



## HEAD COMMISSIONER Position Description

### POSITION CONCEPT

The Camp Commissioner assists visiting units in all aspects of their camp experience. The Camp Commissioner is the person unit leaders go to for advice during their stay at camp, motivates the unit leaders to perform at their highest level, and works to ensure that units meet their goals and scouts have a great camp experience. The Camp Commissioner oversees Commissioner, Quartermaster and Provisional Scoutmaster areas. The Camp Commissioner reports to the Camp Director, and lives on-site at Camp Geronimo during camp.

### PRINCIPLE RESPONSIBILITIES

- Exemplify the Scout Oath and Law. Support Boy Scouts of America (BSA) policies and the Aims and Methods of Scouting. Strive to provide programs that are exciting, dynamic and appealing to today's youth; that meet the needs of the youth and the units attending camp; and that are fun and safe.
- Work closely with Camp Director on all matters. Work collaboratively with Program Director, Area Directors, Staff Hill Scoutmaster, other camp staff, Camp Ranger, Unit Leaders and Council staff.
- Attend monthly pre-camp planning sessions.
- Assist Camp Director in staff hiring. Attend staff hiring weekend in March. Supervise volunteer Commissioner staff, Quartermaster and Provisional Scoutmaster, and coordinate scheduling of these staff members throughout the summer, ensuring coverage for each week. Perform staff evaluations, coaching and counseling. Enforce correct staff uniform and appearance standards, and encourage correct uniform and appearance standards be met by unit leaders and scouts.
- Assist Camp Director in staff training. Assist in provision of staff training opportunities including staff training weekend. Obtain all personal training required. Abide by the rules set forth in the most current "Camp Staff Manual".
- Approach interactions with units from both a "customer-service" and a "health and safety" focus. Ensure that all units are met by a Commissioner upon check-in at camp, make unit leaders and scouts feel welcome and answer any questions they have. Work with unit leaders to assess needs of the unit, and assist with problem-solving. Meet with unit leadership (adult and youth) throughout each day to ensure a "positive" scouting experience. Advise units on programming activities available during the week. Counsel units as required regarding any noted health or safety issues. Coordinate campsite inspection program, and ensure

volunteer Commissioners are using a standardized method to inspect campsites. Coordinate and track unit awards.

- Ensure that Quartermaster staff keep camp tools in good working order, maintain camp tool inventories, and have an efficient check-in/check-out procedure for units to borrow tools. Coordinate ordering of necessary supplies and materials with Program Director. Create and/or maintain a maintenance and replacement schedule for all tools or equipment.
- Knowledge of programs and activities, such as camp wide games, flag ceremonies, campfires and service projects.
- Other duties as assigned by Camp Director.

### **Daily Operations**

- Make sure each program is presented on time with all materials on hand, ready to go.
- Develop and maintain a program that imparts useful knowledge, that supports the aims and objectives of the Boy Scouts of America, and that is fun, challenging and safe.
- Impress upon all participants that they are only learning some of the basics, and should never attempt activities without experienced, trained supervision and proper safety equipment.
- Strive to be sure that there are plenty of interesting program activities so that campers do not have to stand around waiting.
- See that the program area is always clean and efficient.
- Ensure a safe and adventurous experience, while fulfilling the requirements of the Merit Badge.

### **END OF SEASON**

- Update the Camp Geronimo Program Area Standard Operating Procedures to reflect current program usage and lessons learned
- Ensure all equipment is inventoried and stored properly
- Ensure the Gear Records and Maintenance Logs area up to date
- Write suggested changes, updates, opportunities, and program adjustments for the upcoming year.

### **ADDITIONAL QUALIFICATIONS**

#### **Required (must be met prior to the start of summer camp)**

- Be at least 21 years of age.
- Be a registered member of the Boy Scouts of America.
- Possess a valid certificate of training from the Commissioner section of BSA National Camping School.
- Have a strong BSA background, and be knowledgeable of BSA scout ranks and BSA programs.

**Preferred**

- Certified in American Red Cross CPR/AED, or Council-approved equivalent.
- Certified in American Red Cross Standard First Aid, or Council-approved equivalent.
- Prior BSA experience, residential camp experience, unit leadership, or leadership/management of youth and young adults.
- Familiar with MS Word and Excel and/or use of computer databases.