIRECTOR

Responsible to:

- Program Director

Requirements:

- Must be 18 years of age and hold a National Camp School Certification OR a valid teaching certificate in the sciences
- Must be physically fit to carry out his/her assigned duties

Description:

- The Natural and Applied Sciences Director oversees the Nature program and the Innovate! Program. The director works with the council conservation and outdoor ethics committees as well as state and federal agencies that can provide additional support for camp. If the Nature program and the Innovate! program are structured under the Natural and Applied Sciences Department they share staff members. This depending on program design and needs.

Duties:

- Responsible for the training of his/her staff
- Serves as merit badge counselor for all merit badges
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains an inventory of his/her program areas
- Responsible for establishing and maintaining a nature trail and associated nature teaching aids
- Other duties as assigned

OUTDOOR SKILLS DIRECTOR

Responsible to:

- Program Director

Requirements:

- Must be at least 18 years of age
- It is desirable that he/she hold National Camp School certification
- Must be physically fit to carry out his/her assigned duties

Description:

- The Scouting and Outdoor Skills Director oversees the Homestead, Art Academy, Handicraft, and Camp Craft programs as well as assists the First Year Camper program with scout skills training.

Duties:

- Maintain his area in accordance with National BSA standards
- Responsible for the training of all Outdoor skills staff
- Serves as merit badge counselor for all merit badges and other programs
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains an inventory of his/her program areas
- Other duties as assigned

RANGE SAFETY OFFICER

Responsible to:

- Shooting Sports Director

Requirements:

- Must be 21 years of age and hold a valid NRA Range Safety Officer certification
- Must be physically fit, have corrected 20/20 vision, and not be hearing impaired

Description:

- The Range Safety Officer ensures safe operation of Rifle and Shotgun ranges. The Range Safety Officer acts as second-in-command of the Shooting Sports department

Duties:

- Responsible with the Shooting Sports Director for the training of the shooting sports staff
- Serves as merit badge counselor for all merit badges offered
- Serves as a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains his/her range in safe manner
- Maintains inventory of all range equipment
- Other duties as assigned

SHOOTING SPORTS DIRECTOR

Responsible to:

- Program Director

Requirements:

- Must be 21 years of age
- Must hold a current National Camp School Shooting Sports certification
- Must hold all current required certifications for shooting sports programs
- Must be physically fit, have corrected 20/20 vision, and not be hearing-impaired

Description:

- The Shooting Sports Director supervises the operation of the shooting ranges for .22-caliber rifle, shotgun, muzzleloading, archery, slingshot, and BB.

Duties:

- 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 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
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains inventory of all shooting sports and range equipment
- Other duties as assigned

SUPPORT STAFF/NONPROGRAM DIRECTOR

Responsible to:

- Camp Director

Requirements:

- Must be 18 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The Support Staff Director acts as the Administrator overseeing the food service, quartermaster, maintenance, headquarters, trading post, and health lodge.

Duties:

- Responsible for the training of his/her staff
- Maintains inventory of all non-program areas
- Serves as merit badge counselor for all merit badges
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Maintains an inventory of his/her areas
- May also act as Food Service Director and Commissary Manager
- Other duties as assigned

Program Staff

This staff is the primary group of instructors and counselors

- AQUATICS INSTRUCTOR/LIFEGUARD
- BROWNSEA/CUB ADVENTURE INSTRUCTORS
- HEALTH AND FITNESS INSTRUCTOR
- NATURAL AND APPLIED SCIENCES INSTRUCTORS
- OUTDOOR SKILLS INSTRUCTOR
- SHOOTING SPORTS INSTRUCTOR

AQUATICS INSTRUCTOR/LIFEGUARD

Responsible to:

- Aquatics Director and Asst. Aquatics Director

Requirements:

- Must be 16 years of age to be a lifeguard, may be 15 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The Aquatics Instructor works with scouts to learn swimming and boating techniques as well as assures safety of all aquatics activities.

