



Staff Manual 2019

Our Camp Philosophy	4
Our Mission	4
Employment Stuff	5
Paperwork	5
Employment	5
Salaries:	5
Health:.....	5
Unsatisfactory Performance	5
Non-Harassment Policy	6
Open Door Policy	7
Camp Staff Uniform and Appearance	9
Punctually:.....	9
Duties:.....	9
Communication with the Outside world:	9
Nights off:	9
Leaving Camp/Vehicles in camp:	10
Dating.....	10
Visitors in Camp:	10
Online Identities:.....	10
Trading Post:.....	10
Dining Halls and Meals.....	11
Use of Kitchen	11
DO's and Don'ts	11
The Staff Area.....	12
The Staff Cabins:.....	12
The Staff Bathroom:.....	12
What you bring to camp:	12
Who can go where?	12
Rise and Shine and Sleep Tight:	12
Smoking and other nasty habits:	12
Discipline Procedures for Staff:	13
Position Descriptions	15
General Staff.....	15
All Staff Positions	15
All Directors	15
Administration	16

Camp Director	16
Program Director	16
Activities Director	17
Camp Commissioner	17
Camp Clerk	17
Health Officer/First Aid Director	18
Program Staff Positions	18
Eagle Flight	18
Eagle Flight Director	18
Challenge Course	19
Challenge Course Director	19
Challenge Course Instructors	19
First Year Camper Staff	19
First Year Camper Director	19
First Year Camper Instructors	20
Aquatics Staff	21
Aquatics Director	21
Aquatics Instructors	21
Handicraft Staff	21
Handicraft Director	21
Handicraft Instructors	22
Ecology Staff	22
Ecology-Conservation Director	22
Ecology-Conservation Instructors	22
Shooting Sports Director	23
Shooting Sports Director	23
Range Safety Officer	23
Outdoor Thrills Staff	23
Outdoor Thrills Director	23
Outdoor Thrills Instructor	24
Trading Post Staff	24
Trading Post Director	24
Trading Post Clerk	24
Dining Hall Staff	25
Dining Service Director	25
Dining Service Staff	25
CIT Program	26

Our Camp Philosophy

We believe that the outdoor challenge and fun of camp is an essential part of youth development in values, leaders, social responsibility, and conservation ethics to help prepare young people for life and makes The Hood Scout Reservation- Mississippi's Camp!

Our Mission

It is the mission of the Hood Scout Reservation, Boy Scouts of America to deliver the promise of Scouting which is outdoor adventure, fun and advancement. In delivering the promise we will:

- 1. Ensure that every Scout, Scouter, and family member (Our Customers) has an enjoyable experience which will develop into memories of camp.**
- 2. Ensure that the Hood Scout Reservation is a safe place. Our camp will provide inclusive services and demand an atmosphere of respect and celebration from all who participate.**
- 3. Teach fundamental skills to Scouts and Scouters which relate to leadership, citizenship, personal well-being, and career development**
- 4. To establish and maintain a unique environment where youth are socially outgoing and interact with both peers and adults; fosters new friendships through fellowship and fun.**

Employment Stuff

Paperwork: All camp staff members will have to have a Letter of Agreement on file with the camp director. To receive a paycheck you must have W-4, I-9, and state tax withholding. All staff must have Current Annual Health and Medical form on file, Sexual Harassment Training Certificate, Weather Hazard, and Youth Protection Certificate.

Employment: All camp staff members work for the Andrew Jackson Council, Boy Scouts of America. You are employees at will which means that you can resign at any point with or without reason or be terminated at any point with or without reason. All must be registered members of Boy Scouts of America, complete both youth protection training and sexual harassment training before reporting to work on Staff week.

Salaries: All camp staff will be paid on a bi-monthly basis. No camp staff member should discuss his or her salary with another staff member. That is private information between the council, camp director and the staff member. Discussions of salaries with each other can and will lead to problems. If you have questions please direct them to the camp director or camping staff adviser.

Health:

1. Camp staff must have a Current Annual Health and Medical form on file.
2. Whenever a camp staff member feels sick or has any type of injury they must report it to the health officer.
3. Like the camp staff any injury of a camper or leader must be reported to the health officer.
4. Staff is expected to get plenty of rest and sleep at night to prevent fatigue, illness or injury. If the camp staff is not getting enough sleep the camp director or program director WILL change the lights out and bed time.

Unsatisfactory Performance

(This may cause your employment to be terminated)

1. Failure to abide by polices of the Boy Scouts of America, the Andrew Jackson Council, the Hood Scout Reservation, and the code of conduct found in the Staff Letter of Agreement and Staff Manual
2. Failure to carry out an assigned duty or task
3. Immoral or unethical conduct
4. Shorting of the camping period- not enough campers, natural disasters
5. Medical condition in which the opinion of the health officer and camp director feels that the staff member will cause problems for the staff or campers.

Non-Harassment Policy

Pursuant to federal law and applicable state law, it is the policy of the Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the Council will not tolerate harassment of any kind by or of any employees or applicants for employment.

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance.
3. Otherwise adversely affects an individual’s employment opportunities.

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on Council premises, or circulated in the workplace or on computers, phones, etc.
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, gender, sex, sexual orientation, national origin, age or disability.

