



2019

STAFF MANUAL

Mountaineer Area Council
Boy Scouts of America
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Owner of this Document

PURPOSE OF THIS MANUAL

This manual will serve as your guide for the summer. In order that all may have a clear understanding of camp staff requirements, we have listed the policies, standards, and aims of our summer operation. Each staff member is expected to become familiar with this manual to assure a smoother operation and fewer misunderstandings during camp training week and subsequent camper weeks.

The appearance of camp and the camp program should be an indication to visitors, as well as campers that the Scout Oath and Scout Law govern our conduct at camp.

Naturally, there are certain understandings with which we must be able to work smoothly and efficiently. Primarily, you accept an obligation upon signing the code of conduct to dedicate your summer to the service of our youth. It is because of them, that the camp is maintained, and it is their welfare that we should keep in mind.

“... A hundred years from now, it will not matter what my bank account was, the sort of house I lived in, or the kind of car that I drove, but the world may be different because I was important in the life of a boy.” - Forrest E. Witcraft

HISTORY OF CAMP MOUNTAINEER

Camp Mountaineer opened the gate to summer resident camping for the Scouts of Mountaineer Area Council in the summer of 1954. Since then, thousands of Scouts have enjoyed the summers they spent in this great Scouting environment of over 1,000 acres. Initially, there were six campsites: Cherokee, Mingo, Seneca, Delaware, Shawnee and Catawba. With no central dining facility, all meals were cooked patrol-style in the troop sites. The rifle range was at the site of the current Green Acres cabin, and the Trading Post was a room attached to the old maintenance building at the top of the hill. Tent platforms were not provided during the early years.

A major capital fundraising campaign during 1960-1961 throughout the council generated enough financial support to enable the construction of a winter lodge, new rifle range, and the current Dining Hall. These facilities greatly enhanced the camp program beginning in 1963. The COPE high course was opened in 1996 and redone in 2014, and the current Shooting Sports Complex was completed in 2013. The dual 330-foot zip line opened in 2014 with the dual quarter-mile zip line opening in the fall of 2015.

Thanks to the generous support of the Hazel Ruby McQuain Charitable Trust, Camp Mountaineer has completed major facility improvements that include rebuilding the COPE course, adding 20 Adirondack shelters to campsites around camp, both zip lines, a 60-foot hexagon climbing and rappelling tower, installation of bathroom facilities at select buildings, and the new Welcome Center that will greet our Scouts in the summer of 2017, and the new trading post in 2019.

CAMPING DATES THIS SEASON

Staff week	June 16 th -22 nd
Scout week 1	June 23 rd -29 th
Scout week 2	June 30 th – July 6 th
Scout week 3	July 7 th -13 th
Scout week 4	July 14 th -20 th
Cub week (session 1)	July 21 st -23 rd
Cub week (session 2)	July 25 th – 27 th
Staff Camp Closing	July 28 th -30 th

THE MISSION STATEMENT OF THE BOY SCOUTS OF AMERICA

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Scout Oath

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.

Scout Law

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean and Reverent.

THE SCOUT LAW AT CAMP

A SCOUT IS ...

Trustworthy—Throughout your life, you will find that trust goes hand-in-hand with success. The camp has specific requirement outlines for its personnel. The Camp Director will entrust to your duties and responsibilities related to your assignment. Your very attitude in taking on an assignment is directly reflected on the Scouts with whom you deal.

Loyal—Loyalty to the camp and your associates is essential. You should constantly be observant and concerned about matters affecting the total harmony of the camp and bring such matters to the attention of the Camp Director.

Helpful—It begins with an attitude of helpfulness to the newly arrived Scout and his family. Apart from the service rendered, that first impression of helpfulness means so much.

Friendly—As you pass a Scout or leader on the trail, even if you've never met, say "Hello!" A friendly word costs nothing yet gives so much to every Scout. Be a friend to all, not just a clique of buddies.

Courteous—You represent the Boy Scouts of America as you deal with the boys, leaders, parents, or the public. Your actions, good or bad, will reflect upon camp, the Council, and the BSA. Courtesy may be interpreted as respect for the time of others. ALWAYS BE ON TIME. Above all, it means a reputation for reliability and promptness.

Kind—Kindness is often interpreted in its relationship to animal life. Show boys how to be thoughtful to the animals in your camp. Kindness and consideration for others, however, is of even greater importance.

Obedient—A staff member carries out his responsibilities to perfection and responds to direction of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and loyalty to the camp and the Camp Director, if something is bothering you, ask for an appointment to talk to the right person - your director or Camp Director.

Cheerful—A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in a Scout Camp. There is no one in a better position to promote and stimulate this attitude than you. Each staff member, regardless of position, should take it upon him or herself to motivate and give an outlook of cheerfulness and happiness in the minds of all.

Thrifty—Each staff member should consider his responsibilities in protecting and conserving the equipment, physical property, and the resources of the camp. You are in a position to save thousands of dollars that might have to be used to repair or replace damaged property.

Brave—This summer you represent the largest single organization in the world, and you are an employee of one of the finest Scout camps in the nation. You represent Scouting in all aspects. You believe in the Scout Oath and Scout Law; otherwise you wouldn't or shouldn't be here. Bravery is to do the right thing even if it is unpopular or difficult.

Clean—Your personal living quarters are to be an example of cleanliness and orderliness. If your living quarters are disorderly or dirty, campers can hardly be expected to do better. Those who have to shave will be expected to do so prior to breakfast. Get a haircut when needed, and shower regularly. Those who bend down and pick up trash will find their behavior contagious. Litter detracts from our camp's beauty and Scouts look up to those who lead by example. Together, we can keep camp clean.

Reverent—Being “faithful in one's religious duties” is of great importance. Setting the example helps to mold the attitudes of those who look up to us as the inspiration for right decisions and high ideals.

AIMS AND METHODS OF SCOUTING

AIMS

Scouting works towards three aims and Camp Mountaineer will support them:

CHARACTER. One is growth in *moral strength and character*. Character can be defined as the collection of core values by an individual that leads to moral commitment and action, and encompasses a boy's personal qualities, values, and outlook.

CITIZENSHIP. A second is *participating citizenship*. Used broadly, citizenship means the boy's relationship to others. He comes to learn obligations to other people, to the society he lives in, and to the government that presides over that society.

FITNESS. A third aim of Boy Scouting is *development of physical, mental, and emotional fitness*. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).

The methods are designed to accomplish the aims. Thus, it is important that you know and use the methods of Boy Scouting. Camp Mountaineer will emphasize these throughout your camping experience.

METHODS

Other methods are good, but they may bring different results – results quite different than we are seeking.

IDEALS

ADULT ASSOCIATION

PATROLS

PERSONAL GROWTH

OUTDOORS

LEADERSHIP DEVELOPMENT

ADVANCEMENT

UNIFORM

THE PATROL METHOD IN CAMP

What is the Patrol Method? And why insist upon it? You may ask, “Aren’t there many other ways of working with our youth?” There are, ranging from the schoolroom method of past generations, with a schoolmaster trying to force bits of knowledge into the brains of the pupils, to the method of dividing a group of youngsters into teams and keeping them happy banging a basketball about.

However, none of these methods will give us the results that we can get through the Patrol Method – the method by which youth in groups with youth leaders, training themselves in Scouting skills.

The Patrol Method is the only thing that makes Scouting different from other programs for young people. It is as much a part of Scouting as the Scout Oath and Law, in other words – the Patrol Method is not ONE method, but the right method of operating the Scouting program. And, it is right for these reasons: it is the campers’ own way of organizing; it is the best way of accomplishing the aims of Scouting; it is the best effective way of running a unit; and the campers grow most through this process.

The Patrol relationships provide the camper with the best opportunity to learn them plan and cooperation and to develop a deep sense of loyalty. Here is where a camper learns how to live in a democracy, as the Patrol is a small democratic group. The Patrol Method is the unique element in Scouting, basic to good “Scout Camping.” There must be certain activities over which the patrol has complete responsibility. This is necessary in developing leadership and gaining a true understanding of Scout program by helping unit leaders understand it. This is one of the most significant services a staff member can render.

BSA DECLARATION OF RELIGIOUS PRINCIPLE

“The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. In the first part of the Scout Oath or Promise the member declares, ‘On my honor I will do my best to do my duty to God and my country and to obey the Scout Law.’ The recognition of God has the ruling and leading power in the universe and the grateful acknowledgement of His favors and blessings are necessary to be the best type of citizen and are wholesome precepts in the education of the growing members. No matter what the religious faith of the members may be, this fundamental need of good citizenship should be kept before them. The Boy Scouts of America, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life.” — *Bylaws of Boy Scouts of America*

THE PURPOSE OF SUMMER CAMP

The camp is Scouting’s outdoor educational center. Its purpose is to serve institutions by providing facilities and leadership for training units in the outdoor program activities and Scout method of operation.

The camp is the laboratory of Scouting, where council camp leaders, unit leaders (adult and junior youth leaders) and the Scouts work together to learn the best that Scouting can offer in developing better units, qualified Scouters, and skillful, self-reliant youth members. Here, a young person learns how to live in a democracy by working in a patrol and troop.

Summer camp is the highlight of the entire Scouting year. The camp should also be a practical demonstration area for the best of Scouting’s ideals and practices.

WHY DO WE HAVE A CAMP STAFF?

The Camp Staff exists to accomplish the aims of Scouting through the methods of Scouting. Summer camp staff members have a unique opportunity to work in a true Scouting environment providing an effective program designed to build desirable qualities of character, citizenship and physical and mental fitness. Scouts come to camp for a week of fun – with advancement and adventure – but we must do more than provide entertainment. Every troop in camp must have a program of fun and adventure with value to every participating Scout. More importantly, summer camp staff members have an opportunity to make a unit’s year-round program stronger thus leading to an overall greater Scouting experience. To accomplish this objective, the camp staff works in several areas of leadership:

- Helping train youth troop leaders to make their programs fun and effective.
- Counseling youth leaders for a complete understanding of the purpose of camping.
- Counseling with youth leaders to make the patrol method work.

- Providing instruction in aquatics, scoutcraft, ecology-conservation, handicrafts and field sports.
- Helping all campers, by example and personal effort, to have a happy, worthwhile experience.

The program in camp is under the leadership of the unit and program staff. The staff provides the facilities, program opportunities, equipment, business administration, health and sanitation services and maintenance. Staff members who perform these services are vitally important to success.

Every staff member should demonstrate certain basic qualities and live by the highest Scouting standards. Everyone must show evidence of acceptance of the Scout Oath and Law as guiding principles in daily life. Staff members set a good example by wearing the Scout uniform, having a positive attitude, and demonstrating clean habits of speech and action.

THE STAFF AS A TEAM

Teamwork is an extremely important part of our attitude as staff members. Regardless of our specific job assignment, all of us are here at Camp Mountaineer to deliver Scouting to youth. For us to be successful, we must act as a team – committed to one purpose. This will not only improve our job performance and relation to campers, but it will help our interactions with each other as well. Over the course of seven weeks, the staff will become a close family – working together and living together. We can develop an interdependence that shows through unity and friendship. Each staff member has a specific job assignment through which an individual’s knowledge and skills can best serve the camp. However, there are numerous other functions not covered by any one position. These tasks include camp set-up, staff training, building and hosting campfires, assisting with check-in, organizing and attending evening programs, serving meals, maintaining facilities, checking out troops, and cleaning up camp at the end of the season.

A group is able to work more effectively if its members can improve on the following:

- Understanding the objective
- Utilizing surrounding resources
- Trust and resolving conflicts
- Sharing leadership
- Taking charge and understanding procedures
- Communicating effectively
- Solving problems and making decisions
- Being creative
- Evaluating performance

“When it comes to the future, there are three kinds of people; those who make it happen, those who let it happen, and those who wonder what happened!”

THE STAFF MEMBER

Between the wild-eyed eagerness of a Cub Scout and the dignity of gray-haired maturity, all campers fall under the influence of a group called the camp staff.

Staff members come in assorted sizes, weights, shapes, colors, and types. They have varied interests, hobbies, personalities, religions, and personal habits, but they share one creed—to help every camper reach the highest possible degree of Scouting know-how, and to have fun doing it. Staff members are composite. They must have the energy of an unharnessed volcano, the drive of a rocket, the memory of an elephant, the understanding of a clergyman, the wisdom of a judge, the tenacity of a spider, the patience of a turtle trying to cross a highway in rush-hour traffic, the decisiveness of a general, the diplomacy of an ambassador, and the common sense of a member of the Supreme Court. They must remember that Scouts are trained by DOING, but mainly, by precept and example and a sincere interest in their subjects.

Staff members must possess knowledge, know-how, or skills, but most certainly they must possess love, a deep and abiding appreciation of and respect for campers, individually and in masses. They must understand the camper who has the energy of a dynamo, the sequel of a pig, the stubbornness of a mule, the antics of a monkey, the spryness of a grasshopper, the curiosity of a cat, the slyness of a fox, and the mysterious mind of a devil.

They must have leadership and know-how to cope with the sometimes-inconsiderate unit leader who “knows all and sees all,” who pushes your temper to the ignition point, who has the lungs of a dictator and the explosiveness of an atom bomb—the leader who enjoys nothing better than putting you on the spot and causing trouble.

Staff members must know how to spot many things: The tendency toward homesickness of a first-year camper, the hazing traditions in some units, the lack of a program in others, and the inability of a camp leader to meet the many problems he faces. They must know how to handle their own many day-to-day problems: who to report to in case of trouble and which decisions they can make for themselves and which decisions they should refer to those higher up.

