



STAFFHILL SCOUTMASTER Position Description

POSITION CONCEPT

The Staff Hill Scoutmaster oversees camp staff living areas, and supervises staff (below the level of director) when they are outside their merit badge program area (where staff report to their Area Director). The Staff Hill Scoutmaster is available to help staff in all aspects of their camp life. The Staff Hill Scoutmaster 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.
- Assist the Staff Development Director in coordinating fun and appropriate activities that emphasize team building and raise staff morale. (Weekend Activities)
- Coordinate with Sodexo and ensure adequate amount of food is available for all staff who are staying for the weekend (Saturday Lunch, Dinner and Sunday Breakfast, and Lunch)
- May be requested to assist Camp Director in staff hiring. May be asked to attend staff hiring weekend in March. Enforce correct staff uniform and appearance standards.
- 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".
- Supervise staff, (below the level of director) when they are outside their merit badge program area (where staff report to their Area Director). Advise staff of required weekly activities, such as attendance at weekly staff meetings, staff living area cleanup, etc...
- Ensure that staff living areas and facilities on staff hill (campsites, tents, etc...) are clean and free of debris, emergency procedures are in place and understood by all staff, fire detection and protection standards are followed in staff living areas, and that staff perform as a team.
- Communicate to the Camp Director and the Camp Ranger any non-compliance, maintenance or equipment needs.
- Counsel staff as needed regarding any aspect of camp life.

- 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.
- Inspect program materials frequently and keep your Camp Director informed of any supplies needed.
- 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.
- Prior BSA experience, residential camp experience, unit leadership, or leadership/management of youth and young adults.

Preferred

- Certified in American Red Cross CPR/AED, or Council-approved equivalent.
- Certified in American Red Cross Standard First Aid, or Council-approved equivalent.
- Familiar with MS Word and Excel and/or use of computer databases.