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of his or her sex.
2. Making submission to or rejection of such conduct the basis for employment decisions.
3. Creating an intimidating, offensive, or hostile work environment by such conduct.

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal—sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions.
2. Nonverbal—making suggestive or insulting noises, leering, whistling, or making obscene gestures.
3. Physical—touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the BSA. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to the Camp Director.

Open Door Policy

The Council is committed to maintaining a good working relationship with its employees. However, in any work environment there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any employee who has a suggestion, problem, or complaint should discuss the matter with his or her manager.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate manager, or the problem or concern involves your manager, the employee may meet with the next line of management official over his/her area, who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the employee does not want to discuss it with a manager, he/she may discuss it with the Council President.

CAMP STAFF LETTER OF EMPLOYMENT

TO: _____

We are pleased to inform you that you have been selected to serve on the seasonal staff for the Andrew Jackson Council, as follows:

Camp: Hood Scout Reservation
Terms of Employment **5 weeks**

Department: _____
Salary: \$ _____ Weekly
Paid Every Two Weeks

Position: _____

From: **May 29, 2016-July 2, 2016**

Camp Director's Signature _____

Date: April 16, 2016

Your signature on this Agreement will indicate your acceptance of the following terms and conditions of employment:

1. You are currently a registered member of the Boy Scouts of America.
2. You will obey the Scout Oath and Law at all times.
3. You have read and agree to abide by all the policies stated in the staff manual.
4. You will provide a current medical examination (at your own expense) by a physician, licensed to practice medicine, when reporting to work.
5. Federal Regulations require that you present evidence of your Employment Eligibility Verification (I-9), when you report to work.
6. You will accept any assignment by the Camp Director or his designee, at any Camp, or any activity, at the compensation scheduled for that assignment.
7. You will be in proper uniform at all times.
8. **You will refrain from the use of alcoholic beverages, drugs or narcotics, and use tobacco only in permitted areas.**
9. The council will provide room and board, two T-shirts, and one camp cap.
10. The Council may terminate your employment at any time, if dissatisfied with your performance, as outlined in the staff guidelines, if violation of this agreement occur or if budgetary restrains prevail. You may also terminate your own employment with 24 hours written notice to the Camp Director.

Employee's Signature _____

Date: _____

PARENT'S SIGNATURE _____
(For staff under 18 years of age)

Social Security Number _____

CONTRACTS NOT RETURNED BY May 30, 2010 ARE VOID

Life in Camp

Camp Staff Uniform and Appearance

The Boy Scouts of America is a uniformed organization, and as such the uniform must be worn properly at all times. Appearance is everything and customers will follow example staff sets.

(These are uniforms unless otherwise direct by the Camp Director or Program Director.)

1. **At Evening Meals:** Venture uniform (with proper patches), Scout Shorts or pants, Scout Socks, and Scout Belt.
2. **Sunday Check-in:** Camp shirt, Scout shorts/pants, Scout Socks and Camp Hat, and ID Badge.
3. **Daily Uniform:** Scout T-shirt or Camp Shirt, Scout Shorts/pant, Camp Hat, and white Socks or Scout Socks, and ID Badge.
4. **Open/Closing Campfires:** Camp T-shirt, Scout Shorts/Pants, Camp Hat, and Scout Socks.

Shirts must be tucked in at all times. If a staff member has Tattoos, they cannot be visible. You will take a shower every day. Personal appearance is important to the example that we want to set with our customers. Poor personal hygiene is not acceptable and will be grounds for termination. Everyone will be well groomed, this Includes haircuts and facial hair.

Punctually: Camp staff will be on time for all activities. For flag raising/lowering, merit badge classes, campfires, and any other activity that is assigned to the camp staff. Every camp staff member needs to carry a watch (You may use your cell phone as a time piece). Remember that 10 to 15 minutes before time that a program starts is on time.

Duties: Your direct supervisor will be the person that runs your program area; although you will have duties in those areas you may be given other assignments by the camp director, program director, activities director, camp commissioner or the professional for the week.

Communication with the Outside world: Camp staff will have the ability to communicate with friends and loved ones. We will have cellular service at camp, but remember; if you use your phone for a time piece, it must be on silent. Don't take phone calls while teaching. Camp staff can use their cell phones during the off periods or at night after programs. Camp staff may use the computer lab after 8:30pm area.

Nights off: Camp staff will get one night off either on Wednesday or Thursday. No one may leave camp for their night off. All staff are to go home each weekend unless other arrangements have been made with the Camp Director and the Ranger.

Leaving Camp/Vehicles in camp: Your vehicles will be parked in the lot across from staff area. If vehicles become a problem, special arrangements may be instituted. No staff member is to take any camper off the property. No staff member is to leave camp without the permission of the Camp Director or his designated representatives. Any staff member who leaves camp property without permission risks possible dismissal.

Dating: Remember that camp is a place of work, and that we are all working professionals while at camp. As a result, staff members must refrain from dating one another while working at camp. Professionalism is a paramount goal at camp, and the gossip, drama, and bad feelings that sometimes come with dating pose a significant threat to the air of professionalism at camp. Violation of this policy risks possible dismissal.