Staff members should never be clock watchers—rather, always go the extra mile to make camp more enjoyable. They are there to serve and not to loop upon their assignment as a personal vacation. No matter how much their backs ache, they are hired to see that their department is the best in camp. Despite one’s own likes and dislikes, continually smile and be steadfast, truthful, and understanding. They keep plugging, and because of that, they will be remembered long after others are forgotten. Someday, somewhere, some young man will come up to you and say, “Hi, remember me?”

PERSONAL TRAITS THAT MAKE A SUCCESS OF YOU

When all is said, when the chips are down, it is up to you to see that the show goes on. Your own personal habits make the program at camp work successfully. Develop the following and you won’t go wrong:

- Patience – with campers, adults, ideas, the weather, and your fellow staff members.
- Enthusiasm – for your job, the camp, the Staff and the way we do things for Scouting.
- Alertness – for new ideas, for the needs of others.
- Willingness – to do a little more than your share, to try something new, and to let the other person have ideas (they might be right).
- Perseverance – to see the job through, to continually look for better ways.
- Cooperation – ready to lend a hand, an idea, to work with others.
- Scout Oath and Law – if we can keep ever mindful of this creed, we have little to fear.

STAFF RELATIONSHIP TO PROGRAM AND ADMINISTRATION

Staff members are the ones who set the tone for camp. Individual responsibilities vary, but every job has three aspects; supervision, counseling and instructing.

Staff members as Supervisors: There are certain functions and activities in the camp that require personal supervision at all times by the camp staff. These include: the health program of the camp, the aquatics operations, field sports, COPE, climbing & repelling, campsite and health safety, camp sanitation, the camp dining hall and its operation, the commissary, and the supervision of cooking on outpost camps.

Staff members responsible for these functions are expected to enforce rules, regulations or practices that are necessary to maintain the standards set by the Boy Scouts of America and governmental activities. Mature, responsible and qualified persons are necessary for such positions. Persuasion, rather than mandate, should be the method of enforcement.

Supervision involves more than inspection; it includes counseling and instruction as well. This is true of many other camp activities.

Staff members as Counselors: One of the most significant duties a staff member has is the counseling relationship. Reduced to its simplest terms means friendly, understanding and helpful. Every staff member must be alert to sense the needs of unit leaders and campers, and to be prepared to help them in informal ways by making suggestions giving words of encouragement, helping on the spot with simple problems and referring special problems to the Camp Director or related staff members. More formal and follow-through counseling is the job of the staff member holding an area director assignment. Your job and method of work are described elsewhere in this manual.

The payoff on good counseling is found in a well-organized unit with a balanced program and inspired leaders.

Staff members as Instructors: The glamour of Scouting is found in its skills. A Scout is expected to be a good camper, to know his way in the woods, to swim, to handle watercraft, to be able to save a life, to conserve natural resources, and to do a hundred other things associated with self-reliance and the pioneer skills of living. The most important resources we have in Scouting to back up these skills are people – competent, well-adjusted staff members to share their knowledge with leaders and campers. The proper use of this knowledge in working with unit leaders and campers is our insurance against mediocrity in program and skills.

CUSTOMER SERVICE OR “SETTING THE EXAMPLE”

Your status as a camp staff member carries with it an obligation to promote, foster and instill the values that have been so strongly associated with the Boy Scouts of America. The Scouts and Scouters who come to camp must see and experience in you, the values so firmly established in our long history.

To that end, all summer camp staff members are providing a service. The camp and its staff are representatives of Scouting in general and specifically of the Mountaineer Area Council to those who have come to camp, similar to a customer going to a department store. Have you ever seen an impolite sales clerk or store manager? Did that leave any lasting impressions?

We have a product and service that is being offered which the campers have paid money for. In some respects, camps are like a big department store with specific departments that are available to the customer. The supervisors and staff members assigned must represent not only their own area, but also the camp or “store” as a whole.

Each Scout may want to just browse, try something out or want something specific. It’s our job to satisfy the customer to the best of our abilities in a polite, friendly and courteous manner. *Sounds like the Scout Law and Oath, wouldn’t you agree?* Do we want our customers to walk away happy and satisfied or grouchy and frustrated? How we act and talk is 80% of the job to make them happy and satisfied customers. The other 20% is knowing the answers or where to get the answers.

It goes without saying, that a staff member’s helpful and cheerful attitude, regardless of the other person’s attitude, is crucial to the success of a winning situation in camp. No one should walk away confused or unsatisfied.

Your program area must be kept clean, neat and attractive. Above all, be attentive, interested and willing to provide service to all our campers. Ask how things are going this week and if there are any needs, questions or help needed. If you don’t know the specific answer to a question or concern, direct the camper to the next appropriate person who might know the answer. There is no shame in saying, “I don’t know, but let me find out.” Never just say, “I don’t know!” or “That’s not my area of responsibility,” you might have just created a dissatisfied customer.

LEADERSHIP

Through the years, many things have been said about leadership, but few have put it as precisely and accurately as Waite Phillips. *Waite Phillips was the donor of Philmont Scout Ranch.*

The boss drives his men;	the leader coaches them.
The boss depends on authority;	the leader on good will.
The boss inspires fear;	the leader inspires enthusiasm.
The boss says, "I";	the leader says, "We."
The boss assigns the task;	the leader sets the pace.
The boss fixes the blame for the breakdown;	the leader fixes the breakdown.
The boss knows how it is done;	the leader shows how.
The boss makes work drudgery;	the leader, a game.
The boss says, "Go";	the leader says, "Let's go."
The world needs leaders;	but nobody wants a boss.

EXPECTATIONS OF CAMP STAFF

Your Very Best

At Camp Mountaineer, we set high expectations of our Scouting program. We have made the promise to the campers and leaders to have an enthusiastic, and exciting camp. Camp staff is a hard job, and we cannot reach perfection, but giving your own personal best is always an achievable goal that will make Camp Mountaineer the pinnacle of the Scouting experience.

Living Quarters

The staff is a model for the rest of the camp, and as such our living quarters must be neat and orderly. Tents need to always be tidy, swept, and organized. Sheets and pillowcases should be laundered regularly. The bathhouses, latrines, and other common areas should also be clean. Living quarters are an individual's private space, and you should not enter someone else's tent without the permission of its occupants. Because of youth protection guidelines, living quarters are off-limits to members of the opposite sex. If you bring a floor fan, it must remain on the floor, and cannot be running when no one is in the tent.

Staff is primarily housed in the Staff City tent site (unless otherwise directed by the Camp Director). Area directors will receive their own tent; all others should be prepared to share a tent.

Personal Appearance

Your personal appearance reflects the type of job you do. All staff members must be clean and well groomed. You are expected to shower on a regular basis and have hair and beards / moustaches neatly trimmed. Eccentric hair styles, including mohawks, and hair dye, should be avoided. Excessive wear of jewelry is not appropriate. Earrings should be discreet metal posts. Other piercings should not be visible.

Uniform

The uniform is one of the key methods of Scouting. All of us together set the example of a correct uniform and accomplish the Aims of Scouting with attention to customer service. The uniform adds professionalism to the staff – we are Scouters. For us to be a true staff team, we

will wear a uniform with all **appropriate** patches placed in the proper location. All uniform parts must be clean. Laundry facilities will be available to Camp Staff to be used during personal time. You are responsible for ensuring your uniform stays clean and presentable. Appropriate footwear including official Scout socks is also required.

For evening flag ceremony, evening dinner, chapel, campfires and other special programs (as announced), the staff will wear the full official Field Uniform. This consists of only the following items: Official Scout shirt with appropriate epaulets. (Insignia must be worn correctly, including OA flap, jamboree emblem, rank emblem for youth, etc.), Official BSA shorts or pants, with belt, Official Scout Socks (short or long).

During the remainder of the days and evenings, the staff will wear the activity uniform, consisting of the official Camp Staff t-shirt or other designated shirt, in place of the khaki dress shirt, as well as scout shorts/pants, belt, socks and shoes that cover the feet.

Dining Hall

Three meals are served in the dining hall each day. Attendance in the dining hall is required unless otherwise excused by the Camp Director or Program Director. Cafeteria style will be utilized for Breakfast, Lunch, Dinner and Wednesday evening for visitor's night. When we have Cafeteria Style Dining Staff will assist with serving meals with the Kitchen Crew. One or two staff members will be seated at each table. This is a chance to meet campers, monitor the mood of the camp and set the example of leadership. Opportunities exist to coach table manners.

Paychecks

Paychecks will be issued once every two weeks, (around the 15th and the 30th of each month) calculated on each full week worked. If your employment is interrupted by termination, suspension, illness, or other circumstances, your salary will be prorated for the days worked. Expect payroll deductions for failure to arrive on time, leaving early, or damage to camp property. **NOTE:** Your salary information is kept confidential by the camp administration, and you are advised to do the same.

Job Description and Schedule

Your job description is listed in the back of this guide, and your director should review it with you. All staff members are called upon from time to time to do other tasks, and we ask that staff be flexible and take on "other duties assigned." You and your director will work out a weekly schedule with clear expectations for work and sufficient time off.

Training, Counseling and Evaluations

Approximately thirty-five Scouts and Scouters will comprise this summer's staff. Most of the key directors have completed an intense training program and have become certified through the National Camping School. All staff must participate in a one-week training program immediately before the season opens. The area directors, program director, business manager, and camp director are available resources to all staff. Twice during the season, you will receive a formal evaluation from your area director or respective staff leader. At the mid-summer evaluation, you and your evaluator will set goals for the remainder of the summer. A final evaluation at the end of the season will be used in the following year's hiring process.

Electronics and other Electrical Devices

Electricity is provided to all tents in Staff City for the convenience of the staff. Electronic devices such as cell phones and other hand-held devices are permitted, but sound emitting devices must be used with an individual headphone attachment. No boom-boxes or radios

without personal headsets will be permitted in the staff area. These items will be brought to camp at your own risk. Camp Mountaineer assumes no responsibility for any items that are broken or misplaced or **stolen**. There will be a plug-in limit of six (6) appliances / fixtures per tent. Additionally, **when you are not in your tent, turn off all electronic devices other than a clock. Failure to do so may result in the removal of some of your electrical devices.**

Staff Advancement in Camp

Personal advancement is an important part of the staff and the CIT program. Youth staff members may take merit badges in their free time; however, campers always receive the priority for sessions.

Time Off

All staff members are required to be available for the entire summer camp season, or as noted by your employment agreement. All leaves of absence must be requested in writing to the Camp Director prior to staff week- please do not make any definite plans without approval.

All staff members are off duty from 11:00 am every Saturday until 11:00am on Sunday.

Everyone must leave camp by Saturday afternoon unless special arrangements have been made with the Camp Director. Staff members that are minors (under the age of 18) may not stay in camp unless they are part of a supervised activity. Failure to follow these guidelines may expose the camp to liability problems and may result in termination of employment. Your individual schedule of working sessions, hours off, meals, breaks, and evening program assignments will be made with your respective Area Director or other supervisor.

Leaving Camp While Camp is in Session

Every staff member that is 18 years of age or older is allowed one (1) night out of camp per week, after their daily staff duties have been met. Those under 21 years of age must be back in camp by midnight, and those 21 years of age and older must return in time for morning flag rising of the following day. Each staff member leaving camp must sign out and in upon return, at the Hott building. Any time staff members leave camp, they are representing Camp Mountaineer, Mountaineer Area Council, and the Boy Scouts of America. Please keep this in mind regarding appropriate destinations and your conduct while away from camp. **Under no circumstances may any staff member leave camp without the permission of the Camp/Program Director.**

The following is the camp administration policy on leaving camp:

Camp staff members 18 years of age and older may leave camp provided that:

- Permission is obtained from the Camp/Program Director prior to departing camp.
- The staff member signs out and in using the Camp Sing-In/Sign-Out Log located at the welcome center, noting correct specific destinations(s), and times out and in.
- The staff member returns to camp prior to a time prearranged with the Camp/Program Director.
- The Camp/Program Director reserves the right to restrict or ban staff members from leaving camp during camp sessions if issues occur.

Camp staff members under 18 years of age may leave camp ONLY:

- With the permission and consent of the Camp Director.
- When accompanied by the staff member's parent or legal guardian or others indicated on the early release form (review information below).

- Staff member will be required to sign in and out using the Camp Sign-In/Sign-Out Log located at the welcome center , noting correct and specific destination, and times out and in.

Release of Staff Members who are minors to a parent or legal guardian

If a parent/legal guardian needs to pick up their under 18-year-old staff member during the week at camp, they must complete the early release form, and sign-out using the Sing-In/Sign-Out sheet located at the Camp Office.

Release of Staffers who are minors to persons other than the parent or legal guardian

If a person other than the parent or legal guardian arrives to pick-up a camper or staffer, verification of identification of this individual is required. For any minor to leave camp with a person other than a parent or legal guardian, an authorization form must be completed in advance and be on file in the Camp Office. The early release form must be completed by the parent and Camp Director. Verification forms will be kept in the Camp Office. Campers or staff members will only be released to persons listed on this form.

Bikes in Camp

Bicycles may be ridden in camp. All riders must wear a helmet. If the bikes become a problem the bikes will not be allowed back in camp.

