

Camp Wolfeboro

Staff Job Descriptions

Camp Director	Overall seasonal camp operation	
	Reports to:	Director of Support Service
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Assists with budget control and financial stewardship ▪ Helps with personnel issues ▪ Helps interpret policies & standards for camping as established by the National Office of BSA & Mt. Diablo Silverado Council ▪ Requires compliance of Staff ▪ Conducts pre & post camp inspections ▪ Camp promotions ▪ Other duties as assigned by the Director of Support Service ▪ Comply with all NCAP guidelines 		<ul style="list-style-type: none"> ▪ Program Director ▪ Maintenance Director ▪ Business Manager ▪ Health Officer ▪ Food Service Director

Food Service Director	Prepares menus, meals & orders food through the Camp Director	
	Reports to:	Camp Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Maintains kitchen area in a clean, sanitary condition all the time & ensures proper garbage disposal. ▪ Maintain a positive environment ▪ Prepares and serves all meals on time ▪ Schedules kitchen staff to ensure peak times are covered ▪ Conducts Food Inventory ▪ Orders food for camp (Sunday night order for Friday Delivery) ▪ Comply with all NCAP and state of California food handling and serving guidelines 		<ul style="list-style-type: none"> ▪ Cook ▪ Kitchen aides ▪ Dining Hall Steward ▪ Dishwashers

Cook	Prepares meals to ensure high quality and quantity	
	Reports to:	Food Service Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Maintains kitchen area in a clean, sanitary condition all the time & ensures proper garbage disposal. ▪ Prepares and serves all meals on time ▪ Communicates with Food Service Director to ensure staff support ▪ Maintain a positive environment ▪ Comply with all NCAP and state of California food handling and serving guidelines 		<ul style="list-style-type: none"> ▪ Kitchen aides

Kitchen Aide	Assists in the preparation and clean-up of all meals	
	Reports to:	Cook
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Maintains a clean and sanitary work area ▪ Assist in the preparation of meals ▪ Comply with all NCAP and state of California food handling and serving guidelines 		

Dining Hall Steward	Assists in the preparation and clean-up of all meals	
	Reports to:	Food Service Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Maintains a clean and sanitary dining hall ▪ Ensures inventory of dining utensils (plates, bowls, cups, pitchers, & utensils) ▪ Provide top level customer service to all who enter the dining hall ▪ Clean spills and messes during meals ▪ Ensures all Serve safe food service guidelines are followed ▪ Comply with all NCAP and state of California food handling and serving guidelines 		<ul style="list-style-type: none"> ▪ Scouts acting as “Hosts” ▪ Program Staff serving food

Maintenance Director	Open and closing of camp facilities	
	Reports to:	Camp Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Responsible for the maintenance of all camp facilities and equipment including: buildings, generator, vehicles and land use ▪ Operates the sanitation and garbage system ▪ Supervises check-in/ checkout of camp equipment from the warehouse ▪ Responsible for organizing and running of camp improvement projects ▪ Other duties as assigned by the Camp Director 		<ul style="list-style-type: none"> ▪ Maintenance Aides

Maintenance Aide	Open and closing of camp facilities	
	Reports to:	Maintenance Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Responsible for the maintenance of all camp facilities and equipment including: buildings, generator, vehicles and land use ▪ Operates the sanitation and garbage system ▪ Supervises check-in/ checkout of camp equipment from the warehouse ▪ Responsible for organizing and running of camp improvement projects ▪ Other duties as assigned by the Camp Director 		<ul style="list-style-type: none"> ▪ Maintenance Aides

Business Manager	Operates the business of the camp	
	Reports to:	Camp Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Makes daily cash turn-ins to the Camp Director ▪ Maintains area in a neat and clean appearance at all times ▪ Conducts financial check in of all units within first 24 hours at camp ▪ Conducts opening, weekly and closing inventories ▪ Ensures Trading Post balances daily ▪ Prepares Trading Post deposits ▪ Manages petty cash ▪ Other duties as assigned by the Camp Director or Director of Support Service 		<ul style="list-style-type: none"> ▪ Trading Post Manager

Trading Post Manager	Operates Trading Post in a business-like manner	
	Reports to:	Business Manager
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Makes daily cash turn-ins to the Business Manager ▪ Maintains area in a neat and clean appearance at all times ▪ Opens and closes trading post on schedule ▪ Conducts opening, weekly and closing inventories ▪ Prepares report at end of camp season with recommended stock levels for next year ▪ Other duties as assigned by the Business Manager ▪ Ensures the trading Post balances daily ▪ Stock/ restock the trading post as needed 		<ul style="list-style-type: none"> ▪ Trading Post Clerk