Visitors in Camp: Due to the demanding responsibilities of staff members, visits by parents, friends, relatives, and significant other must be held to a minimum. Prior arrangements with the staff member, and other camp administration should be made if they visiting other than Friday. Please keep visits to the Friday night.

Online Identities: Employees are responsible for their online identities and the content that is associated with them. We want you to have a social presents but be mindful that you are employee of the Boy Scouts of America and the Council and as such your identities' both physical and online based reflects the BSA.

Trading Post: Staff members will have the same privileges in the Trading Post as our customers. No one will be allowed to post credit on items in the Trading Post. Only those staff members assigned to work in the Trading Post will be allowed behind the counter. If you need something for your program area from the Trading Post; you need to talk with your Program Area Director and the Program Director. The Program Director will check the material out of the Trading Post for you. There will special prices on food items and other goods this summer. Giving or receiving free merchandise in the Trading Post is grounds for immediate termination.

Dining Halls and Meals:

- During the meals; if you are asked to eat with a troop please do everything in your power to eat with them. During meals you may ask to serve as a Table Waiters (The Crew President will have a schedule for the camp staff to follow). Please make sure that you clean –up the table and sweep around it. If needed please make sure that you help the other scouts and the dining hall steward.

Use of Kitchen

Only the staff members assigned to the kitchen will be allowed in the kitchen, refrigerators, or pantries, and only then in performance of their duties. All others will not use or go in the kitchen unless asked to by the Dining Service Director, Camp Director, Ranger or Program Director. Camp staff members will not eat in the kitchen

DO's and Don'ts

- Don't Use questionable language.
- Don't attempt to argue with Scoutmasters or other leaders (if you have this happen please let your area director, the program director, the activities director, camp commissioner or camp director handle it).
- Do be polite and respectful to Scoutmasters and other leaders.
- Do treat all scouts with respect and say hello (**remember speak to every scout, if you don't know their name**).
- Do be on time for meals, programs, and other activities.
- Do get to know Scouts as friends.
- Do work through SPL and Assistant SPL
- Do be Co-portative and flexible –"*Simper Gumby*"-



The Staff Area

The Staff Cabins: Each staff member is responsible for keep his cabin clean: taking out the trash, sweeping, and other things as need to keep your living space clean. Garbage bags, brooms and other materials to keep your cabin clean can be gotten from the quartermaster area. The Camp Administration will conduct health and safety inspection during the week.

The Staff Bathroom: The Staff bathroom will be cleaned on a daily schedule (the schedule will be set by the crew president). All towels and other bathroom items will be removed. Please keep the showers and toilets clean.

What you bring to camp: The Hood Scout Reservation is not responsible for what you bring to camp. You may bring your TV's, DVDs, Game stuff, etc. You need bedding, scout clothing, and toilet items.

Who can go where? Males camp staff member not allowed in the family cabins, and female staff member are not allowed in the male cabins, but may go to staff cabin common area from 8:00pm until 11:00pm.

Rise and Shine and Sleep Tight: Camp staff will be up at 6:45am every morning, must be in the cabins by 11:30pm and lights out at midnight (12:00am).

Smoking and other nasty habits: If you are a staff member over the age of 18 you may smoke but only in designated areas. There will be no alcohol or drugs at camp. **(Remember if you are caught with alcohol or drugs you will terminated immediately).** The use or possessions of fireworks, pornographic material, or items that may be construed as vulgar, demeaning, or hateful are prohibited and possible grounds for termination.