Duties:

- Assists Aquatics Director with all of his duties
- Lifeguards must hold a valid BSA Lifeguard Certification
- Function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)
- Other duties as assigned

BROWNSEA/CUB ADVENTURE INSTRUCTORS

Responsible to:

- Cubby Corner/Brownsea Director

Requirements:

- Must be 15 years of age
- Must display proficiency in all scout skills through First Class
- Must be physically fit to carry out his/her assigned duties

Description:

- The Cub Adventure and Brownsea Island programs are the first year camper programs for the camp

Duties:

- Assists the Cubby Corner/Brownsea Director with his/her assigned duties
- May function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)
- Other duties as assigned

HEALTH AND FITNESS INSTRUCTOR

Responsible to:

- the Health and Fitness Director

Requirements:

- Must 15 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The Health and Fitness Instructor assists in teaching all Health and Fitness badges and activities including those at the sports fields, BMX course, trails, Bouldering Wall, and other areas.

Duties:

- Responsible for the training of all Health and Fitness and Extreme Sports staff
- Serves as merit badge counselor for all merit badges and other programs
- Serves a leader for Cub Scout program pins, belt loops, and advancement requirements in his/her area.
- Must be physically fit to carry out his/her assigned duties
- Other duties as assigned

NATURAL AND APPLIED SCIENCES INSTRUCTORS

Responsible to:

- Natural and Applied Sciences Director

Requirements:

- Must be 15 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The Natural and Applied Sciences Instructor works in both Ecology and Conservation and STEM areas by teaching as well as caring for the Nature Lodge, Nature Trail, INNOVATION! Center

Duties:

- Assists the Natural and Applied Sciences Director with his/her assigned duties
- Function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)
- Other duties as assigned

OUTDOOR SKILLS INSTRUCTORS

Responsible to:

- Outdoor Skills Director

Requirements:

- Must be 15 years of age
- Must be able to lash, splice, and demonstrate safe tool handling
- Should have a passion for primitive and/or historic skills
- Must be physically fit to carry out his/her assigned duties

Description:

- The Outdoor Skills Instructors teach scout skills and maintains the Camp Craft Area. He/she teaches handicraft, DIY, and artisan skills in a historically relevant manner.

Duties:

- Assists the Outdoor Skills Director with his/her assigned duties
- Function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)
- Other duties as assigned

SHOOTING SPORTS INSTRUCTOR

Responsible to:

- Shooting Sports Director and the Archery Director

Requirements:

- Must be 15 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The Shooting Sports Instructor assists with all shooting instruction as well as ensures safety at all ranges.

Duties:

- Assists the Shooting Sports Director and the range officers with all duties and responsibilities
- Function as a Site Staff Guide during the Cub Scout Sessions (at the discretion of the Camp and Program Directors)
- Other duties as assigned

Support Staff

Support staff is vital to the operation of camp. The support staff keeps the camp running smoothly and supports the physical operations of camp

- COOK
- COMMISSARY MANAGER
- DINING HALL STEWARD
- FOODSERVICE DIRECTOR
- HEADQUARTERS/TRADING POST CLERK
- HEALTH OFFICER
- KITCHEN ASSISTANT
- QUARTERMASTER

COOK

Responsible to:

- Food Service Director

Requirements:

- Must be 16 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The cooks work with the Foodservice director to accurately follow menus and produce top quality food on schedule

Duties:

- Prepare Food in accordance with the established menu under the direction of the Food Service Director
- Responsible for receipt of food supplies
- Other duties as assigned

DINING HALL STEWARD

Responsible to:

- Food Service Director

Requirements:

- Must be 16 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The Dining Hall Steward directs Front-Of-House dining hall operation including organization of waiters and assigning tables to units. The dining hall steward manages serving of meals and clean-up of the dining hall.

Duties:

- 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
- Other duties as assigned

FOODSERVICE DIRECTOR

Responsible to:

- Camp Director and Support Director

Requirements:

- Should be at least 21 years of age and hold a Food Handlers Certification from ServSafe.
- Must be physically fit to carry out his/her assigned duties

Description:

- The Food Service Director supervises food service personnel. The Food Service Director shall be responsible for food service related business and personnel management. He/she shall be responsible for supervising, coordinating and directing the work duties of all food service personnel, including providing evaluative input to the Camp Administration, and the preparation and distribution of meals. He/she shall make sure the Foodservice program complies with local, state and federal requirements, complete all required reports and operate the program in a businesslike manner. He/she shall coordinate building use.