Motor Vehicles in Camp

Staff members bringing a vehicle into camp for a duration of more than 24 hours must provide a copy of auto insurance. All staff vehicles (except those designated as emergency transportation, or otherwise allowed by the Camp Director and Program Director) must be parked in the general parking lot at the top of the hill (not by or near the ranger's house). Staff members under the age of 18 must provide a letter of consent from their parents allowing them to bring a car to camp. Motorbikes and ATV's are not allowed on camp property. Having a vehicle at camp is a privilege, which may be revoked for violation of camp procedures. Vehicles allowed inside the camp proper must display a camp-issued vehicle pass.

Tobacco Policy

Tobacco use is prohibited at Camp Mountaineer. This includes smokeless tobacco and vapes of any kind.

Being on Time

Everyone has many demands on their time this summer, and time management will be important. Promptness to flag ceremonies, meals, camp-wide activities, and specific jobs is required. Habitual lateness will be punishable. Being on time is part of customer service and professionalism.

Reveille & Taps

All staff must be present at the parade field, dressed properly and ready for the day by 7:45 am for morning colors. Staff members are responsible for waking themselves up in the morning and being on time every day. Adequate sleep is an important part of being a healthy, quality staff member. Taps is played at 10:00 pm and signals quiet time for the whole camp, including staff, in order not to disturb campsites. Staff members should be in their respective quarters with "lights out" by 11:00 pm, and quiet must be maintained.

Candles

Flames of any source are not permitted in tents because of the danger of fire. All candles found in tents will be confiscated. Please use the electric lights provided in Staff City instead.

Wildlife Encounters

There are many types of wildlife that call Camp Mountaineer their home. DO NOT disturb any of these animals, birds or reptiles in their natural habitat. Avoid keeping food items in tents or shelters. If you see an animal behaving strangely, this should be reported to camp management immediately.

Camp Visitors

From time to time, your family or friends may wish to visit camp. Please schedule these visits when you are not working in your job assignment. Staff should not have visitors during scheduled work time. Staff visitors eating in the dining hall are highly encouraged to make reservations through the Camp Office and those attending will be charged for regular visitor meals. Prices for dinner on Family Night differ from the rest of the week. This year's meal prices are in the Leader Guide. Visitors can pay for meals in the Trading Post.

Visitors must abide by all the rules and regulations of Camp Mountaineer, Mountaineer Area Council, and the Boy Scouts of America. All visitors must leave camp by 10:00 pm, unless prior arrangements have been made. Overnight visits are only allowed by permission of the Camp Director.

Staff Guests

Other than during check-in and visitors' night, you need to advise the camp administration if you have a guest in camp. Overnight guests, even if they have been on staff in previous years, must have prior approval of the Program Director.

Visitor Identification

In keeping with the national policy of the BSA, all persons in camp during the week must be identified. Based on the names on the Troop Roster, an equal number of wrist band ID bracelets will be given to the unit leader, who will ensure that these are properly attached to each member of his/her unit. Incidentally, all camp visitors must also display a wristband, which will be of a contrasting color. Staff should inquire of anyone without a wrist band and refer them to the office by the entry gate so that a wristband can be issued. If the person refuses or acts in an unusual manner, immediately contact the Camp Director, Program Director.

Pets

No Pets allowed unless approval has been given by the camp administration.

Language

Vulgar language has no place at camp. This includes speech (in front of campers or not), clothing, literature, decorations, etc. If you are accustomed to speaking in this way, then please make plans to change immediately.

Charges to Camp Accounts

No charges are to be made under any circumstances to any camp account, or any purchase made with expectation of reimbursement from the Council without the **PRIOR** approval of the Scout

Executive. Without prior approval, no reimbursement will be made. Violation of this policy may result in termination of employment.

Mail

Mail is delivered to camp each day and distributed at dinner every evening. Mail is very personal and should be treated as such. Mail addressed to other staff members, campers, leaders, or the camp is not your business or concern. An outgoing mailbox will be located in the Camp Office for your use. Mail may be addressed to:

Name
Camp Staff
Camp Mountaineer
187 Camp Mountaineer Road
Morgantown, WV 26508

Telephone

Cell phone service cannot be considered as reliable at Camp Mountaineer. The camp telephone is for business and emergency **ONLY**. **No personal calls on the camp phone will be allowed.** In the event of an emergency, the business number for the camp is (304) 291-8512. Messages will be delivered to staff members in a timely manner.

Prescription Drugs

National BSA policy requires that all prescription drugs be kept in the health lodge. If you use prescription drugs you are to place their pharmacy-issued containers in a plastic bag, your name clearly indicated. An exception may be made for a limited amount of medication to be carried by a camper, leader, or staff member for life-threatening conditions, including bee-sting or heart medication, and inhalers, or for a limited medication amount approved for use in a first-aid kit.

Professional Staff Entering Camp Areas and Facilities

For safety inspection and supervision, the Scout Executive and/or Camp Director may come visit areas from time to time. They may not enter any restricted camp program area, facility, or structure at any time without asking for permission to enter.

CAMP STAFF BEHAVIOR

At Camp Mountaineer, we expect campers and leaders to live by the Scout Oath and Law. As staff members, we must set the proper example and follow what we expect the campers and leaders to follow; otherwise, our presence at camp might be a liability, rather than an asset to Scouting.

You represent the Boy Scouts of America wherever you are, whatever you are doing. Should it become knowledge to anyone in public, including (but not limited to) other Scouts and Scouters or the police, that you are affiliated with the Boy Scouts of America in a staff capacity and you commit a crime or other offensive or degrading act, the reputation of the camp, the council, and most importantly the Scouting movement is jeopardized.

If you jeopardize our reputation as a character-building organization, you will likely be released from employment, suffer loss of privileges (including revocation of BSA membership in severe cases), or be denied future employment with the council.

Serious Violations

Certain infractions of camp rules are serious enough that they will result in immediate termination of employment, with no warnings issued. A staff member suspected of a serious violation may be suspended temporarily without pay pending a more detailed consideration. Negligence in any one or combination of the items listed below may result in termination of your contract. All violations and disciplinary actions will be noted in your personnel file. This list is not comprehensive and is merely a set of some specific violations of the Scout Oath and Law, and other precepts of Scouting, that could lead to dismissal:

- Child abuse in any form or other violation of youth protection policy.
- Possession, sale, or use of controlled substances or misuse of prescribed drugs. The West Virginia State Police will be called in any drug-related cases.
- Possession, sale, or use of alcoholic beverages on Camp Mountaineer property or while in Scout uniform anywhere. West Virginia state law prohibits the use of alcohol at all times by persons under 21.
- Intoxicated behavior regardless of age, inside or outside of camp.
- Assisting minors (under the age of 21 in this case) in obtaining alcoholic beverages or providing minors with alcoholic beverages at any time inside or outside of camp.
- Violations of the law, including but not limited to theft, drug, alcohol, tobacco, or serious traffic violations.
- Gross misconduct.
- Willful damage to or theft of BSA or other property.
- Fighting
- Carelessness with fire or creating other safety hazards.
- Insubordination
- Using language, references, or actions not in keeping with the Aims, Methods, and Ideals of the BSA.
- Failure to report to your job assignment on time
- Possession or use of fireworks, firearms, ammunition, or other combustible materials except when specifically approved by the Camp Director or Camp Ranger.
- Possession of pornography
- Sexual harassment.
- Violation of the BSA's non-discrimination policy or other discriminatory acts or language.
- Violation of any requirement of the *Staff Code of Conduct Statement* that you signed.

CAMP MOUNTAINEER LOCATION

From Interstate 68 exit 1 at Morgantown, West Virginia, take route US 119 South for approximately 5 miles. A Circle K convenience store will be on the right, and immediately to the left will be Camp Mountaineer Road. Take that road and follow the signs to Camp Mountaineer.

Using MapQuest or a vehicle GPS Unit:
187 Camp Mountaineer Road
Morgantown, WV

Geographic Coordinates (Entry Gate):
Latitude: N39° 31.389' Longitude: W79° 53.911'

CHAPEL/VESPER SERVICE

An organized non-denominational vesper service is conducted on Sunday evening following dinner at Boyce Chapel. All program and business areas of camp are closed during this service. Attendance is required for those looking to earn the unit Baden Powell Award. The chapel is also available for units, patrols, or individuals who wish to provide their own services during the week.

CAMP WIDE EMERGENCY PROCEDURES

GENERAL EMERGENCY PROCEDURE

1. The emergency siren located on the Dining Hall will sound.
2. Staff will close all areas and report to the Dining Hall, if after program hours all staff report to the Dining Hall for briefing.
3. If after 8:30 p.m. Site Guides will be dismissed after briefing to campsites to get a head count of all campers.
4. If between 7:30 a.m. and 8:30 p.m. Line up in our normal Flag Ceremony spot and wait instruction, take role of your patrol.
5. We will proceed after all briefings

This signal will be demonstrated at the Sunday evening flag ceremony. There will also be an emergency drill on Monday at about 11:50 AM, so structure your program to accommodate this.

FOR STAFF:

1. All staff members are to report to the parade field or inside the Dining Hall if at night or in the event of inclement weather.
2. Form as a unit.
3. The Camp Director will brief the staff on the emergency and construct appropriate duty assignments.

FOR CAMPERS:

1. When the emergency siren located on the Dining Hall sounds between 7:30 a.m. and 8:30 p.m., all campers and adult leaders are to report to the parade field or inside the Dining Hall in the event of inclement weather.
2. Between 8:30 p.m. and 7:30 a.m., campers report to their campsites and unit leaders take role. Units will wait for their staff campsite guide to arrive with further instructions.
3. Units will gather as a unit, and unit leaders need take count of those present and unaccounted for.

ADDITIONAL EMERGENCY AND SAFETY PROCEDURES

PROCEDURE FOR LOST BATHER RESPONSE

1. Upon notice of a possible lost bather, the Aquatic Director will take charge of the Buddy Check and from the buddy board; call out the names of all buddy teams in order. Buddy teams will exit the swimming area and sit together on the beach as their names are called.
2. If the above procedure does not correct the condition, the Aquatic Director will immediately notify the Camp Director via radio or cell phone and clear the swimming area of all campers—telling them to quickly check out of the area and report to the parade field.
3. Aquatic staff will remain at the waterfront to begin to organize for the lost bather response. Waterfront bell will begin ringing.
4. All program areas close immediately when emergency siren sounds, with all campers and non-aquatic staff reporting to the parade field. However; Lost Bather Response Trained

staff hearing the bell from the aquatic area will report to the aquatic area instead of the parade field.

5. As soon as name of the lost camper is known and relayed to the Camp Director, it will be shared it with staff who are going to the program areas so they will know the name of the camper for whom they are searching.
6. The Camp Ranger staff will man vehicles and drive SLOWLY through camp instructing all campers to report to the parade field, while inquiring as to their name in case it is the camper they are looking for.
7. The Camp Director or his designee remains in office to receive the camp headcount. If the headcount is completed and all campers are accounted for, the units are dismissed to return to their scheduled activity.
8. The Camp Director will contact Monongalia County Emergency Services (911), and the Scout Executive and/or the Camp Director.
9. At the waterfront, the LBD team will be supervised by the Aquatic Director in beginning the search in the most likely area. Search will be conducted in a manner that the LBD team was trained and will continue to different areas until the lost bather is found. In that instance, CPR will be started as soon as practical. Victim must be dry before using AED.

PROCEDURE FOR LOST CAMPER / LAND SEARCH

1. Interview Unit Leaders and Scouts to determine last known whereabouts and why the Scout might be missing. Notify Camp Director and other key staff members immediately.
2. Assign a staff member to keep record of actions and communications. -- Business Manager
3. Check sign-in/sign-out logs.
4. Health Officer to review the boy's physical for any pertinent information.
5. Sound Alarm, all campers assemble at Dining Hall.
6. Mobilize all available staff members to assist with search procedures.
7. Begin searching areas of last known whereabouts in groups of two, under the specific direction of the Camp Director. All search teams are to have a radio or be within close proximity of team with radio and report to Camp Director or his designee every 10 mins. Be sure to check all possible locations.
8. Aquatic Director double-checks the waterfront and reports to the Camp Director by radio. If radio is out of service send two runners to Dining Hall.
9. Search all areas of camp. Check off searched areas using a map of camp.
10. Send a vehicle to search along the roads leading out of camp.
11. Notify Scout Executive or Camp Director at Scout Service Center or by cell phone.
12. Notify authorities:

State Police	304-285-3200
Sheriff	304-291-7260
13. Staff continue search until authorities take over.
14. Complete written report.

EXTREME WEATHER CONDITIONS PROCEDURE

1. Modify program activities, as required.
2. Alter menu, if necessary, to include hot/cool foods and lots of warm/cool liquids.

3. Instruct staff and leaders on symptoms and treatment of hypo/hyperthermia and other heat/cold related illnesses.
4. Prepare Health Lodge to deal with weather related illnesses.
5. For cold weather, make sure everyone has plenty of dry blankets and proper bedding for the night. For hot weather, make sure everyone has plenty to drink and alter program and clothing requirements accordingly.
6. Persons displaying mild heat-related symptoms should be sent to the Shooting Sports building, where the air conditioning will be operational.
7. Complete a written report of any incidents related to weather.
8. Notify Scout Executive or Camp Director at Scout Service Center or by cell phone.

THUNDERSTORM / HAILSTORM PROCEDURES

1. All persons take shelter under nearest cover; let storm pass.
2. Health Officer on alert for injuries.
3. Contact Authorities if necessary.
4. Following the storm, monitor facilities in camp for storm damage or injuries to campers.
5. Complete written report if storm results in injury or property damage.