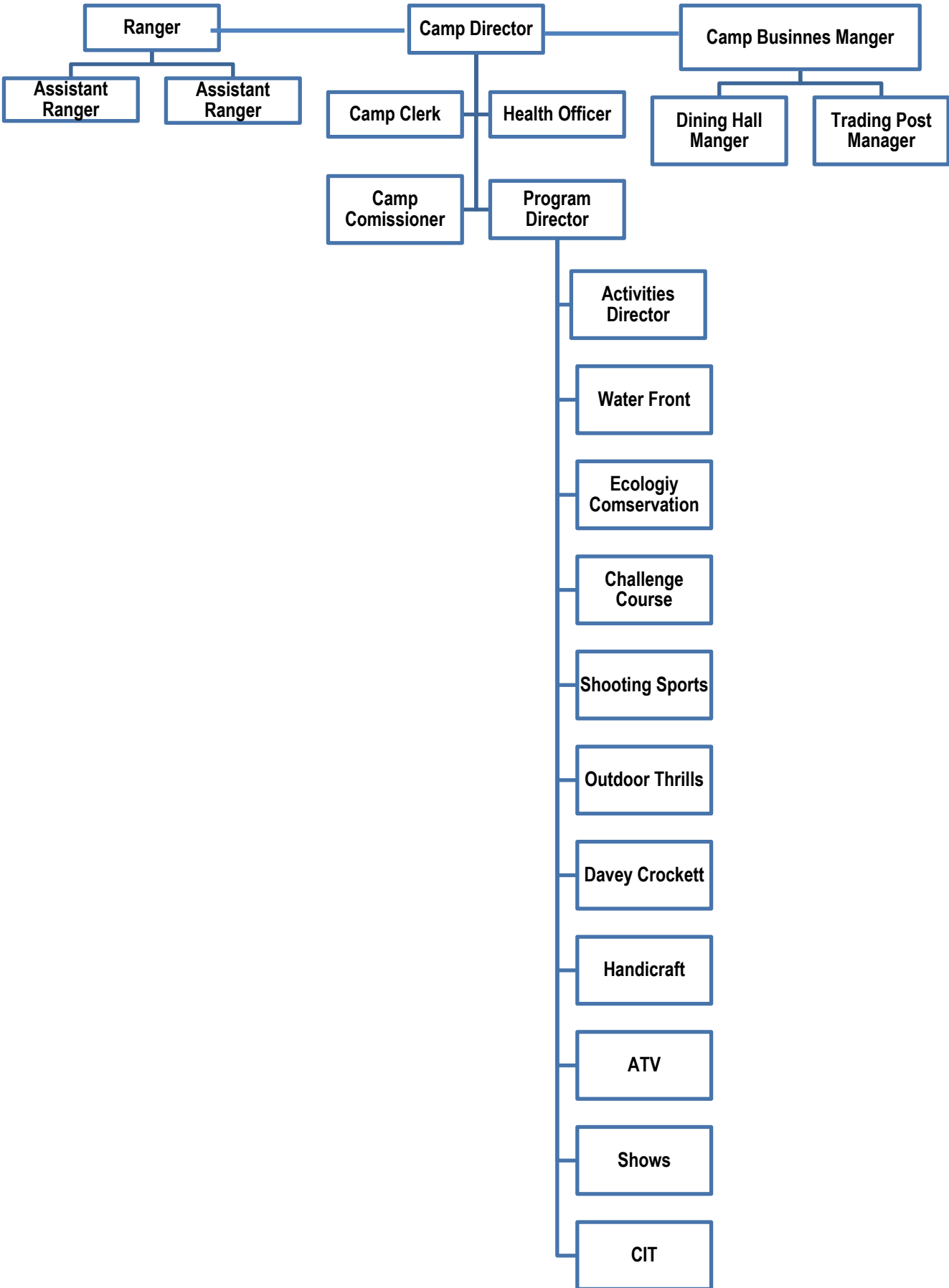


Discipline Procedures for Staff:

As a camp employee you have the responsibility to set the example for other staff members and all camp visitors. When an individual staff member fails to live up to the camp's standards, it may become necessary to corrective steps.

In the event of a discipline situation with an employee, CIT, or camp staffing volunteer, the following discipline procedures will be followed:

1. The first infraction will result in a counseling session with the staff member, the area director, and members of the camp administration. The staff member will always have an opportunity to discuss any situation with this group.
2. Any time counseling is required with a staff member under the age of 18, that individual's parents will be notified.
3. Corrective action for the staff member's performance may include, but is not limited to: Work projects, Kitchen duty, loss of time off privilege, department transfer, job change, restitution, or other restrictions or sanctions.
4. Any suggested corrective action will be discussed with the staff member and appropriate managers (and parents, if applicable). The appropriate director and the staff member will agree upon the most productive steps to take.
5. If inappropriate activity or poor performance persists, the staff member may be dismissed.
6. If a situation is deemed dangerous to the continued operation of the camp, the camp director reserves the right to dismiss any staff member at any time.
7. If a staff member does not report to assigned tasks on-time, which staff member will be required to make-up any missed time and work at a later assigned time. This will be assigned by the program director or commissioner



Position Descriptions

General Staff

All Staff Positions

- Registered as a member of the Boy Scouts of America.
- Are responsible for upholding the policies of Hood Scout Reservation.
- Assist in any way possible in any camp wide activities.
- Provide assistance where there is a need.
- Use best judgment and common sense at all times.
- Carries out such other duties as may be assigned by the Program, Activities or Camp Director.
- Maintains a positive attitude and is a team player.

All Directors

- As a department head and a camp staff member, he is directly responsible to the Program Director.
- He will be responsible to the program director for the actions, conduct, and performance of his assistants.
- He will see that his department area is kept clean and in safe working order at all times.
- Trains, directs, advises, and leads the members of his staff in their duties, maintaining efficiency and high morale at all times for the benefit of the camp.
- Participates in *all* camp activities, setting the proper example for his fellow staff members.
- Makes a written evaluation of his assistants at the close of camp.
- Submits to the Program Director a report detailing the number of participants in each MB class and program offered by his department.
- Understands the Scout advancement program.
- Coordinates MB classes, Twilight activities, and other programs as assigned.
- Maintains a positive attitude and is a team player.
- Maintains both National Standards and the health and safety of the staff and Scouts in his department.
- Coordinates program planning with the Program Director and department directors.
- At all times uses his best judgment and common sense.
- Assists others any way possible whether asked or not and carries out such other duties as assigned by the Program Director.

Administration

Camp Director

The Camp Director must be the most capable person for this responsibility. He must hold current certification in Resident Camp Administration by the National Camping School. He must be 25 years of age and have prior camp experience.

The Camp Director is responsible to the Staff adviser and the Scout Executive for the efficient organization, preparation, and operation of the Camp. He will, at his direction, delegate authority and responsibility to other members of the camp staff. The Director has the further responsibility of establishing and maintaining those policies of camp operation that are set forth in the National Camping School courses and National Camp Accreditation standards.

