



Camp Commissioner Job Description

Reports to: Camp Director

Objectives: The Camp Commissioner is responsible to the Camp Director for the quality of customer service between the units, leaders, vendors, and guests with Camp Mountaineer. The Camp Commissioner should be a leader and role model for staff and campers.

The Camp Commissioner must:

- Be a mature and responsible adult, at least 18 years old.
- Hold, or be willing to obtain prior to the summer camp season, a qualifying certification from a BSA National Camping School or have been an active, registered volunteer commissioner in Mountaineer Area Council.
- Have the ability to identify, respond, and provide leadership to environmental and other hazards and be physically capable to assist campers in an emergency (fire, evacuation, illness, injury).
- Live at Camp Mountaineer for the duration of the resident camp season (approximately eight weeks).

Specific Responsibilities: The Camp Commissioner works closely with the Camp Director in providing leadership to the camp – specific responsibilities are:

- Communicate with units, leaders, and parents prior to their arrival at camp with a welcoming message to ensure they are prepared for their experience and have a way to address questions or concerns.
- Administer the check-in and check-out day procedures for each session of camp including the assignment or and supervision of the camp staff and recording of attendance records in the Black Pug system and ensure that all units complete a camp evaluation prior to their departure from camp.
- Working with the camp director and program director, hold camp staff accountable to the staff code of conduct as well as policies and procedures set forth by the camp, Mountaineer Area Council, and the Boy Scouts of America.
- Ensure the grounds and facilities at Camp Mountaineer are welcoming to all campers and leaders by being clean, organized, and best representing the brand of Scouting.
- Develop and implement a plan to offer BSA training courses, interest sessions, and other activities to adult leaders while in camp.
- Provide guidance and supervision to volunteer commissioners while in camp to provide a welcoming atmosphere for units and leaders and manage the campsite inspection process and recognition.
- Work with the camp director and program director to coordinate and plan staff training week ensuring all staff members receive the appropriate training as set forth by the Boy Scouts of America.
- Be knowledgeable of and enforce all procedures related to health and safety, council and national policies, use of equipment, and operation of facilities.
- Ensure Camp Mountaineer meets and complies with all National Camp Standards and any applicable local, state, and national standards.
- Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.
- Work with the camp ranger to identify items that require attention regarding facilities and grounds maintenance.
- Work with the camp ranger to identify service projects in camp that are able to be completed by units and/or individual skilled adults and promote them to those in camp.
- Maintain high morale of the staff, inspire trust, recognize achievement and make note of poor performance with the camp director through personal observation and staff meetings.
- Other duties as assigned by the camp director for the successful operation of the camp.

Compensation: \$300-400 per week base salary during the 8-week summer camp season including room and board. Additional compensation available for preceding 12-week period as well as bonus incentives.

Link to application: <https://macbsa.org/about/jobs/>