**HIGH WIND / TORNADO / LIGHTING / SEVERE ELECTRICAL
STORM PROCEDURES**

1. Alarm will be issued by radio to all program areas, with staff there sending persons to a safe location.
2. Ranger or other staff will be assigned to drive to campsites, directing all persons there to assemble at a safe location.

If in Campsite:

<u>Campsite</u>	<u>Safe Location</u>
Apache	Dining Hall
Blackfoot	Upper Shower House
Cherokee	Dining Hall
Crow	Upper Shower House
Ojibwa	Upper Shower House
Miami	Upper Shower House
Mingo	Upper Shower House
Navajo	Dining Hall
Sioux	Upper Shower House
Cheyenne	Lower Shower House
Delaware	Lower Shower House
Mohawk	Lower Shower House
Shawnee	Lower Shower House

If in Program Area:

<u>Program Area</u>	<u>Safe Location</u>
Aquatics	Bottom of Boathouse
Chapel	Upper Shower House
Council Ring	Bottom of Boathouse/Lower Shower House

Dining Hall
Ecology Conservation
Field Sports
Trail to Eagle
Handicraft
Mountain Man
Scoutcraft
COPE / Climbing
Shooting Sports

Dining Hall
Lower Shower House
Trading Post
Hott Building
Hott Building
Dining Hall
Dining Hall
Dining Hall
Shooting Sports Building

3. Unit Leaders/ Area Directors take a headcount and report to the Camp Director.
4. Secure cover under sturdy objects such as tables; leave windows open.
5. Follow procedures for missing Scout if necessary.
6. Follow evacuations plans if necessary.
7. Contact Authorities if necessary.
8. Complete a written report of the incident.
9. Notify Scout Executive or Camp Director.

HEAT / AIR QUALITY ADVISORY POLICIES

The Camp Mountaineer Health Officer will regularly monitor NOAA weather sources to advise camp administration of concerns involving high heat and air quality that may be a health threat to all of those in camp. When temperatures, humidity, and/or air quality becomes reaches a potentially unsafe level, the Camp Director may declare a heat advisory.

1. During a heat advisory, only water will be served at meals.
2. Scouts will be encouraged to drink significant amounts of water.
3. Soda sales may be suspended at the discretion of the Camp Director, Program Director, or their assigned representatives.
4. Physical activities such as sports and mountain biking may be suspended at the discretion of the Camp Director.

FIRE IN CAMP

1. In the event of a fire, take immediate steps to put out the fire.
2. If it is immediately extinguished, ensure that it is completely out.
3. Report the incident to the Camp Director immediately.
4. If the fire is not immediately extinguished - or it appears that it cannot be - sound the fire siren at the dining hall. In all cases put on the siren for sixty (60) seconds. At the same time, dial 911 and report the fire.
5. The Camp Director will submit an immediate written report to the council indicating the cause, nature and extent of the fire, and whether any damage was done and the extent of same.

Fire in The Dining Hall or Adjacent to Dining Hall

1. Assure that all occupants are out.

Fire in A Tent or Cabin

1. Assure that all occupants are out.
2. Use fire buckets to extinguish fire.
3. If necessary, drop the tent quickly by kicking in the uprights.

Fire in The Woods

1. If fire cannot be immediately contained, send for help and continue efforts to put out the fire.
2. Douse the fire with water and/or dirt, whichever is available.
3. Assure that the fire is dead out.

Prevention of Fires

1. The troop fireguard plan is in effect in ALL campsites, including provisional sites, staff rows, and program centers.
2. "NO FLAMES IN TENTS" signs must be conspicuously placed near the entrance to every tent. The camp will provide such labels for tents brought to camp and used by campers.
3. Fire extinguishers are properly placed and easily visible in buildings.

ILLNESS PREVENTION PLAN

To minimize the spread of illness (especially flu and norovirus), Camp Mountaineer has adopted the following plan:

1. **Screen incoming campers (and visitors) well to keep sick people from bringing illness into camp.** Incoming campers who have fevers over 100 degrees or who are experiencing vomiting & diarrhea should be quarantined and sent home, rather than being allowed into camp to infect others. We will give full refunds for these, if they leave before experiencing any camp program.
2. **Hand washing after using the bathroom and before eating.** The camp administration and staff need to promote hand washing regularly with leaders and youth (incl. staff). Hand washing stations filled with hand sanitizer are located throughout the camp. Campsites have soap at washstands and at each latrine. Staff will use every opportunity to educate campers on importance of hand washing and personal hygiene.
3. **Isolate sick (possible flu/norovirus) campers and staff quickly and keep isolated** (or send home) until after 72 hours with no symptoms. Food service staff especially must not return to the kitchen until after 72 hours with no symptoms.
4. Dining tables and bathroom fixtures / latrine should be cleaned daily using a 1-50 bleach in water solution, by staff or adults. All dishwashing must follow BSA and West Virginia / Monongalia County Health Department standards.
5. Since norovirus is highly contagious through vomit or feces, if a camp area is contaminated by a sick camper or staff vomiting or having a diarrhea accident, this area must be decontaminated carefully and thoroughly. Any bystanders should be kept away from the area until it is cleaned. Those doing the clean-up should wear gloves and masks and use 1-9 bleach: water solution. Any soiled linens should be washed on the washer's hottest water setting, and dried in a hot dryer.

INJURIES IN CAMP

1. All injuries, no matter how minor, must be addressed and attended by an appropriate first aid giver. If at an approved first aid location, information must be collected to meet the BSA requirements for the camp medical log, and this must be reported to the Health Officer daily for inclusion into the camp health log. Most of the first aid will be administered at the Health Lodge by the Health Officer and will be logged appropriately.
2. When an injury occurs in camp, the injured person should be moved to the Health Lodge as soon as possible. If there is any question about spinal injury or other major fractures/injuries, the injured person should not be moved. The Camp Director and Health Officer should be notified that there is a field emergency.
3. In serious injuries instances the Camp Director or the Health Officer shall make the decision regarding calling for an ambulance. Camp staff member will take a position at the main gate, and at each intersection within the camp so as to direct the emergency vehicle to the scene of the accident.
4. In all cases of hospital treatment, the parents of the patient will be notified by the Camp Director or Scout Executive. If parents cannot be reached, the Scout Executive or his designee shall determine the appropriate action.

PREVENTION OF RECURRING INJURIES/ILLNESS

1. **Injury/Illness: Dehydration**
 - a. **Problem:** Dehydration is continually one of the most common health issues in camp. Most Scouts, Leaders and Staff do not realize the importance of drinking water in large quantities while in camp. The level of activity for campers at camp is typically much more significant than what they are accustomed to at home, which requires that they better hydrate themselves here.
 - b. **Solution:** The first step is educating Scouts, Leaders and Staff of the need to better hydrate themselves and of the need to use water over soda or juice. This is done at flag ceremonies, Scoutmaster meetings, and SPL meetings. Staff has been trained to recognize the symptoms in themselves and others. Additionally, water is now served at every meal. During periods of extreme heat and humidity, only water will be served, and the sale of soda drinks at the trading post will be discontinued.
2. **Injury/Illness: Pocket Knife Cuts**
 - a. **Problem:** Whittling and woodcarving are favorite activities of Scouts in camp. When done carelessly, it can result in cuts of varying severity.
 - b. **Solution:** Scouts are required to earn a Totin' Chip prior to using pocketknives in camp. Totin' Chip instruction includes a detailed talk on knife safety. Scouts may not purchase knives without an adult leader present. Adult Leaders and Staff are briefed on the need for appropriate supervision of Scouts using knives. Class sizes for Woodcarving Merit Badge were decreased in order to allow for better supervision.

3. **Injury/Illness: Foot Injuries**

- a. **Problem:** Various foot injuries, including cuts, blisters and rolled ankles are a continuous problem in outdoor activities.
- b. **Solution:** Camp Mountaineer requires closed toe shoes. This reduced cuts and abrasions to the feet. The camp strongly urges appropriate footwear. Footwear should be appropriately sized. Hiking boots, if worn correctly, can protect the ankles. Scouts going on any hike must be wearing appropriate footwear. Staff performs a sock-check before leading any hike. This helps to cut down on blisters. Scouts are strongly encouraged to bring multiple pairs of shoes or boots to camp.

EXPOSURE TO BLOOD-BORNE PATHOGENS PROCEDURE

1. Wear latex or vinyl gloves and eye goggles for protection when dealing with any blood or body fluids which are provided in all camp first aid kits.
2. Immediately wash hands and other skin surfaces coming in contact with body fluids promptly after removing gloves.
3. Vinyl or latex gloves and eye protection should also be worn when cleaning up blood spills. These spills should be disinfected with a 1:10 solution of Bleach in water.
4. In the event of gross contamination, the following are required: masks face shield with eye protection, gowns, aprons, and shoe covers or boots.
5. Blood soaked items should be placed in leak proof bags for disposal. Place in the red Biohazard bags.
6. Surfaces and equipment contaminated with blood/body fluids should also be washed with 1:10 solution. Gloves should be worn. Paper towels should be used instead of reusable sponges.
7. CPR masks or other approved barrier devices must be used for CPR.
8. If direct contact is made with blood or body fluids, contact the Camp Director immediately after thoroughly washing the exposed area.
9. Complete written report.
10. Notify Scout Executive or Camp Director at Scout Service Center or by cell phone.

MASS ILLNESS PROCEDURE

Mass illness is defined as three or more campers showing signs and symptoms of the same illness at the same general time--within 48 hours.

1. Notify Camp Director and Health Officer when mass illness is suspected.
2. Contact Authorities if necessary:
Monongalia County EMS 911 or 304-285-2715
Poison Control 800-222-1222
Monongalia County Health Dept. 304-598-0510
3. Notify Scout Executive or Camp Director at Scout Service Center or by cell phone.
4. Complete the BSA Preliminary Report for Serious or Fatal Illness if necessary.
5. Email or Fax a copy to Scout Executive or District Executive at Scout Service Center.
Fax 304-366-3944

6. Camp Director with assistance of Unit Leaders notifies the parents of the unit to come pick up their Scouts if advisable by Medical Control from the Health Department.
7. Complete written report.

SERIOUS INJURY AND / OR FATALITY IN CAMP

Notification procedure for serious injury/illness/fatality:

The procedures and policies clearly stated by the Boy Scouts of America shall be followed. A copy of these procedures shall be maintained by the Scout Executive and the Camp Director.

The following measures shall be taken, as stipulated in "Managing the Council Outdoor Program," BSA:

1. Call 911 and advise of situation. Health Officer reports to the scene. If ambulance is dispatched, a staff member needs to be located at the main gate and at each road junction within the camp to direct emergency vehicle to the scene.
2. Notify parents through the Scout Executive or Council President.
3. Notify legal authority - police or sheriff.
4. Notify Council authority - Scout Executive, Camp Director, and Council President.

Scout Executive

1. Council authority notifies National Office (Report Form #19-158, Preliminary Report of Fatal or Serious Accidents and Illnesses).
2. Collect all facts as soon as possible including statements of witnesses.

Camp Staff

- If approached by any media representative, staff members will respond only with "A statement will be promptly made from the Council Office."

HAZARDOUS MATERIALS SPILL/ACCIDENT PROCEDURE

1. Sound alarm system. Initiated by Camp Director or Director in Charge. Alarm sounded if it has been determined that spill is endangering lives or property in camp. Do not allow any person who is not state certified in HazMat Operations or higher to go near the spill.
2. Assign a staff member to keep record of actions and communications. -- Business Manager
3. Contact Authorities if necessary:

Monongalia EMS	304-285-2715
Clinton District VFD	304-291-0742
State Police	304-285-3200
Sheriff	304-291-7260
Mon General Hospital	304-598-1200
Ruby Memorial Hospital	304-598-4000
Poison Control	800-222-1222
4. Camp Director to collect sign in/out rosters and/or den rosters.
5. At the Designated Location or Alternate Location, Unit Leaders begin taking headcounts of their units and informing Camp Director of results once everyone arrives. Account for all Scouts, leaders, and staff.
6. Radio to all Area directors to take counts of area staff and radio results back to Camp Director. If radio is out of service, send two runners to designated or alternate location.

7. Health Officer brings medical forms and the first aid kit from the Health Lodge to designated location.
8. Aquatics Director double-checks the waterfront and reports to the Camp Director by radio. If radio is out of service, send two runners to designated or alternate location.
9. Initiate evacuation plan under the direction of the Camp Director, if necessary.
10. Notify Scout Executive or Camp Director at Scout Service Center or by cell phone.
11. Depending upon the circumstances: Direct all inquiries to the Camp Director, meet with other adults in camp to inform them of circumstances, monitor all outgoing calls, and/or secure the property.
12. After emergency is resolved complete written report.