Program Director

The Program Director must be familiar with camp operation, be 21 years of age, and hold current certification in Resident Camp Administration by the National Camping School.

The Program Director

- Is directly responsible to Camp Director.
- Assumes full responsibility for the camp in the absence of the Camp Director.
- Is responsible with the Camp Director for creating and maintaining high morale among the camp staff and all troops in camp.
- Insures that Activities Director, Camp Commissioner, and Area Directors are directing and coordinating all program staffs.
- Develops and coordinates with the Activities Director the camp wide activities, including campfires, special skills, programs, and events.
- Does an evaluation of each department director and his staff at the close of camp.
- Insures that each department area is completely set up and ready to operate by opening day of the camp season.
- Insures that the Camp Clerk inputs all advancement information into the online system and that copies are available to unit leaders at the end of each week.
- Conducts the Leaders meetings with the Camp Director, Activities Director, and Commissioner.
- Insures and assists the Area Directors recruits a quality staff.
- Insures that area directors train their staffs in the program and the operation of their areas.
- Carries out all other duties assigned by the Camp Director.

Activities Director

The Activities Director must be familiar with camp operation, be 18 years of age

The Activities Director

- Is directly responsible to Program Director.
- Is responsible with the Program Director for creating and maintaining high morale among the camp staff and all troops in camp.
- Develops and coordinates with staff, youth leaders, and unit leaders the camp wide activities, including campfires, special skills, programs, and events.
- Sees that each department area is completely set up and ready to operate by opening day of the camp season.
- Conducts the Leaders Roundtables with the Camp Director, Program Director, and Camp Commissioner.
- With the Camp Director, recruits a quality staff.
- Trains program department directors and staff in the program operation of their areas.
- Is responsible for the appearance and content of the camp bulletin board.
- Carries out all other duties assigned by the Camp Director or Program Director.

Camp Commissioner

The Camp Commissioner should be 18 years of age and mature. He should have the ability to work with youth and adults and have a working knowledge of the Scouts, BSA program. Is approved by the Council Commissioner.

The Commissioner:

- Is responsible to the Camp Director.
- Sees that units have a positive experience in camp.
- Coordinates the staff commissioner program in camp, assuring that each unit gets proper support during the week.
- Provides help in solving unit problems, as delegated by the Program Director.
- Sees that units have well-rounded programs.
- Builds spirit and enthusiasm in units.
- Coordinates the Counselor in Training program.
- Completes all other duties as assigned by the Program Director or his designee.

Camp Clerk

The camp clerk should be 18 years of age and mature. They should have the ability to work with youth and adults and have knowledge a basic computer skill.

The Camp Clerk:

- Is responsible to the Camp Director
- Keeps the posted office hours.
- Works with the Program Director to make sure that program records are correct.

- Enter all Scouts information from program sessions daily.
- Update and make any changes to Scouts schedules as needed with the approval of the unit leader.
- Prepare any and all reports as needed.
- Provide the unit leader at the all needed reports by the end of the week.

Assistant Camp Clerk

- Is responsible to the Camp Clerk
- Keeps the posted office hours
- Enters all Scouts information from program sessions daily.
- Prepares and all reports as needed.

Health Officer/First Aid Director

The Health Officer must be a responsible adult 18 years of age holding qualifying certification in first aid such as EMT, RN, LPN, MD, medical student, or First Responder. He must be approved by the Camp Physician.

The Health Officer:

- Responsible to the Camp Director for overall medical reporting.
- Works with the Program Director for skills and other program needs.
- Is responsible for the storage, inventory, and proper use of all first aid supplies and equipment assigned to the First Aid Department.
- Maintains 2 health logs (1 for staff, 1 for camper) and digital system containing the records of accidents, illnesses, or the dispensing of all medicines.
- On opening day of each week, he reviews the medical records of all boys and adults, taking note of any restrictions or limitations.
- Notifies the Program Director and/or Camp Director when necessary to leave camp property for emergency reasons.
- Administers first aid and assures use of camp Universal Precautions and Exposure Control Plan.
- Carries out such other duties as may be assigned by the Camp Director.

Program Staff Positions

Eagle Flight

Eagle Flight Director

The EFD Director will be a responsible adult at least 18 years old who is familiar with the Scouts, BSA advancement program and the Eagle Scout requirements.

The EFD Director:

- Is responsible for the maintenance and wise usage of all equipment entrusted to the EF department.

- Is responsible for setting up his program area, prior to the opening of camp, maintaining it throughout the camp season, and taking down and properly storing the equipment at the end of camp.
- Is responsible organizing a program suitable for EFD participants.
- Carries out such other duties as may be assigned by the Program Director.

Challenge Course

Challenge Course Director

The Challenge Director should be a responsible adult age 21 years. Completion of Level II instructor course required. Approved by Challenge Course Committee

Is responsible for the health and safety of all Challenge Course participants.

- Is responsible for the maintenance, inventory, and wise use of all equipment assigned to his department.
- Carries out such other duties as may be assigned by the Program Director.

Challenge Course Instructors

- Is responsible to the Challenge Course Director and accepts and carries out all responsibilities as assigned.
- Is responsible for the maintenance and wise usage of all equipment in this area.
- Is responsible for the health and safety of all participants.