Trading Post Clerk	Assists the Trading Post Manager in operation of camp Trading Post	
	Reports to:	Trading Post Manager
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Stocks and maintains merchandise in an attractive manner ▪ Maintains area in a neat and clean appearance at all times ▪ Other duties as assigned by the Trading Post Manager 		

Medic	Operates and maintains the camp infirmary	
	Reports to:	Camp Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Collects medical records and conducts medical recheck for staff, leaders, and campers ▪ Administers first aid and refers to hospital as necessary ▪ Monitors and assigns medication cabinets to units ▪ Inspects health and safety of the camp ▪ Monitors camp water supply daily ▪ Other duties as assigned by the Camp Director ▪ Comply with all NCAP & HIPAA guidelines 		

Program Director	Overall operation of Camp Program	
	Reports to:	Camp Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Supervises the program areas of the Camp and insures that the operations reflect positively on the BSA ▪ Consolidates all merit badge results from program areas and prepares troop advancement packets ▪ Supervises use of equipment and facilities ▪ Turns in a report at the end of the camp season with recommendations for the following year ▪ Other duties as assigned by the Camp Director 		<ul style="list-style-type: none"> ▪ Aquatics Director ▪ Field Sports Director ▪ Ecology/Conservation Director ▪ Chief Ranger ▪ Commissioners ▪ Handicraft Director ▪ Scoutcraft Director ▪ Eagles' End Director ▪ Outpost Director ▪ Trail Head Director

Assistant Program director	Assists Program Director with overall operation of Camp Program	
	Reports to:	Program Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Assists Program director with Responsibilities – see above 		<ul style="list-style-type: none"> ▪ Assists Program Director with supervision of Staff – see above

Eagles End Director		
	Reports to:	Program Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Responsible for all Eagles End equipment and instruction ▪ Responsible for the instruction of the Eagles End merit badges ▪ Conducts an opening/closing inventory of supplies ▪ Other duties as assigned by the Program Director 		<ul style="list-style-type: none"> ▪ Eagle's End Counselors

Eagle's End Counselors		
	Reports to:	Eagle's End Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Responsible for all Eagles End equipment and its maintenance ▪ Other duties as assigned by the Eagle's End Director ▪ 		

Ecology/Conservation Director	Establishes and maintains ecology area including displays	
	Reports to:	Program Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Arranges and conducts nature field trips as required ▪ Develops and maintains camp conservation plan ▪ Approves conservation projects conducted at camp ▪ Conducts an opening/closing inventory of supplies ▪ Other duties as assigned by the Program Director 		<ul style="list-style-type: none"> ▪ Ecology/Conservation Counselor

Ecology Counselor	Assists in the responsibilities of Ecology/Conservation Director	
	Reports to:	Ecology/Conservation Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Be proficient in instructing nature related merit badges ▪ Other duties assigned by Ecology/Conservation Director 		<ul style="list-style-type: none"> ▪

Handicraft Director	Conducts the handicraft program encouraging campers to participate	
	Reports to:	Program Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Responsible for all handicraft equipment and its maintenance ▪ Responsible for the instruction of the Handicraft merit badges ▪ Conducts an opening/closing inventory of supplies ▪ Other duties as assigned by the Program Director 		<ul style="list-style-type: none"> ▪ Handicraft counselors

Handicraft Counselor	Assists in the responsibilities of Handicraft Director	
	Reports to:	Handicraft Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Be proficient in instructing handicraft related merit badges ▪ Other duties assigned by Handicraft Director 		<ul style="list-style-type: none"> ▪

Scoutcraft Director	Instructs Scoutcraft Merit Badges	
	Reports to:	Program Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Establishes and maintains Scoutcraft area to include displays, activities, and instructional material ▪ Conducts an opening/closing inventory of supplies ▪ Other duties as assigned by the Program Director ▪ 		<ul style="list-style-type: none"> ▪ Scoutcraft Counselor

Scoutcraft Counselor	Instructs Scoutcraft Merit Badges	
	Reports to:	Scoutcraft Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Establishes and maintains Scoutcraft area to include displays, activities, and instructional material ▪ Other duties as assigned by the Scoutcraft Director 		<ul style="list-style-type: none"> ▪