UTILITY OUTAGE / GAS LEAK PROCEDURE

1. Alarm is sounded if it has been determined that spill is endangering lives or property in camp. Sound alarm system. Initiated by Camp Director or Administrator in Charge.
2. Do not allow any person who is not state certified in HazMat Operations or higher to go near the spill.
3. Assign Business Manager to keep record of actions and communications.
4. Contact Authorities if necessary: **General Emergency: 911**

Monongalia EMS	304-285-2715
Clinton District VFD	304-291-0742
State Police	304-285-3200
Sheriff	304-291-7260
Mon General Hospital	304-598-1200
Ruby Memorial Hospital	304-598-4000
Poison Control	800-222-1222
5. Contact Utility Company:

Natural Gas: Dominion Hope Gas	304-623-8000
Electricity: Monongahelia Power	304-599-7953
Water: Clinton Water Association	304-292-3088
Propane: AmeriGas	304-329-1930
6. Camp Director to collect sign in/out unit rosters.
7. At the Parade Field, Unit Leaders begin taking headcounts of their units and informing Camp Director of results once everyone arrives. Account for all Scouts, leaders, and staff.
8. Radio to all Area directors to take counts of area staff and radio results back to Camp Director. If radio is out of service send two runners to Parade Field.
9. Health Officer brings all medical forms and the first aid kit from the Health Lodge to the designated location.
10. Aquatic Director double-checks the waterfront and reports to the Camp Director by radio. If radio is out of service send two runners to Parade Field.
11. Initiate evacuation plan under the direction of the Camp Director, if necessary.
12. Notify Scout Executive or Camp Director at Scout Service Center or by cell phone.
13. Depending upon the circumstances: Direct all inquiries to the Camp Director, meet with other adults in camp to inform them of circumstances, monitor all outgoing calls, and/or secure the property.
14. After Emergency is resolved complete written report.

EMERGENCY EVACUATION OF CAMP

1. The Camp Business Manager, with help of unit leaders and select staff, will attempt to contact all legal guardians/parents of campers.
2. All Campers will be kept in at the Dining Hall or Alternate Location until unit leader and Camp Director approves the release of camper to their parent/ guardian or other transportation has been arranged.
3. Two staff members will be assigned to direct traffic until all vehicles have left camp.
4. After repeated efforts to reach parents have failed, remaining Scouts will be escorted by Staff Members to the:
Clinton District Fire Hall (3 miles, 5 minutes travel time)
Route 119
Ridgedale, WV Phone: 304-291-0742
5. At this time, the Program Director or other designee over the age of 21 will assume responsibility until all scouts have been picked up or Camp Director arrives from camp.
6. Camp Director will remain at camp until confident that all campers have evacuated, then will go to the Clinton District Fire Hall.

WILDLIFE ENCOUNTERS

1. There are many types of wildlife that inhabit camp. Remember that this is their home, and we are visitors.
2. DO NOT disturb any of these animals, birds or reptiles in their natural habitat. If you see an animal behaving in a strange way; foaming at the mouth, begging for food, or trying to attack you, immediately report this to camp administration.
3. Campers are advised not to keep food items in their tents.

KITCHEN HEALTH AND SAFETY PROCEDURES

Personal Sanitation of Kitchen Staff

1. Clean and neat while on duty - clothes, hands, and fingernails. Hair is to be trimmed reasonably short and covered at all times.
2. Wash hands with soap and water frequently; always after using toilet facilities or completing a task in food preparation. Hands are to be kept away from face and body in general.
3. Persons with communicable diseases or potentially dangerous condition do not work in food areas.
4. Do not touch food with hands. Plastic gloves are to be used at all times when handling food, ladles, spoons, etc. Handle eating utensils such as silverware, glasses, etc., that come in contact with someone's mouth by the base, rim, or handle.
5. Always turn your head away from food area prior to coughing, sneezing, or blowing your nose. Wash your hands immediately afterward.
6. Smoking is not allowed in the kitchen or dining hall.
7. Do not "nibble," taste food, or eat in the kitchen.

Personal Safety of Kitchen Staff

1. Do not run in the kitchen.
2. Never use a hose to wash down machines with electric motors. When cleaning machines, be sure the machine is turned off and unplugged, particularly when the floor is wet.
3. Clean up spilled material on the floor to prevent a fall.

GENERAL KITCHEN SANITATION

1. Refrigeration units - clean shelves regularly. Do not save old food or leftovers. Keep all foods covered (to include bug juice). Rotate milk. Cover food with clear plastic and date it. Record the Temperature on cold charts twice daily.
2. In order to properly clean and sanitize dishes and utensils, wash water must be 120-140 degrees. Rinse water temperature must be 160 degrees. Use temperature charts regularly. At the end of the day, follow the prescribed procedure for cleaning a dish washing machine. Appropriate sanitation agents must be used as well. Test strips should be used to test the sanitizer concentration and logged on the appropriate chart (50 ppm.).
3. Garbage is NEVER left in the kitchen.
4. Before opening the kitchen, inspect the stock room and other areas for rodent or mice dropping.
5. Keep everything off the floor and put it on pallets. The same is true in refrigerators. All items must be stored 6 inches off the floor or away from walls.
6. Restrict kitchen access to kitchen personnel and other supervisory personnel whose job requires them to have access to the kitchen. Non-kitchen staff working in kitchen must hold food handler certification.
7. Make sure screen doors work properly and that screening is in a good condition. Fly control is very important.

VERIFICATION OF ABSENTEES POLICY

1. Prior to arrival at Camp Mountaineer, each troop is required to submit a roster. On the roster, each Scout must be listed by name.
2. Upon arrival in the parking lot, the Senior Commissioner asks unit leaders to verify that all Scouts on the roster are in attendance.
3. If a Scout on the roster is not in attendance, the leader must offer explanation for the absence.
4. If a valid explanation cannot be given, the leader must report to the office and contact the Scout's family to secure the final explanation. The explanation is then noted on the roster.
5. If the family cannot be contacted by the end of the first day in camp, the emergency contacts from the medical form will be contacted. If that is not successful, the unit leadership at home will be contacted to find the family.

SECURITY PROCEDURES

Identification of Campers, Staff, and Visitors:

1. All campers (both youth and adults) **must** wear a wristband at all times while in camp. Wristbands are color coded to distinguish between resident campers and visitors.

2. Staff will wear staff shirts or the official Scout Field Uniform with Camp Mountaineer name badges.
3. All visitors must report to main office where they will sign in and be given a visitor wristband.

Enforcement:

1. Staff are instructed to question any individual in camp without a wristband or staff not wearing the uniform indicated above. Staff training is conducted during Staff Week and reinforced at staff meetings.
2. Individuals without wristbands, when determined to be legitimate, will be sent to the Camp Office to receive a replacement wristband.
3. Failure to immediately comply will result in immediate removal from camp. The Monongalia County Sheriff's Department will be contacted if necessary.
4. Staff has been instructed to question any vehicle in camp (other than the main parking lot) that does not contain a camp access pass.
5. Scouts and Adult Leaders are instructed upon receipt of wristband and again at the mandatory safety orientation to never remove their wristband and to report violators to staff.
6. Adult leaders are instructed at the Sunday night leaders' meeting to enforce this policy within their troop and report all other violations to staff. If Adult Leaders are comfortable addressing violators, they are encouraged to do so and report the violation to staff.

Review:

1. The Camp Director, Ranger, Program Director, and Health Officer are informed of all ongoing or reoccurring security threats or violations
2. Meetings to discuss security concerns are conducted at the Camp Director's discretion. The above personnel are involved in those discussions.

SUPERVISION AND INTERACTION

Policy on Supervision:

1. There must be two-deep adult supervision all campsites whenever youth are present.
2. Volunteer troop leadership will primarily handle campsite supervision, but staff will assist as necessary.
3. Two-deep staff supervision will be present in all program areas during the standard hours of operation
4. Once camp activities have ended for the day, Scouts should be in campsites under troop supervision.
5. Troop leadership is responsible for conveying the requirement that Scouts in camp adhere to the Buddy System as they pursue all camp program activities.
6. Unit leaders are responsible for the discipline of their campers. Discipline should be constructive
7. No corporal punishment or embarrassment.
8. Youth leadership must be supervised by adult leaders
9. Staff are trained to recognize hazing, harassment, and abuse, both camper-to-camper and adult to camper.

Interaction Between Youth, Adults, And Staff:

1. All youth in camp must interact with one another in a positive and supportive manner. Bullying, harassment, and hazing are not tolerated. Physical contact (i.e. hitting and fighting) is not permitted.
2. Interaction between adults and youth should be positive and supportive. While friendships are encouraged, fraternization is not permitted. Physical contact between youth and adults should be minimal and appropriate (i.e. handshakes etc....).
3. Interaction between staff and youth should be positive and supportive. While mentor style friendships are encouraged, fraternization is not permitted. Staff is not permitted to visit Scouts in their campsite without an invitation from troop leadership (i.e. troop campfires, merit badge assistance). Physical contact between youth and staff should be minimal and appropriate.
4. Interaction between adults and youth staff must also be monitored and appropriate. Both parties need to remember that youth staff members are still youth. All youth to adult interaction policies still apply.
5. Violators will be warned, disciplined, or dismissed from staff service depending on severity.

REPORTING CHILD ABUSE IN CAMP

1. Report the incident directly to Camp Director or Program Director.
2. Administrator will contact State Police or Sheriff's Department; all interviews should be conducted by the State Police or Sheriff's Department.

State Police	304-285-3200
Sheriff	304-291-7260
3. Administration will notify Scout Executive or designee listed on the Emergency Phone Number Chart.
4. Isolate the individual being accused from the situation by removing them from contact with the accusing party. If necessary, ask individual to leave Camp Mountaineer property.
5. If not a Scout or Scouter take all appropriate measures to resolve the situation.
6. Complete a written report. Have all witnesses write a report of what occurred. All reports are to be turned into the Scout executive in a time frame determined by him/her.
7. Staff members will not make any statement to the media. Respond to any media questions with the reply that the Scout Executive will issue a statement as soon as practicable.
8. Reporting and removal of any individual from Scouting is the responsibility of the Scout Executive.

DUTIES OF THE MEALTIME PROGRAM LEADER

Pre-meal: Check with both the Camp Director and Program Director to see if they desire to have any messages transmitted, or if they desire to introduce a special guest.

AT THE SCHEDULED MEALTIME.

Welcome the group into the Dining Hall outside and observe grace outdoors.

ALLOW EVERYONE SUFFICIENT TIME TO EAT THE MEAL

Coordinate with the Dining Hall Steward, who will make the announcement for waiters to come to the kitchen for **seconds**.

When everyone is about finished with their meal, begin the post meal program, as follows:

- **Song.** Have someone (Pre-arranged) to lead a short song.
- **Cheer.** Have someone ready to lead a fun cheer following the song.
- **Messages. Do not call on other staff to give messages,** they are to put their message in writing, on the clipboard beforehand.
- Have the **waiters for the following meal stand up** to be recognized.

Announce a creative dismissal. This is to filter the flow of people through the doors, so design it to have small groups dismissed in that manner. Be sure to announce, “Waiters Remain”.

Custody of the dining hall is then returned to the Dining Hall Steward.

MEALTIME DUTIES OF THE DINING HALL STEWARD

Pre-Meal Prep: Work with the Chef to see if there is any special accommodation required for the serving of that particular meal.

Waiter Supervision (15 minutes prior to the meal). Have Waiters:

- Make sure napkin holders are full.
- Place salt and pepper, and condiments basket on table.
- Place butter basket on table.
- Pick up and set table with eating utensils and food tray.
- Take Water pitcher to table.
- Place staff totem at table (depending on number of staff seats at that table).
- Pick-up pre-meal food, such as rolls, or other food that the kitchen has ready.
- Waiters REMAIN IN THE DINING HALL. They **do not** participate in flag ceremonies.

As campers enter dining hall, waiter joins them sitting at table. An appropriate Grace is said.

Near end of meal, check with kitchen as to second servings available. If so, announce in a clear voice: “seconds on -----“, Waiters bring your serving bowls for refill”. Make sure all coming to the kitchen for food are waiters—**do not allow individuals to bring their individual food tray for a refill.** Repeat as additional portions of food are available.

Monitor tables to make sure a “waiter committee” is not working to stack food trays and eating utensils as the program is underway.

Following Dismissal:

- Take charge of the waiters. If anyone who is not a waiter is tarrying in the dining hall, request that they leave.
- First, have all food in unopened containers, such as butter, milk, orange juice, etc., returned to the kitchen.
- Have waiters scrape all food from individual trays into a serving dish, and empty contents of that serving dish in a garbage can.
- Have silverware placed in designated plastic trays.
- Stack eating trays and take them to the dishwasher area.
- Return staff totems to the totem table.
- Clear table, except for napkin holder, table ID number, and salt and pepper shakers.
- Take sanitizing bucket to table, wipe it clean.
- Sweep under table to pick-up food debris.
- When done, waiter stands at table until Dining Hall Steward inspects the table and dismisses them.

CAMPFIRE PROGRAM PLANNING

A great campfire program is remembered for a long time—perhaps for a lifetime. But good campfire programs just don't happen, they require master planning to make them great!

Goals of every Scout Campfire include the **2 F's**:

FUN FELLOWSHIP

Elements of a great campfire include the **5 S's**:

SONGS SKITS STORIES SHOWMANSHIP SPIRIT

The Progression of the Campfire: The campfire program should have an impressive opening, including a successful lighting of the fire itself. The “tone” starts out rather low, slowly builds to a plateau where the most inspirational part absorbs everyone, and then comes back down in an emotional way with an effective closing. Follow the Flames—as the fire gets bigger, the excitement grows, and as the fire starts to die out, the program reaches the closing. Note the “Progression” below:

Opening Lighting	Songs, Skits, Cheers, Stories, Run-ons	Inspiration Emotional High Point	Dignified Closing
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Rules of Campfire Management:

1. Plan out the entire program on paper. Know the order of each presentation.
2. Have an enthusiastic Master of Ceremonies.
3. Know what skits are being presented. Don't be surprised. Avoid “Grey Areas”.
4. Length of the campfire program should be from 45 minutes to 75 minutes.
5. Keep things moving. Avoid dead spots in the program.
6. Mix in songs, skits, cheers, and run-ons. Avoid having two songs or two skits back to back. Variety is the way to go here.
7. Use good, experienced song leaders who are enthusiastic. (The dining hall is where songs are practiced, and song leaders-in-training develop their technique).
8. Select songs the Scouts like to sing. Action songs are always fun.
9. Have a “high” moment just before the closing. (Inspirational song or story).
10. Dignified, emotional closings are great, but don't overdo it with a collection of traditional closing elements. (Remember, one disserts tops off the meal, three disserts start to detract from the meal).
11. Evaluate the campfire right after the closing. List the + and the – of the program.