Carries out such other duties as may be assigned by the Program Director

First Year Camper Staff

First Year Camper Director

The First Year Camper Director should be 18 years of age and possess a working knowledge of the Scouts, BSA Advancement plan. Certification by National Camp School as First Year Camper Director is desirable. He should work well with younger Scouts.

The First Year Camper Director:

- Is responsible for the maintenance, inventory, and wise use of all equipment assigned to the First Year Camper program.
- Organizes a program that teaches basic Scout skills as well as the patrol method and gives an orientation to the camp programs.
- Is responsible for the well-being of the First Year Campers and maintains a high level of efficiency and morale.
- Carries out such other duties as may be assigned by the Program Director.

First Year Camper Instructors

- Serves as an instructor for basic Scouting skills.
- Is responsible for the maintenance and wise usage of all equipment in the Scoutcraft and First Year Camper area.
- Works closely with the First Year Camper Director in presenting a good program of basic Scouting skills.
- Is responsible for assisting in the setting up of the following area: fire pit, axe yard, demonstration patrol site, and other Scoutcraft items.
- Carries out such other duties as may be assigned by the Program Director.

Aquatics Staff

Aquatics Director

The Aquatics Director must be 21 years old, be currently certified as Aquatics Instructor BSA/ Director by National Camp School and approved by the Council Aquatics Committee.

The Aquatics Director:

- Is responsible for the maintenance, inventory, and wise use of all equipment assigned to the Waterfront Areas.
- Is responsible for setting up and taking down the swimming and boating lakes.
- Is responsible for the operation of the waterfront and all related equipment.
- Is responsible for the swim classifications of each person who uses the waterfront for swimming or boating.
- Is responsible for fulfilling standards of water safety for the benefit of all campers.
- Is responsible for the organization and creativity for the events that will be used in the waterfront show on Wednesday afternoon.
- Carries out such other duties as may be assigned by the Program Director

Aquatics Instructors

- Is responsible to the Aquatics director and accepts and carries out all the responsibilities as assigned.
 - Is responsible for upholding the health and safety regulations in the waterfront area.
 - Serves as a merit badge counselor for Swimming, Lifesaving, Canoeing, and Rowing, etc.
 - Assists in special Aquatic events as assigned by the Aquatics Director.
- Carries out such other duties as may be assigned by the Program Director.

Handicraft Staff

Handicraft Director

The Crafts and Skills Director should be 18 years of age and should have a working knowledge of Handicraft skills and the Boy Scout advancement program.

The Crafts and Skills Director:

- Is responsible for the maintenance, inventory, and wide use of all equipment assigned to the Handicraft department.
- He will supervise the sale of all Handicraft items and see that all sales are properly recorded.
- Carries out such other duties as may be assigned by the Program Director.

Handicraft Instructors

- Serves as a merit badge counselor for Leatherwork, Wood Carving, Indian Lore, Basketry, etc.
- Is responsible for the maintenance and wise usage of all equipment in the Handicraft area.
- Is responsible for keeping the Handicraft area neat and orderly at all times.
- Carries out such other duties as may be assigned by the Program Director.

Ecology Staff

Ecology-Conservation Director

The Ecology-Conservation Director should be at least 18 years old and either possess current certification in Ecology/Conservation from National Camping School or qualify as a college student or teacher of Ecology, Biology, or related sciences.

The Ecology-Conservation Director:

- Is responsible for the maintenance, inventory, and wise use of all equipment assigned to the Ecology-Conservation department.
- Assists troop leaders in developing and using nature conservation programs on the troop campsites.
- Working with the Camp Ranger, posts a list of conservation projects taken from the camp conservation plan to be carried out by individuals, patrols, and troops.
- Assists troops, patrols, and individuals in carrying out meaningful conservation projects.
- Maintains on-the-ground teaching aids to better interpret conservation concepts: nature trails, marked forestry plots, erosion control display, soil profile, weather station, etc.
- Set up Nature Lodge including displays, live-animal exhibits, learning areas, nature trail, etc.
- Carries out such other duties as may be assigned by the Program Director.

Ecology-Conservation Instructors

- Serves as a merit badge counselor for Ecology-Conservation badgers.
- Is responsible for the maintenance, inventory, and wise use of all equipment assigned to the Ecology-Conservation department.
- Assists troop leaders in developing and using nature conservation programs on the troop campsites.
- Assists troops, patrols, and individuals in carrying out meaningful conservation projects.
- Maintains on-the-ground teaching aids to better interpret conservation concepts: nature trails, marked forestry plots, erosion control display, soil profile, weather station, etc.

Shooting Sports Director

Shooting Sports Director

The Field Sports Director must be 21 years of age and hold current certification as Director from National Camping School. Must be approved by the Council Shooting Sports Committee.

- Is responsible for maintaining safe and orderly rifle, archery, and skeet programs.
- Is responsible for the maintenance, inventory, and wise use of all equipment assigned to the Field Sports Department.
- Is responsible for setting up and taking down his program area.
- Is responsible for seeing that all rifles, shotguns, and bows are safely stored and cleaned properly.
- Carries out such other duties as may be assigned by the Program Director.

