

Job Description – Program Staff

Position Concept:

Responsible for all tasks assigned by your area director. This includes but is not limited to: the development of lesson plans, merit badge teaching, safety procedures, etc. Also responsible for participation in evening and special programs. Report to their own Area Director.

Qualifications:

At least 15 years old.

Must be able to lift 50 lbs

Pre-camp Preparations

- Attend Orientation / Beaver Day. This is a work day to start getting ready to setup camp.
- Attend CPR / First aid training if required by your job.
- Attend “Opening Staff Week”
 - Camp setup
 - Area setup
 - Training
 - Additional duties as assigned.
- Take several online trainings
- Purchase a uniform through the camp provided order portal.

Duties During Camp

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

- Teach Merit Badge Classes as assigned.
- Spend one night per week on outpost to various locations.
- Perform duties as a “Unit Guide*” as needed.
- Perform “patrol duties**” such as (Program, Cleaning, Fire building, Service and others)
- Responsible for maintaining the policies set up by the B.S.A. and the Allegheny Highlands Council regarding the health and safety of staff, campers, and visitors.
- Following directions.
- Attend “Closing Staff Week”
- Attend daily morning staff meetings.
- All other duties as assigned by the Area Director.

Closing Camp

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

- Assist in Camp tear down
- Assist in closing the area.
- Move equipment & Supplies to storage.

*Unit Guide Duties:

During check in, stay with the unit giving them a camp tour and assisting with the check in process. Check in with the unit twice a day check to see if they need anything such as paper towels, Tp, etc.

**Daily Patrol Duties

Depending upon the patrol you are assigned to patrol duties may include:

Fire building, Cleaning Dawson & public facilities, serving meals, meal time songs and evening program.

Outpost Duty

ALL program staff will be on an outpost each week. You will leave camp at approximately 4:30pm and return at 7am. Staff are responsible for being prepared for their outpost.

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

Printed Name

Signature

Date