THE GRAY AREAS

Scouting's program is designed to develop boys in character, citizenship, and fitness including mental, moral, spiritual, and physical fitness. Activities, meetings, camp programs, and campfires all contribute to Scouting's aims. Therefore, some items that may be acceptable in other segments of society are not part of the Scouting program.

One of the important elements of Scouting is FUN. In our attempt to use humor and fun activities, we must continually remind ourselves that these amusing and entertaining programs are excellent opportunities to teach the values of Scouting, and must not detract from, nor contradict the philosophy expressed in the Scout Oath and Law.

Although many leaders are able to determine the appropriateness of most program choices, there are certainly numerous songs, stories, skits, and stunts that force the leader to make decisions. To add to the complexity of the decision is that in many cases it is not so much what is done, but how it is done that makes the difference. The areas that fall between the inappropriate and the absolutely acceptable, we call the gray area.

Just because a skit, song, or story falls in one of the gray area categories does not, in itself, establish that it may not be done. At the same time, if an item is in the gray area, then a leader must exercise his judgment concerning not only the subject matter, but also the performers and their sensitivity to the values and ideals of Scouting. The final decision must be the impact the item has on developing character, fitness, and citizenship or setting the wrong example of what Scouting is all about.

The following "Gray Areas" should alert leaders to exercise their best judgment:

- Underwear**
Concerns: Nudity, natural modesty of Scouts, mental fitness, and cleanliness.
Judgment Note: The J. C. Penney Skit can be done in Swimsuits as an example.
- Water**
Concerns: Victims (self-worth and self-esteem)
Victims - Persons may be hurt physically and emotionally. Equipment/clothing damaged.
Bodily Functions - Skits, etc., portraying urination, sexual acts, or defecation do not contribute to developing Scouting's Ideals and Values.
- Toilet Paper**
Concerns: Bodily Functions (see above) and Toilet Humor. DON'T DO IT!
Judgment Note: "The Viper is Coming" can have a person with Paper Towels and Windex to clean someone else's eyeglasses.
- Inside Jokes**
Concerns: Only the participants or those in the "KNOW" can appreciate the humor, etc.
Don't bore, or even worse, ignore the rest of us in the audience.
Judgment Note: Staff Banquets, and Last Wills, and Testaments, are great uses of inside jokes and most, if not all, of the participants are "in". But, NOT as part of the camp program.
- Alcohol/Drunkenness**
Concerns: BSA's Unacceptable - Alcohol is the most abused drug especially within the age group Scouting is trying to serve.
Drunkenness - Making fun of people. Courtesy. Self-esteem and self-worth.
- Cross Gender Impersonation**

Concerns: Bodily Functions and excessive inappropriate exaggeration of body parts.
 Embarrassments.
 May become a form of sexual harassment.

Judgment Note: Can be great fun. Area that most probably fits into the "not what is done, but how it's done" category.

This guide has been prepared with the sincere desire for wholesome fun, recreation, and enjoyment for all at Scouting activities—especially campfires. Hopefully, you the leader, will find these guidelines helpful as you thoughtfully approve these activities, guide boys in making the right decisions, and personally set the example for Scouting at its best.

CAMPFIRE PROGRAM

Place _____	Campers notified	Area set up by
Date _____	Campfire planning meeting	
Time _____	MC	Campfire built by
Camp director's approval _____	Song leader	Fire put out by
_____	Cheerleader	Cleanup by

Spot	Title of Stunt, Song, or Story	By	Time
1	Opening (and fire lighting)		
2	Greetings (Introduction)	MC	
3	Sing Yell		
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BOY SCOUTS OF AMERICA®

430-696WB
2011 Revision

TRAINING METHODS

EXAMPLE: By your own personal example as a leader in camp, you will teach others many things. The young Scouts will take their one from you. If you have habits that make your personality likable, they will pattern themselves after you in many ways.

As an example: Watch the experienced leader who speaks quietly to a group. If what he is saying is interesting, the group is quiet also. The group reflects your ability quite often. Yes, you have to know your subject to make anything work.

PROJECTS: Scouts like to be busy but being busy without purpose wears thin. If you develop a project, well planned and purposeful, you have the beginning of a good instructional situation that can be enjoyed by a group. With this method of teaching, you can often run two, three, or more groups at a time. The counselor can rotate among the groups, advising, correcting, and guiding.

As an example: A project for a group working on Pioneering Merit Badge might be lashing. You have two groups. Each group will construct a pioneering piece, using a square, diagonal and tripod lashing. Have a number of different constructions from which a group may choose. Once underway, you can move about helping out and advising. Watch for the "natural leader" in any group and use him.

GAMES: Our Scout Camps are training grounds, but without fun, things can get dull. Most campers like to play games. The competition of a good game can develop team spirit in a patrol or unit and saves instruction. As a teaching method, it is as old as Scouting itself; with us, it is one of the best methods. Scouting has many games designed to teach any of our Scouting skills. You can devise many from your own imagination.

OTHER CONSIDERATIONS: When answering questions - Answer the question, don't confuse the issue. Remember the old story: When a man asks what time it is, tell him the time and not how to make the watch.

In short, put yourself in the Scouts' place. Instruct and work with them as you would want someone to work with you!

HOW TO TEACH A SKILL

The two conditions of teaching are: (1) none can teach more than he knows and (2) none can teach faster than the scholar can learn.

There are Four basic steps in teaching a Scouting skill:

Explain - The explanation serves two purposes: (1) to introduce the subject by giving some background about its usefulness and application; (2) to describe the subject in detail, technical enough to be complete but not confusing. The explanation should create a desire to become proficient in the skill. Unusual facts or illustrations arouse interest and create an appreciation of the value of learning the skill.

Demonstrate - This is the showing process. It is the first step in actual teaching. The demonstration should be done so well and simply that the student will have confidence in his own ability to achieve success. Demonstration of a skill is not the Opportunity for the trainer to show his proficiency but should be used primarily to show the steps in acquiring the skill.

Guide - Hearing and seeing aren't enough. The learning process begins to finalize itself when students have the opportunity to try to do the skill themselves under the guidance of a trainer. The coach and pupil method work well at this point. Nothing can beat the "learning by doing" method.

Enable - People often learn best by teaching others. Whenever possible, each student should have the opportunity to demonstrate and practice teaching others. Occasionally a summary or review and examination are desirable - the extent to which they are used depends on the type of skill and how well the student has learned.

TIME BALANCE IN TEACHING A SKILL

No one can learn a skill except by doing; therefore, most of the time must be spent in practice. The proper time balance is:

- Explanation (hearing) 10% of the time
- Demonstration (seeing) 25% of the time
- Guide and Enable (doing) 65% of the time

Tips on Coaching a Skill

1. Be able to perform the skill well yourself.
2. Review your own experience in learning it and work out a series of steps for teaching it.
3. Keep the instruction personal by working with an individual or small group and letting them teach others.
4. Size up your audience, both as to abilities and personality traits that affect their learning the skill.
5. If the learner is not familiar with the skill, go slowly. Insist on accuracy first, then speed (if speed is a factor).

6. Don't interfere with the learners trying to do it on their own. Don't interrupt their efforts unless they bog down or go off on the wrong track.
7. Let them make mistakes, if this will help them learn, but do point out mistakes tactfully.
8. Never make corrections sarcastically or for the benefit of any onlookers. Praise in public, criticize in private.
9. Encourage the learners by making remarks on their progress; pointing out the completion of each step and remarking on the steps they have done well.
10. Urge them to practice and teach someone else.

GIVING A DEMONSTRATION

There is a difference between just using a skill and demonstrating it so others can learn. A few suggestions are outlined here.

1. Prepare the Demonstration

- Your demonstration should appear as natural as possible.
- Collect and prepare the needed equipment.
- Size up the audience to determine present skill knowledge & how much detail to give.
- Think through and possibly make notes on the comments needed to explain the action.
- Practice the demonstration and write down an outline of the steps.
- KISMIF - Keep It Simple, Make It Fun.

2. Give the Demonstration

- Briefly tell your audience the major points to watch for.
- Adjust your speed to match the level of difficulty in learning various steps.
- Go slower at the start of the demonstration.
- Watch for learners' reactions and fit the amount of detail and pace of action to them.
- Repeat difficult or important steps, either as you go along or after all steps are completed.
- If you warn against the wrong way by showing it, always demonstrate the right way both before and after the wrong way.

3. Summarize the Demonstration

- Briefly review the important steps in order.
- Use a dry-erase white board, flip chart, poster board or chalk board.
- Give your audience a chance to ask questions or a chance to practice while you coach.

GIVING A TALK

When you are going to give a talk, it will be easier on you - and your listeners - if you're organized for it, somewhat as suggested in the previous outline.

1. Prepare Your Talk

- Size up your audience considering the sort of people in the session and what they want to learn about the subject.
- Write down the purpose of the talk and the ideas you think should be covered.
- Research the subject and make notes on participant's ideas.
- Write an outline of the talk.

- Include the most important points, usually the fewer the better, put them into logical order.
2. Practice Your Talk
- Rehearse your talk, either aloud or silently, until you have it well in mind.
 - Time it so you stay within the available time.
 - Put your outline or notes in final form so reminders will not be cluttered up.
 - Try to be ready for free-flowing speaking by not reading or memorizing points word for word, even though you depend on an occasional look at your outline or cards.
3. Personalize Your Talk
- Having chosen a subject of interest to your listeners, briefly state its central ideas or main problem and its importance.
 - Let each Scout feel you are talking to him, by looking at the audience as individuals, not as a group.
4. Illustrate Your Talk
- Use a blackboard, large sheets, cardboard or paper to list your main points and draw diagrams and sketches while you talk.
 - Be sure to place the blackboard so that you are standing at the side from which you'll write.
 - For the same purpose, use charts prepared beforehand, showing one at a time if you want to center the attention on one point at a time.
 - Exhibit equipment and supplies needed to support what you are talking about.
 - Exhibit models and pictures on the subject.
5. Clinch Your Talk
- Stay within the time limit.
 - Summarize your subject by restating its main idea or problem, its importance, and the major points you have made.
 - Give your listeners a chance to ask questions, usually before or after the summary, instead of interrupting the talk.

HOW TO MAKE IT ALL WORK

When providing instruction, you as a camp staff instructor, under 18 years old, or counselor, over 18 years of age, must know what you are doing before, during and after. Proper planning prevents a poor performance, as the saying goes. This is the secret to remember at all times.

There are four simple steps that will make for a successful camper and staff experience.

- RESEARCH
- PREPARATION
- EXECUTION
- EVALUATION

RESEARCH - You have a Merit Badge or two to instruct. Your first step is to learn as much about the subject as possible! Consult your Scouting literature. Talk with others about the subject. Think about it and put your ideas down on paper. Make a collection of data on the

subject not already provided. Build a library of materials and working examples on the subject. Try the required skills yourself until you have mastered them. Know the tasks by heart.

PREPARATION - Take the material you have gathered and begin to organize it early into the *step-by-step process* you feel comfortable with. Check what you are going to do first and plan what you will say. Find out the ability of the group. Plan to have the activity start as soon as the group arrives. Have questions ready to get the group thinking along with you. Get all props and materials ready. Plan the amount of time for individual and possibly group tasks. Have the end of the session prepared, so the group will leave wanting to come back because it was fun!

EXECUTION- If you've prepared well in advance, half the work is done. Now put your plan into action. Run through your plan but be prepared for obstacles, like rain. Watch the interest level of the group. Help those who don't understand questions.

Be sure to answer questions and don't bluff. Keep alert and alive and keep the show moving. Use any 'experts' in the group, but don't lose control of the group. You don't have to be in front to be in control.

EVALUATION - Sit down as soon as possible after a session has gone by and think back over what happened. What went well? Did anything go wrong? Was the group attentive and interested? Where was your plan slow or faulty? Did the Scouts have fun? Write your observations down and plan to do something about them. Get help from others with your problems. Remember, everyone wants you to do a good job. We are all on the same staff and here for the same purpose: to serve Scouts and see they have a fun experience at camp.

HINTS ON CONTROL

- Never give an order you don't mean to enforce.
- Say: *"if you do this . . ."* rather than *"don't do that."*
- Give a Scout time to react and have a reason for what you ask to be done.
- Be honest in what you say and do.
- Injustice or unfairness and personality conflicts will make a Scout rebel against you.
- Action and reaction are equal. *You get in return, what you give.*
- See the possibilities before they become the results.
- Safeguard the Scout from danger but allow for self-determination.
- It is far wiser to give simple directions.
- Pick up the reins of control quietly.
- Lead by how you live. - *"Walk the talk or the Scout Oath and Law"*
- A Scouts faith in you is your greatest help.
- Intelligence is thinking faster than they do.
- Aim your disciplinary action to produce a self-governing Scout.
- An effective tool is to ask, "What point of the Scout Law is that?" or "That's not what I remember about the _____ point of the Scout Law."