Shooting Sports Director	Supervises the Archery, Rifle and Shotgun Range	
	Reports to:	Program Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Enforces discipline at the ranges ▪ Maintains range safety ▪ Secures all weapons and ammunition and is responsible for their safekeeping ▪ Maintains all weapons in a clean condition ▪ Instructs shooting sports merit badges ▪ Other duties as assigned by the Program Director 		<ul style="list-style-type: none"> ▪ Shooting Sports Counselors

Shooting Sports Counselor	Provides support to Shooting Sports Director	
	Reports to:	Shooting Sports Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Assists Shooting Sports Director in maintaining a safe range ▪ Enforces Range safety requirements for all ranges ▪ Maintains and properly stores all equipment ▪ Instructs merit badge sessions and range safety ▪ Other duties as assigned by the Shooting Sports Director 		<ul style="list-style-type: none"> ▪

Summit – Outpost Director	Supervises Summit and Outpost	
	Reports to:	Program Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Schedules and coordinates all out of camp trips (hikes, mtn. biking, etc.) ▪ Supervises climbing/rappelling program ▪ Schedules and coordinates all Outpost Hikes including Trek ▪ Conducts an opening/closing inventory of supplies ▪ Other duties as assigned by the Program Director 		<ul style="list-style-type: none"> ▪ Sourdough Program

Summit – Outpost Counselor	Facilitates Summit – Outpost program	
	Reports to:	Summit – Outpost Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Leads and Runs Sourdough Program ▪ Instructs climbing/rappelling ▪ Responsible for safety when conducting treks away from base camp ▪ Responsible for safety when conducting treks away form camp ▪ Other duties as assigned by the Summit – Outpost Director 		<ul style="list-style-type: none"> ▪

Trailhead Director	Instructs and directs Trailhead programs	
	Reports to:	Program director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Schedules and coordinates all out of camp trips ▪ Conducts an opening/closing inventory of supplies ▪ Other duties as assigned by the Program Director 		<ul style="list-style-type: none"> ▪ Trailhead Instructors

Trailhead Counselor	Provides support to Trailhead Director	
	Reports to:	Trailhead Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Instructs Trailhead programs ▪ Other duties as assigned by the Trailhead Director 		<ul style="list-style-type: none"> ▪

Waterfront Director	Conducts the aquatics program for the camp	
	Reports to:	Program Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Responsible for the safety of the waterfront and on the lake ▪ Responsible for all equipment and its maintenance in the waterfront area ▪ Responsible to maintain and operate a rescue vessel ▪ Directs all emergency operations connected with waterfront operations ▪ Conducts all swim checks for the camp ▪ Conducts an opening/closing inventory of supplies ▪ Instructs Aquatics merit badges, BSA lifeguard, mile swim, snorkeling, safe swim defense, safety afloat, and beginner swimming lessons ▪ Other duties as assigned by the Program Director 		<ul style="list-style-type: none"> ▪ Waterfront Counselors

Waterfront Counselor	Operates waterfront under supervision of the Aquatics Director	
	Reports to:	Waterfront Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Conducts sessions as assigned ▪ Other duties in camp as designated by the Aquatics Director 		<ul style="list-style-type: none"> ▪

Mountaineer Commissioner	Has responsibility for Mountaineers	
	Reports to:	Camp Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Conduct precamp interviews for Mountaineers ▪ Schedule Mountaineers ▪ Provide counseling and education for Mountaineers ▪ Recruits campers to be Mountaineers in future summers ▪ Other duties as designated by the Program Director 		<ul style="list-style-type: none"> ▪ Mountaineers

Camp Commissioner	Provides program support as requested by the Camp Director	
	Reports to:	Camp Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Conducts campsite health and safety inspections ▪ Serves as liaison to unit leaders ▪ Encourages all at camp to develop or strengthen their relationship with God ▪ Serves as counseling resource to unit leaders and provides assistance when requested ▪ Provides program support as requested by the Camp and/or Program Director ▪ Oversees Adult Leader Training program ▪ Other duties as designated by the Camp and/or Program Director 		<ul style="list-style-type: none"> ▪

Special Events Commissioner	Coordinates all Special Events	
	Reports to:	Camp Director
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ Conducts special program activities (campfires, check-in, Friday games) ▪ Works to maintain high morale among staff, unit leaders, and campers ▪ Conducts Scout Vesper service ▪ Ensures Blue Cards are completed on Friday 		<ul style="list-style-type: none"> ▪

	Reports to:	
Responsibilities		Supervises
<ul style="list-style-type: none"> ▪ 		<ul style="list-style-type: none"> ▪