Range Safety Officer

- Serves as a merit badge counselor for those assigned to him.
- Is responsible to the Shooting Sports Director and accepts and carries out all responsibilities assigned.
- Maintains proper safety precautions in the handling of bows, rifles, shotguns, and ammo in the Shooting Sports area.
- Assists in maintaining the rifle, archery, and shotgun ranges in a neat and orderly condition at all times.
- Carries out such other duties as may be assigned by the Program Director.

Outdoor Thrills Staff

Outdoor Thrills Director

The Scoutcraft Director should be 18 years of age, and attendance of BSA National Camp School in Scoutcraft is desirable. He should have a working knowledge of Scoutcraft skills and the Scouts, BSA advancement program. Outdoor Thrills Director responsible for the maintenance and wise usage of all equipment entrusted to the Scoutcraft area.

- Is responsible for setting up his program area, prior to the opening of camp, maintaining it throughout the camp season, and taking down and properly storing the equipment at the end of camp.
- Continues to develop his Scoutcraft skills and assists other department members in developing their own.
- Oversees the setup of the Scoutcraft area including the ax yard, displays, knot yard, gateway, camping demonstrations, etc.
- Carries out such other duties as may be assigned by the Program Director.

Outdoor Thrills Instructor

- Serves as a merit badge counselor for Camping, Hiking, Orienteering, Pioneering, Wilderness Survival, etc.
- Is responsible for the maintenance and wise usage of all equipment in the Scoutcraft area.
- Is responsible to and works closely with the Scoutcraft Director in developing a good program.
- Is responsible for setting up in his area: rope yard, ax yard, demonstration patrol site, and other Scoutcraft items.
- Carries out such other duties as may be assigned by the Program Director.

Trading Post Staff

Trading Post Director

The Trading Post Director must be a responsible adult at least 18 years old.

Responsibilities include:

- Is responsible to the Camp Business Manager.
- He will, in consultation with the Camp Business Manager, purchase such canteen supplies as may be necessary.
- He will supervise the sale of all Trading Post items and will see that all sales are properly recorded.
- He will see that all Trading Post equipment is always in good condition.
- He will maintain a weekly inventory of all Trading Post supplies.
- He will keep the Trading Post well stocked with all supplies at all times.

Trading Post Clerk

- Is responsible to the Trading Post Director and accepts and carries out all responsibilities as assigned.
- Conducts daily sales and assists in inventory.
- Conducts himself in a courteous, helpful, and friendly manner at all times.
- Carries out such other duties as may be assigned by the Camp Director.

Dining Hall Staff

Dining Service Director

The Dining Service Director will be a responsible adult at least 18 years old with knowledge in commissary operation. The Dining Service Director reports to the Camp Business Manager. Dishwashing, cleanup of kitchen area, mopping, and cleanup of dining hall will fall under the supervision of the Dining Service Committee Chair. The Director will schedule dining staff so that persons are available at each meal to serve at dishwashing, food prep, and service lines, and outside the dining hall as a steward for the Troops. The persons fulfilling dining hall steward duties will coordinate our table waiter system with boys from each table for the setup and cleanup of the dining hall.

Responsibilities will include:

- menu planning
- scheduling staff to cover food prep, clean-up, and dining hall duties
- ordering of food
- maintenance of inventory
- record keeping, including average meal costs
- daily clean-up of the kitchen, food prep, and dining areas
- assuring health and safety during food prep and in cleaning
- working to accommodate special needs from Scout Troops
- cleanliness of entire dining area
- preparation of crackerbarrels and other special food needs such as High Adventure trail meals

Dining Service Staff

- Is responsible to the Dining Service Director and performs all assigned duties.
- Assures health and safety during food prep and in clean up.
- Is responsible for food preparation and clean-up.
- Serves as a dining hall steward, coordinating our table waiter system with youth from each table for the setup and cleanup of the dining areas.
- Serves on food service lines.

CIT Program

The Counselor-in-Training (CIT) Program is designed for those exceptional young Scouts who display true leadership and maturity within their own troop. Its purpose is to give training to potential future staff members.

What are the qualifications?

1. The Scout must be at least 14 years old, First Class rank and have the signed approval of both his unit leader and his/her parent or guardian.
2. Most importantly, he must be mature enough to place the welfare of the camper above his own, and he must have leadership ability.
3. The program is beneficial to both the potential staff member and the camp management.

The CIT can experience the life of a staff member by actually living it for a short time. He is assigned to various program and/or support areas so that he can experience what a camp staff position requires of the individual.

CIT's begin with a one-week assignment and may be asked to return for another week if there is room in the program and if the camp management feels that the CIT exhibits a positive contribution. The length of service is directly related to the CIT's attitude and willingness to be part of the summer camp team.

Service as a CIT does not guarantee future employment as a full-time staff member but does aid in evaluating future potential.

Each CIT will receive a special activity shirt and a voucher for use in the Trading Post. The CIT will be given all benefits due any staff member as determined by the Camp Director. Any Scout participating in the program is expected to live by the same guidelines and policies to which all staff members must abide.

CIT's will be responsible to Activities Director. All CITs will start in the Dining Hall and serve one week as the Dining Hall Steward. Each week the CIT (depending on performance) will be moved in each program areas to find which area fits the CIT. Both the Camp Director, Program Director and Activities Director will elevate the CIT performance each week. At any time the Activities Director feels that the CIT is not working out they will inform the Camp Director and Program Director.