MERIT BADGES - COMPLETE VERSUS PARTIALS

Scouts are required to do all of the requirements of a merit badge, *no more and no less*. Scouts are and must be expected to do exactly what is stated in the requirements. If it says, “show or demonstrate,” then that is exactly what must be done. Just telling about it is not fulfilling the requirement. The same thing holds true for such words as “make,” “list,” “in the field,” “collect,” “identify” and “label.”

Merit Badge Counselors are those adult staff members who are *18 years of age and older*. Staff members *under the age of 18* are Instructors. Merit Badge Counselors are the only authorized staff members who certify completed or partial Merit Badge Cards. Instructors are not authorized to acknowledge the completion of a Merit Badge by any Scout. Instructors provide instruction and give guidance.

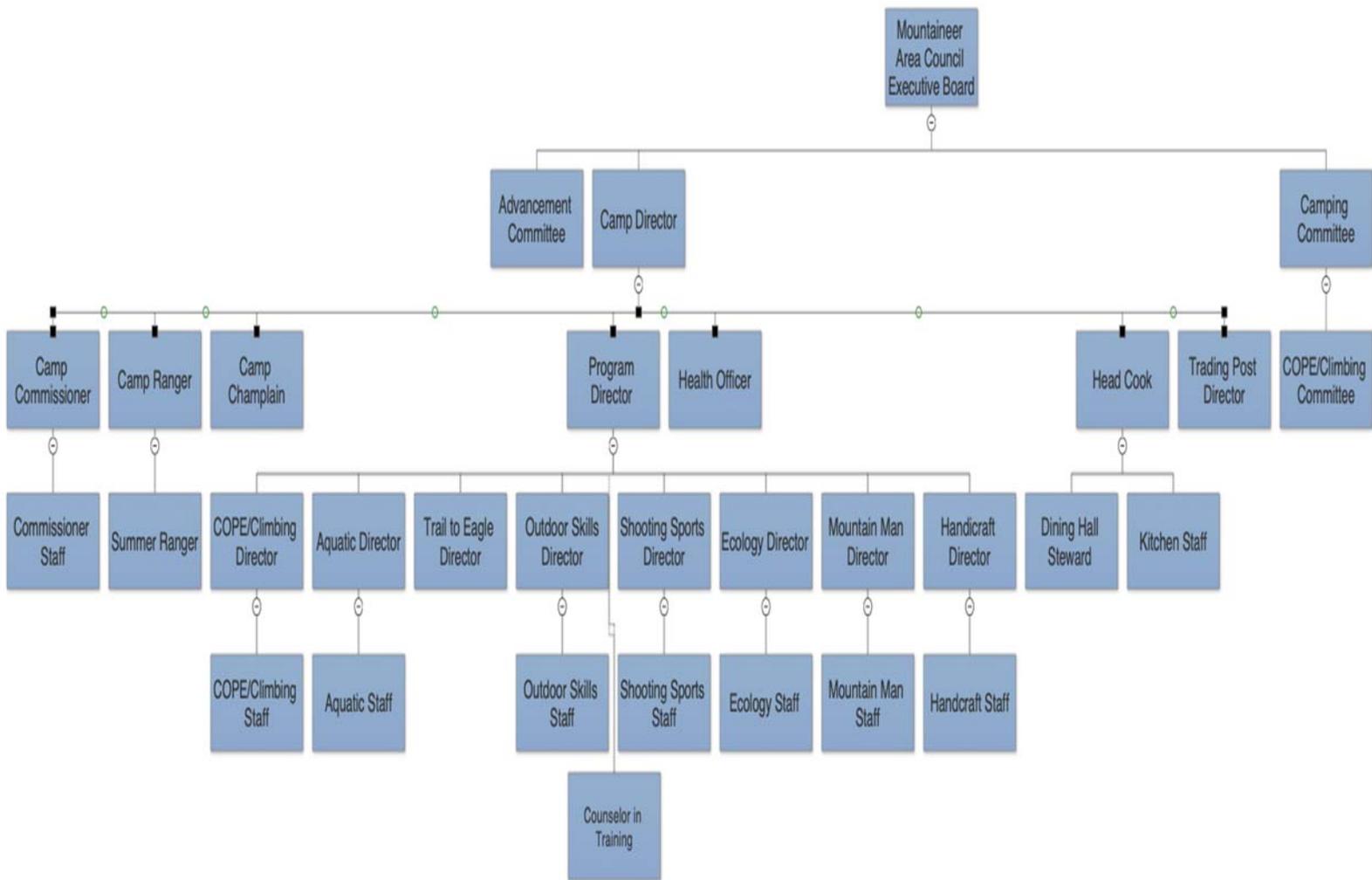
Summer camp is not a Merit Badge factory. This is a bad reputation to have. This is why all requirements must be met by the camper, then verified for completeness of the requirements by the Instructor and/or Merit Badge Counselor and certified by the Counselor.

It is unfortunate that some Scouts will receive partials, but this is not uncommon. Encouragement to complete the remaining requirements back at the Scouts home should be part of the on-going process of service to those throughout camp.

HOW TO MAKE YOUR AREA POPULAR

We all want our area to be popular with the campers. This can be accomplished by following the eight simple steps listed below.

1. Provide and maintain good facilities and equipment for demonstration and training. Keep things neat and orderly.
2. Know your subject and be able to teach it in an interesting manner.
3. Make it fun with games and activities. Games are great for teaching. Learning by doing is the only way you can hold a Scouts interest.
4. Gimmicks, gimmicks, gimmicks! Attention grabbing gimmicks should be used to catch and hold the Scout. Where? Everywhere! Sell your program area with effective posters and signs, used in the dining hall, at other program areas like the Trading Post. Promotion! Promotion! Promotion!
5. Be enthusiastic. Show that you really enjoy your area and its activities. Get involved.
6. Use the established camp traditions to enhance your program.
7. Use contest, competing and games to spark the interest of the Scouts.



Camp Staff Organization Chart

Camp Mountaineer Summer Camp Job Descriptions

Camp Director

Essential Functions

- Be able to communicate effectively with the camp staff.
- Provide an effective leadership presence and example to the Scouts, Scouters, and Staff.
- Communicate effectively with staff regarding ratings and overall job performance.
- Inspect every area of camp and camp staff regularly in order to maintain Camp Mountaineer standards.

Job Description

General Responsibilities

- Be directly responsible to the Scout Executive.
- Be responsible for the welfare of all Scouts, Scouters, and staff.
- Assure that the health and safety standards are maintained in camp.
- In fulfilling leadership responsibilities, confer regularly with camp management team.
- Projecting the best image of camp to all.
- Assure that all campers and troops are provided the best possible scouting and camping experience.
- Represent Mountaineer Area Council, its policies and program, in a friendly and positive way.

Administration

- Be responsible for all supplies and equipment within camp.
- Assure the readiness of each camp site to receive units.
- Conduct adult leader meetings as scheduled.
- Submit reports and other information called by the council executive staff on time, with professional care.

Services

- Assure that camp is set up and fully ready to receive troops at the start of the season and each week through the summer.
- Assure the camp food services is properly functioning throughout the dining hall staff.

Program

- Assure that an active, balanced program is developed in the camp meeting the needs of the troops, patrols, and individual scouts.
- Assure that program centers in camp are operating at peak efficiency.
- Assure that all troops are fully aware of all the program opportunities and that they are encouraged to take advantage of them as appropriate for their needs and interests.

Staff

- Training of the staff in coordination with the program director.
- Supervision of staff in the performance of their duties.
- Maintain a high level of morale, counseling, and discipline.
- Demonstrate loyalty and support of policies and people.
- Demonstrate the ability to handle confidential material.

- Demonstrate commitment to the team effort.

Program Director

Essential Functions

- Be able to communicate effectively with the council and camp staff.
- Provide an effective leadership presence and example to the Scouts, Scouters, and Staff.
- Communicate effectively with program staff regarding ratings and overall job performance.
- Be able to inspect program areas and program staff in order to solve any problems that may arise.

Job Description

- Pre camp responsibilities.
- Reports directly to the camp director.
- Be prepared to train your staff in technical know how and techniques of instruction.
- Meet with your camp director if possible to discuss details of operation.
- Contribute to the planning and conduct of staff training.
- Review the merit badges and activities offered in camp.

Staff Relations

- Build good morale in the program staff.
- Supervise the cleanliness and neatness of staff personnel and quarters.
- Evaluate each member of staff, formally and informally, and give personal coaching, inform them of their strengths and weaknesses, and help with personal growth and leaderships and advancement within the scouting program.
- Supervise proper uniforming.
- Keep the camp director informed of the progress of each counselor and any problems that may develop.
- Assist the camp director with staff evaluations periodically throughout the season.
- Evaluate the CITs on a regular basis and ensure their experience involves different program areas. Allow them ample time to work in advancement during the week that their troop is in camp.

Area Operations

- Supervise the cleanliness and neatness of each program area in concert with the appropriate area director.
- Supervise the proper physical set up and attractiveness of the program areas.
- Make major staff assignments with approval of the camp director, and make routine assignments with fairness and judgment.
- Supervise the quality of instruction in all program areas, to include an accurate log of all merit badge advancement.
- Supervise the written reports and records within your center and submit those requested in good time and form.
- Give the most effective program possible to the troops, patrols, and individual scouts.
- Supervise the care and maintenance of equipment and supplies. Report loss and damaged at once and guard against same. Make your staff aware of economy.

- Keep an accurate, current program equipment inventory and submit your needs to the camp director.
- Work effectively with CITs, prepare ratings with judgment, and provide opportunities for growth and leadership.
- Give special attention to health and safety policies and procedures as they relate to program functions.
- Plan all camp wide campfire programs, and ensure that these programs are high quality and socially appropriate.
- Other duties as assigned by the Camp Director.

Post Camp Responsibilities

- Provide the camp director with inventory and requisition list, suggestions for next year's center operations, and staff evaluations.
- Follow closing procedures as provided.

Health Officer

Essential Functions

- Be able to communicate effectively with the Council and Camp staff.
- Provide an effective leadership presence and example to the scouts, leaders, and your fellow staff.
- Be able to respond to emergencies that require your attention wherever they may occur on the property.
- Hold the valid certifications in regard to National Camp Standards.

Job Description

- Reports directly to the camp director.
- Responsible for the maintenance of the health lodge.
- Provide treatment for injuries as appropriate.
- On Sunday, after medical checks, the camp director will be notified of any scouts who are to be restricted in anyway.
- No medication shall be administered unless prescribed by the camp physician. The health officer will be responsible for administration of the medication prescribed.
- Responsible for the security and confidentiality of all medical records, including campers, adult leaders, and staff.

Trading Post Manager

Essential Functions

- Provide an effective leadership presence and example to the scouts, leaders, and your fellow staff.
- Communicate effectively with your staff regarding ratings and performance of their job.
- Be able to inspect the trading post for cleanliness and stock levels.
- Be able to lift 40 pounds in the performance of deliveries, receipt of supplies, or general inventory.

Job Description

- Responsible to the Camp Director for the operation of the trading post.
- Check all merchandise delivered and approved the bills for such deliveries.

- Issue merchandise from the trading post inventory as needed.
- Maintain a complete and accurate internal control system of all trading post transactions.
- Base on sales, advise the camp director as to the marketability of all retail items.
- Under the supervision of the camp director coordinate the implementation of a buying program to keep the camp supplied with all trading post items.

Summer Ranger

Essential Functions

- Provide an effective leadership presence and example to the scouts, leaders, and your fellow staff.
- Be able to communicate effectively with the camp ranger, camp director, program director, and camp staff.
- Continually observe the day-to-day activities going on at camp to ensure all camp standards are being met.
- Always be on the lookout for safety infractions done by any adult, staff member, or camper, and stop those activities immediately.

Job Description

- Reports directly to the camp director.
- Fill water barrels as needed for each campsite that is currently in use.
- Assist the staff with set-up and take down of camp.
- Know the camp emergency procedures well, and be prepared to help carry out these procedures, upon the event of an emergency.
- Coordinates work functions with the camp ranger.
- Other duties assigned.

Chef

Essential Functions

- Provide an effective leadership presence and example to the scouts, leaders, and your fellow staff.
- Be able to communicate effectively with the council and camp staff.
- Communicate effectively with the kitchen and dishwashing staff regarding performance of their job.
- Be able to prepare 3 meals a day, through the course of 6 weeks.
- Be able to lift at least 40 pounds.
- Use proper safety in use of ovens, stoves, griddles, and kitchen equipment such as the hot water and dishwasher.

Job Description

- Work directly with the assistant chef in planning of the upcoming meals, to including doing proper pull-thaws in preparation of meals days in advance.
- Direct kitchen staff with clear directions to minimize confusion throughout the day.
- To be responsible for the storage and preparation of all food.
- Keep an accurate record of food waste.

- Maintain inventory of food and other kitchen/ dining hall commodities, and place orders as appropriate to provide for the efficient operation of the camp meal delivery.
- To be responsible for the overall operation of the kitchen staff and kitchen to include the appearance and sanitary conditions.
- Supervise the serving of all meals.
- Supervise, and assist with the clean-up of each meal.
- Ensure that all HOT/COLD charts are filled out accordingly 3 times a day to monitor temperatures.
- Reports to the camp director

Cook

Essential Functions

- Provide an effective leadership presence and example to the scouts, leaders, and your fellow staff.
- Be able to communicate effectively with the council and camp staff.
- Communicate effectively with the kitchen and dishwashing staff regarding performance of their job.
- Be able to prepare 3 meals a day, through the course of 6 weeks.
- Be able to lift at least 40 pound.
- Use proper safety in use of ovens, stoves, griddles, and kitchen equipment such as the hot water supply and dishwasher.