Duties:

- Responsible for operating the Food Service program in accordance with the BSA National Camp standards
- Responsible for setting a regular menu approved by Camp Director and Camp Nutritionist 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
- Other duties as assigned

HEADQUARTERS/TRADING POST CLERK

Responsible to:

- Support Director and Camp Director

Requirements:

- Must be 15 years of age
- Must be able to maintain inventory and accounting records
- Must be comfortable with personal interactions and phone use
- Must be physically fit to carry out his/her assigned duties

Description:

- The clerks work in headquarters and the trading post to give a great experience to all scouts and leaders

Duties:

- Assist Trading Post staff with duties
- Efficiently and accurately rings sales transactions
- Stocks and prices merchandise as per direction given by the Trading Post management.
- Maintains a clean selling floor, area behind the counter, stockroom and bathroom
- Responsible for regular clerical duties, computer data entry, phone coverage, public address system, mail, weekly attendance report, lost and found, sign in/out book, Jubilee Times, 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
- Any other duties deemed needed by the Trading Post Manager, Headquarters Manager or Non-Program Director to effectively run camp
- Other duties as assigned

HEALTH OFFICER

Responsible to:

- Reservation Physician, the Camp Director, and Non-Program Director

Requirements:

- Must be a responsible adult at least 18 years of age
- Must hold proper certification as outlined in the BSA National Camp standards
- Must be physically fit to carry out his/her assigned duties

Description:

- The Health Officer supervises health and Safety practices on-site, provides care for nonserious injuries on-site, and maintains first-aid logs.

Duties:

- 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 on file campers medical examination forms
- Serves as camp Health & Safety Officer
- Attends all All Camp functions including meals and chapel services
- Other duties as assigned

KITCHEN ASSISTANT

Responsible to:

- Food Service Director

Requirements:

- Must be 15 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The Kitchen Assistant works with kitchen staff to ensure accurate meal preparation and cleanly kitchen conditions.

Duties:

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

Additional Roles of Responsibility:

These are additional positions of responsibility and can show leadership above and beyond regular duties but are not a staff member's primary role. These include:

- Camp Safety Officer
- Camp Chaplain's Aide
- Commissary Manager
- Order of the Arrow Camp Chief
- Quartermaster

CAMP SAFETY OFFICER

Responsible to:

- The Camp Director and Health Officer

Requirements:

- Must be a responsible adult at least 18 years of age
- May hold other positions at camp

Description:

- The Camp Safety Officer supervises safety training and practices on-site and maintains SDS binders.

Duties:

- Responsible for ensuring compliance with all OSHA Regulations and NCAP standards
- Maintains SDS Binders
- Trains staff in Safety and hazard avoidance
- Trains Emergency Response team
- Organizes drills and practice scenarios
- Other duties as assigned

CAMP CHAPLAIN'S AIDE

Responsible to:

- The Camp Director

Requirements:

- Must be a responsible adult at least 21 years of age
- Must be recognized as a qualified clergyman or seminarian by his or her own religious body
- May hold other positions at camp

Description:

- The Camp Chaplain organizes chapel, retreat, and other relevant ceremonies.

Duties:

-
- Other duties as assigned

COMMISSARY MANAGER

Responsible to:

- Food Service Director

Requirements:

- Must be 16 years of age
- Must be physically fit to carry out his/her assigned duties

Description:

- The Commissary Manager is in charge of inventory and ensuring units receive campsite and outpost supplies

Duties:

- 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
- Other duties as assigned

ORDER OF THE ARROW CAMP CHIEF

Responsible to:

- Camp Director and Lodge Adviser

Requirements:

- Must be physically fit to carry out his/her assigned duties
- Must be a member in good standing with Octoraro Lodge 22
- Must be 16 years of age
- May hold other positions at camp

Description:

- The OA Camp Chief is in charge of promoting Order of the Arrow functions and educating scouts and leaders on opportunities for cheerful service
- May be a reservation-wide position

Duties:

- Conduct Order of the Arrow elections
- Facilitate and run pageants for both Scouts BSA and Cub Scout programs
- Maintain regalia
- Lead Staff Week training on the Order of the Arrow
- Coordinate OA snacks with food service staff and camp administration as scheduled by camp administration
- Educate scouts, and leaders on Order of the Arrow opportunities
- Other duties as assigned

QUARTERMASTER

Responsible to:

- Maintenance Manager

Requirements:

- Must be physically fit to carry out his/her assigned duties
- Must be 16 years of age
- May hold other positions at camp

Description:

- The quartermaster is in charge of tools and supplies used by staff and units

Duties:

- Responsible for maintaining inventory and issuing equipment & tools to units and camp staff
- Assists the Maintenance Director with all of his duties
- Other duties as assigned