The CIT will learn about:

- How to present a merit badge
- Teambuilding skills
- How the Boy Scout Summer Camp works.

REGISTERED CAMP STAFF CODE OF CONDUCT

As a condition of my camp staff registration with the Boy Scouts of America, I agree to comply with the following requirements of the Boy Scouts of America:

1. I have or will complete my camp staff registration with the Boy Scouts of America, answering all questions truthfully and honestly.
2. I will be a model of the Scout Oath and Scout Law and obey all laws.
3. I will respect and abide by the Rules and Regulations of the Boy Scouts of America and BSA-provided training, including but not limited to:
 - a. Youth protection
 - b. Unauthorized fundraising activities
 - c. Advocacy on social and political issues
 - d. Discrimination, bullying, hazing, and harassment of any kind
 - e. Prohibition on all sexual related activity
4. I confirm that I have disclosed fully to the Scout executive or camp director any of the following in which I was the subject:
 - a. Any criminal charges or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles
 - b. Any investigation or court order involving domestic violence, child abuse, or similar matter
 - c. Any criminal charges or convictions for offenses involving firearms or dangerous weapons
5. I will not possess, distribute, transport, consume, or use any of the following prohibited items at camp:
 - a. Alcohol or drugs, including marijuana, other than prescribed medication. I will disclose any prescribed medication with the potential to impair functioning and discuss it with the camp director prior to beginning work.
 - b. Concealed or unconcealed firearms, fireworks, or explosives unless required because of my position as a camp staff member
 - c. Pornography or materials that contain words or images inconsistent with Scouting values
6. If legally permitted, I will not consume alcohol to excess when off camp property nor furnish alcohol to any underage person.
7. I will not house or harm any domestic animals or wildlife, except for that acquired through lawful, authorized hunting or fishing.
8. I will treat BSA property and equipment with respect, keep myself and my personal space neat in appearance, and set the example with respect to caring for BSA property.
9. I will be familiar with and, as may be appropriate under the circumstances, follow and require others to follow:
 - a. The Guide to Safe Scouting:
<http://www.scouting.org/scoutsourc/HealthandSafety/GSS.aspx>
 - b. The Sweet Sixteen of BSA Safety:
<http://www.scouting.org/scoutsourc/HealthandSafety/Resources/sweet16.aspx>
 - c. BSA Youth Protection Policies and Guidelines, including mandatory reporting:
<http://www.scouting.org/YouthProtection.aspx>
10. I will not transport any Scout or operate any motorized vehicle owned or used by the camp without authorization and, when required, will adhere to safe driving practices consistent with my training.
11. I will take steps to prevent or report any violation of this Code of Conduct by other camp staff or persons on camp property.

Signature: _____ Date: _____

Printed Name: _____ Date: _____

Important Notice—Disclaimer

THIS CAMP STAFF HANDBOOK ("HANDBOOK") IS A GUIDE TO GENERAL EMPLOYMENT PROCEDURES AND POLICIES OF THE Andrew Jackson Council, BSA("COUNCIL") and the HOOD SCOUT RESERVATION. THE HANDBOOK IS FOR INFORMATION PURPOSES ONLY AND IS NOT A CONTRACT OF EMPLOYMENT. ANY COUNCIL/ CAMP PROCEDURE OR POLICY, INCLUDING ANY POLICY, PROCEDURE, OR PROVISION IN OR REFERRED TO IN THIS HANDBOOK, MAY BE MODIFIED, AMENDED, OR DELETED BY THE COUNCIL AT ANY TIME, WITH OR WITHOUT NOTICE.

THIS HANDBOOK DOES NOT AND IS NOT INTENDED TO ADDRESS EVERY POSSIBLE EMPLOYMENT/EMPLOYEE SITUATION. THE COUNCIL RESERVES THE RIGHT TO TAKE ACTION OR MAKE A DECISION THAT IS INCONSISTENT WITH THE PROVISIONS OF THIS HANDBOOK, TO ADDRESS UNIQUE SITUATIONS, ON A CASE-BY-CASE BASIS, IN THE COUNCIL'S SOLE DISCRETION.

THIS HANDBOOK DOES NOT IN ANY WAY ALTER THE EMPLOYMENT STATUS OF COUNCIL EMPLOYEES, WHICH IS "AT-WILL." THIS MEANS THAT EITHER YOU OR THE COUNCIL CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. NO CONTRARY STATEMENT BY ANY COUNCIL EMPLOYEE, MANAGER, OR AGENT SHALL HAVE ANY FORCE OR EFFECT, UNLESS IT IS IN WRITING, STATES THAT IT IS A "CONTRACT OF EMPLOYMENT," AND IS SIGNED BY THE COUNCIL'S CHIEF SCOUT EXECUTIVE.

I ACKNOWLEDGE RECEIPT OF THE HANDBOOK AND UNDERSTAND THE HANDBOOK IS NOT AN EMPLOYMENT CONTRACT, AND I KNOW THAT MY EMPLOYMENT IS "AT WILL" AS DEFINED ABOVE.

Employee's signature: _____

Employee's name (please print): _____

Date: _____