Job Description

- Assist with the clean up and proper maintenance of the kitchen facilities and implements used in the operation, serving, and eating of food as directed by the chef.
- Work directly with the Chef in the planning of the upcoming meals to include doing proper pull – thaws in preparation of meals days in advance.
- Responsible for assisting in the distribution of food at meal times as directed by the Chef.
- Responsible for assistance in the preparation of certain foods as directed by the Chef.
- Other duties, as assigned by the Camp Chef.

Dining Hall Steward

Essential functions

- Provide an effective leadership presence and example to the Scouts, leaders, and fellow staff.
- Be able to communicate effectively with the Chef, the Council, and Camp Staff.
- Use proper safety in use of ovens, stoves, griddles, kitchen equipment such as hot water supply and dishwasher.
- Maintain order in the Dining Hall before, during and after meals.
- Maintain the Dining Hall, with the direction of others, to fulfill their specific duties, to ensure that it remains a clean, sanitary, presentable area.
- Become involved with the entire staff, participating in camp – wide activities, songs, skits, and campfires, when available.

Job Description

- Report directly to the Chef.

- Report to the Dining Hall 15 minutes prior to each meal to direct the waiters in the proper set-up of their tables.
- Remain in the Dining Hall after each meal to monitor clean – up, and to direct waiters in their duties, as necessary.
- Direct the Kitchen staff and dishwashers in the set – up of tables, chairs, drink containers, pitchers of water, plates and bowls of food before meals.
- Other duties as assigned by the Camp Director.

Kitchen Staff

Essential functions

- Provide an effective leadership presence and example to the Scouts, leaders and fellow staff.
- Be able to communicate effectively with the Council and Camp Staff.
- Be able to assist in the preparation of a meal, including lifting a 40 pound pot of water, bread pallets, milk crates among other items.
- Use proper safety in use of ovens, stoves, griddles, kitchen equipment such as hot water supply and dishwasher.
- Be able to properly utilize the dish machine, including proper start -up/ shut down procedures, as well as proper cleaning of the internal bay of the dish machine. Monitor the use of dishwashing and sanitizing fluids, and how to replace these fluids, as necessary.
- Become involved with the entire staff; participate in camp – wide activities, songs, skits, campfires, when available.
- Maintain work area in a clean, sanitary manner, consistent with health department regulations and guidelines.

Job Description

- Reports to Chef.
- Responsible for proper clean up, maintaining kitchen facilities and implements used in operation, serving and eating food, as directed by the Chef and assistant Chef.
- Responsible for assisting in the distribution of food at meal times as directed by the Chef.
- Responsible for carrying out any non- kitchen assignments as instructed by the Camp Director.
- Responsible for cleaning and properly maintaining garbage pad, as directed.
- Responsible for assistance in preparation of certain foods, as directed by Chef or Cook.
- Responsible for proper cleaning and storage of pots, pans, dishes, bowls, cups , utensils, silverware, etc.
- Assist the Dining Hall Steward in the set – up of tables, chairs, drink containers, pitchers of water, plates, bowls of food before meals.
- Other duties, as assigned by Chef.

Aquatic Director

Essential Functions

- Attain BSA Aquatic Instructor certification through National Camping School.
- Operate the waterfront in accordance with BSA policies and standards.
- Teach and supervise aquatic staff regarding instruction of aquatic merit badges.

- Ascertain the current weather conditions as they exist at the waterfront and general area, to determine whether restriction or suspension of waterfront activities should occur.
- Communicate with aquatic staff in rating and training them.
- Provide a solid, scouting related leadership presence and example.
- Respond to audible emergency signals (including, but not limited to: over – turned boat, LBD, whistles, counts in ability areas, etc.)

Pre – requisites

- NCS Aquatic Supervisor certification
- Current Scout Lifeguard certificate, or lifeguard certification from other recognized agency.
- Current First Aid, CPR and AED certification, appropriate to national BSA camp standards

Job Description

- Reports to program director.
- Responsible for setup, cleaning of waterfront during staff week; taking every step to ensure the waterfront is safe and properly set up.
- Responsible for training, an on- going process, the aquatics staff to ensure safety and quality instruction.
- Oversee the operation of the waterfront with respect to every area, including: boating – rowboating/ canoeing, swimming – life saving/ special events, such as the Friday Aquatic Games, Merit Badges and special programs
- Ensure the waterfront is always safe, secure and staffed at the necessary levels (taking days off into consideration)
- Enforce policies of the BSA, including all waterfront regulations(safe swim, PFDs, etc.) Youth protection .
- Accurately record merit badge advancement, based on individual requirement completion, and maintain area attendance.
- Oversee Assistant Aquatic Director in plan to: work with unit leaders in establishing a volunteer sign up of responsible adults to assist in supervision of aquatic area activities. (By establishing a schedule of specific times throughout the day/week, when a unit leader can staff the boat house tower and/or buddy board; the aquatic staff will remain actively involved in merit badge instruction, camp–wide aquatic activities, and various trainings.)
- Store aquatic supplies properly at the end of the day, and at the conclusion of the camping season.
- Perform other duties as assigned by the program director.

Assistant Aquatic Director

Essential Functions

- Swim with sufficient ability to pass basic lifesaving requirements and perform rescues.
- Visually survey the waterfront during buddy – ups and LBDs.Survey the lake for overturned, in – trouble watercraft.
- Respond to audible emergency signals(including, but not limited to, overturned boat, LBD, whistles, counts in ability areas, etc.)
- Give quality instruction in aquatic merit badges, and instruct campers in basic swimming, rowing, and canoeing skill development.

Pre – requisites/ requirements

- Current BSA lifeguard certification – or equivalent
- Current CPR certification
- Standard First Aid certification

Job description:

- Reports to Aquatic director
- Responsible for taking steps necessary for setup, safety, and operation of the waterfront as directed by Aquatic director
- Maintain proficiency in aquatics to instruct and supervise, under the direction of the Aquatic director, any of the following: boating, including rowboating and canoeing, and swimming.
- Enforce policies of the BSA including all waterfront regulations (safe swim, PFDs, etc.) Youth Protection.
- Assist in storing aquatic supplies properly at the end of the day, and at the conclusion of the camping season.
- Perform other duties as assigned by the program director.

Aquatic Staff

Essential functions

- Swim with sufficient ability to pass basic lifesaving requirements and perform rescues.
- Visually survey the waterfront during buddy-ups, LBDs, and survey the lake for overturned/ in trouble watercraft
- Respond to audible emergency signals(including but not limited to: overturned boat, LBD, whistles, counts in ability areas, etc.)
- Give quality instruction in aquatic merit badges, and instruct campers in basic swimming, rowing and canoeing skill development.

Prerequisites

- Current BSA lifeguard certification/equivalent certification.
- Current CPR certification
- Standard First Aid certification

Job description

- Be responsible for taking all steps necessary for set up, safety, operation of the waterfront as directed by the Aquatics director.
- Maintain proficiency in aquatics to be able to instruct and supervise any of the following, under the direction of the aquatic director: boating including rowboating, small boat sailing, canoeing, swimming, and merit badges.
- Enforce policies of the BSA including all waterfront regulations (safe swim, PFDs,) Youth protection.
- Assist in the storing of Aquatic supplies properly at the end of the day, and at the conclusion of the camping season.
- Perform other duties, as assigned by the program director.

C.O.P.E./ Climbing Director

Essential Functions

- Navigate the challenge course with the sufficient proficiency as to assist in setup, inspection, safe operation, take-down of the course, and possible rescues on the course.
- Visually inspect the course to determine if any flaws or safety concerns that need to be addressed before opening.
- Monitor weather conditions to determine whether activities should occur.

Pre-Requisites

- Current NCS certification or local level two
- Current First Aid & CPR certification

Job Description

- Reports to Program Director
- Responsible for setup, safe operation, and take down of course
- Responsible for continual inspection of the COPE course, climbing areas, and equipment including maintenance of all equipment and rope logs in a current condition.
- Responsible for training of the COPE & Climbing staff.
- Keep an accurate record of climbing merit badge requirements advancements, as well as attendance.
- Properly store COPE & Climbing supplies at the end of the day, and at the conclusion of the camping season
- Other duties, as assigned by the Program Director

COPE/Climbing staff

Essential Functions

- Navigate the challenge course with the sufficient proficiency as to assist in setup, inspection, safe operation, take-down of the course, and possible rescues on the course.
- Visually inspect the course to determine if any flaws or safety concerns that need to be addressed before opening.
- Monitor weather conditions to determine whether activities should occur.

Job Description

- Reports to the COPE & Climbing Director and the Program Director
- Responsible for setup, safe operation, and take down of course
- Responsible for continual inspection of the COPE course, climbing areas, and equipment including maintenance of all equipment and rope logs in a current condition.
- Responsible for training of the COPE & Climbing staff.
- Keep an accurate record of climbing merit badge requirements advancements, as well as attendance.
- Properly store COPE & Climbing supplies at the end of the day, and at the conclusion of the camping season
- Other duties, as assigned by the Program Director

Handicraft Director

- Responsible to: Program Director
- Specific Duties
 - Sets up and operates the Handicraft Program approved by the Program Director
 - Ensures that the Handicraft staff keeps accurate records of each camper's and staff member's advancement and submits them to the Program Director on a weekly basis
 - Responsible for keeping the Handicraft facilities and grounds clean and litter free
 - Prepares reports as required; including a final closing report to the Program Director which includes:
 - A Closing Inventory
 - An evaluation of each handicraft staff member
 - A list of problems encountered
 - A list of recommendations for the next year, including supply purchases
- Essential Function
 - Auditory ability to respond to critical incidents
 - Ability to perform routine first aid tasks
 - Physical ability to assist in the rescue of staff or campers who may be in danger of being injured
 - Ability to observe staff and camper behavior, assess it for appropriateness, enforce safety regulations, carry out emergency procedures, and apply appropriate behavior management techniques
 - Ability to plan and carry out activities for staff and campers to be successful
- General Duties
 - Must be a role model for all staff members and campers. This includes, but is not limited to, following the Scout Oath, Law, Motto, and Slogan, wearing proper uniform, and carrying out the mission of the Juniata Valley Council and the Boy Scouts of America
 - Keeps records including inventories, safety, advancement, and any other necessary reports
 - maintenance and facility needs to the Program Director
 - Participates in all camp wide activities
 - Carries out other duties as assigned by the Program Director and/or Camp Director

Ecology Director

- Coordinate the camp Ecology/Conservation program.
- Ensure that Ecology/Conservation equipment is safe, in good repair and adequate before campers arrive.
- Supervise the Ecology/Conservation staff.
- Conduct the Ecology/Conservation staff training.
- Assist units in planning conservation projects.
- Coordinate conservation projects for units in camp.
- Educate units on the ecology of camp.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Scout Craft Director

National Camp School Certification or equivalent skills required

- Coordinate the camp outdoor skills program.
 - Ensure that outdoor skills equipment is safe, in good repair and adequate before campers arrive.
 - Ensure that the outdoor skills area is safe, clean, and attractive before campers arrive.
 - Supervise the outdoor skills staff.
 - Conduct the outdoor skills staff training.
 - Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Mountain Man Director

National Camp School Certification or equivalent skills required

- Coordinate the first year camper program
- Ensure that first year camper program equipment is safe, in good repair and adequate before campers arrive.
- Ensure that the first year camper program area is safe, clean, and attractive before campers arrive.
- Supervise the first year camper program staff.
- Coordinate with other areas to ensure a sound, exciting and effective program for first year campers.
- Conduct the first year camper program staff training.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.
- Any other duties assigned by the camp director or program director.

Shooting Sports Director (21+)

National Camp School Certification required

- Coordinate the camp shooting sports program.
- Ensure that shooting sports equipment is safe, in good repair and adequate before campers arrive.
- Ensure that the shooting sports area is safe, clean, and attractive before campers arrive.
- Supervise the shooting sports staff.
- Conduct the shooting sports staff training.
- Be sure all equipment is inventoried and properly stored at the end of the camp season.

- Any other duties assigned by the camp director or program director.

Archery Director

National Camp School Certification or Archery Level 1 training required

- Work with the Shooting Sports Director to conduct the archery program at the camp.
- Ensure that archery equipment is safe and in good repair during the camp season.
- Ensure that the archery range is safe, clean, and attractive during the camp season.
- Ensure that the field archery trail is safe, clean, and attractive during the camp season.
- Supervise the archery range staff.
- Any other duties assigned by the camp director or program director.

Program Staff

Includes CITs Outdoor Skills, Mountain Man , Trail to Eagle, Shooting Sports, Ecology, Handicraft, COPE/Climbing and Waterfront Staff

- Follow the directions given to you by your area director.
- Be cheerful and attentive when working with Scouts.
- Prepare your lessons and activities thoughtfully and carefully.
- Act as a unit host, if assigned.
- Participate in the opening campfire.
- Follow the code of conduct for camp staff.
- Eat all meals in the dining hall at your assigned table and provide program/grace if requested.
- Communicate any and all concerns, problems, and ideas to your area director and/or the program director and/or the camp director. (Totem highly suggested)
- Be able to handle the physical demands of camp, including visiting campsites, helping with camp set up and take down and camp maintenance.
- Any other duties assigned by the camp director or program director.

