

## Job Description – Commissioner

### Position Concept:

The camp commissioner is a key member of the camp management team. This position is the liaison between scout units in camp and camp management. The commissioner is responsible for being the primary customer service agent for our customers.

### Qualifications:

At least 18 years old.

Must be a registered member of the Boy Scouts of America.

Must be able to attend national camping school

### Pre-camp Preparations

Preparation is critical in being able to perform your job as Commissioner.

- Complete leader training lesson plans BEFORE opening staff week.
- Plan the CIT program with assistance from the program director.
- Plan staff vs leader competitions.
- Plan leader activities.
- Supervise campsite setup during staff week.
- Assist in staff training sessions as needed.
- Attend pre-camp administration and directors meetings.

### Duties During Camp

During the camp season, your duties may include any or all of the following:

- Supervise unit guides during the unit check in process.
- Manage the unit check in process and assist as needed.
- Morning coffee delivery.
- Daily site inspections.
- Attend all leaders meetings.
- Teach daily leader trainings.
- Run daily staff vs leader competitions.
- Run weekly leader events such as but not limited to Scoutmaster Merit Badge.
- Run weekly leaders crackerbarrel.
- Administer camp CIT program.
- Create award certificates for leader events.
- Provide official training cards for leaders training.
- All other duties as assigned by the Program Director.

### Closing Camp

These are your duties in closing the camp for the season:

- Inventory all supplies and equipment.
- Prepare an end-of-season report.
- Supervise shutdown of all campsites.
- Supervise movement of equipment to storage.