

Camp Merz  
Boy Scouts of America

## Job Description – Assistant Commissioner

### Position Concept:

This position is another liaison between units and staff. The Assistant Commissioner is responsible for ensuring the campsites are in good order throughout the week. Helps provide a second customer service agent when one of the commissioner staff is busy. The position is also responsible for assisting campsite inspections and assisting the leader program. Must have in-depth knowledge of the Scouting program and basic knowledge of camp operation. Reports to the Camp Commissioner.

### Qualifications:

Preferred over 18 (not required).

Must be a registered member of the Boy Scouts of America or be willing to become registered.

### Pre-camp Preparations

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

- Manage set-up work crews

### 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.
- Perform daily site inspections.
- Teach daily leader trainings.
- Run weekly leader events such as but not limited to Scoutmaster Merit Badge.
- Help Program Director as needed
- Ensure Leader satisfaction
- Manage work crews as needed
- Help with merit badges as needed
- Create award certificates for leader events.
- Coordinate unit guides.
- All other duties as assigned by the Camp Director.

### Closing Camp

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

- Assist with Inventory all supplies and equipment.
- Supervise shutdown of campsites.
- Supervise movement of equipment to storage.

I have read, understand and agree with the duties and responsibilities above

---

Printed Name

Signature

Date