

**TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION**

POSITION: Adult Leader Director

QUALIFICATIONS:

- Must be at least 21 years of age.
- Must have an abundance of knowledge of the Scouting Program
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Reports directly to the Camp Commissioner.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Conducts Youth Protection Training.
- Attends all Area Director Meetings and Leader's Meetings.
- Participates in all camp wide activities, including flag assemblies.
- Schedules Leader Trainings as needed in partnership with the Program Director. Responsible for finding the Instructors for different Adult Leader Trainings
- Responsible for the cleanliness and inventory of snacks, cleaning supplies, etc. of the Leader's Lounge
- Organizes Special Events for Unit Leaders, such as Scoutmaster Brunch, Dinners, games, etc.
- Assist with other program areas in the event there is no one participating in the adult leader training program.
- Submit a written report at the close of camp which includes a complete, accurate inventory and an evaluation of all Training staff members, along with suggestions for improving next year's program.
- Responsible for ordering necessary program supplies from the Camp Program Director in a timely manner and to order first aid supplies directly from the Health Officer.
- Perform other duties as may be assigned by the Camp Commissioner, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

**TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION**

POSITION: Adventure Trail Staff

QUALIFICATIONS:

- Must be at least 15 years old.
- Must have a working knowledge of the basic Outdoor Skills.
- Must be registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Adventure Trail Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Responsible to teach all Skills for advancement and related Merit Badges are taught at the Adventure Trail program meeting its full potential. Be able to instruct class sessions in a fun, innovative, and interactive manner. Be able to teach skits, songs, flag ceremonies, campfires, etc.
- Serve as Patrol Guides to the First Year Campers during the Adventure Trail Program. Model the Troop and Patrol Method. Be overly engaging and inspiring.
- Participate in camp wide events, including flag assemblies.
- Performs other duties as may be assigned by the Adventure Trail Director, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

**TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION**

POSITION: Adventure Trail Director

QUALIFICATIONS:

- Must be at least 18 years old.
- Must have a working knowledge of the basic Outdoor Skills.
- Must understand the Boy Scout advancement program.
- First Aid/C.P.R./ AED certified.
- Must be registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Attend all Area Directors meetings.
- Responsible to ensure all Skills for advancement and related Merit Badges are taught at the Adventure Trail program meeting its full potential. Model the Troop and Patrol Method. Be overly engaging and inspiring.
- Ensure all activities are hands on and students are engaged.
- Train and supervise Adventure Trail staff in skills needed.
- Maintain accurate records for each camper on attendance or items successfully completed.
- Model and demonstrate the patrol and troop method.
- Keep an accurate weekly inventory of Adventure Trail equipment.
- Submit a written report at the close of camp, which includes a complete, accurate inventory and evaluation of all Outdoor Skills staff members, along with suggestions for improving next year's program.
- Participate in camp wide events, including flag assemblies.
- Responsible for ordering necessary program supplies form the Program Director in a timely manner and to order first aid supplies directly from the Health Officer.
- Performs other duties as may be assigned by the Program Director, Camp Commissioner and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Aquatics Director

QUALIFICATIONS:

- Must be at least 21 years of age.
- Holds a current certification from the Aquatics Section of a BSA.
- National Camping School.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Supervises the Aquatics staff.
- Attend all Area Directors meetings.
- Maintains the entire Aquatics area.
- Responsible for ensuring all Aquatics Merit Badges are taught in an engaging and thorough manner.
- Ensures the safety of the Aquatics area.
- Teaches all personnel the proper use and care of equipment.
- Manages the swim-check procedure during Troop check in.
- Maintains and ensures repairs to all the boats, sailboats, canoes, pool and related aquatic equipment.
- Manages a camp wide Aquatics event each week of camp.
- Operates a recreational swim program.
- Plans and executes Aquatics Leader Training.
- Accurately takes attendance and records merit badge (or activity) requirements completed each day and turns into the office manager.
- Submits a written report at the close of camp, which includes a complete, accurate inventory and evaluation of all Aquatics staff members, along with suggestions for improving next year's program.
- Maintains an accurate weekly inventory.
- Responsible for ordering all necessary program supplies from the Program Director in a timely manner and to order first aid supplies directly from the Health Officer.
- Participates in camp wide events, including Flag Assemblies.
- Performs other duties as may be assigned by the Program Director, Camp Commissioner, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully

accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and thorough manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Aquatics Staff (Lifeguard)

QUALIFICATIONS:

- Must be at least 16 years of age.
- Must hold current certification in Lifeguard BSA or equivalent.
- Certification, by employment start date.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Aquatics Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Assists the Aquatics Director in the supervision of the Aquatics staff.
- Assumes the responsibilities of the Aquatics Director in his/her assigned area, during his/her absence, as designated
- Assists in the Supervision and maintenance of the Pool or Waterfront
- Participate in camp wide events, including Flag Assemblies.
- Assists with swim checks during troop check in.
- Instructs and counsels campers in the various Aquatics skills and merit badges. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediacy.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area supervisor.
- Performs other duties as may be assigned by the Aquatics Director,
- Program Director, Camp Commissioner and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Archery Director

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must be qualified for archery instruction.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Shooting Sports Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Supervises and manages the Archery Range.
- Instructs and counsels the campers in various archery skills and Merit Badge. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area supervisor.
- Enforces safety rules on the Archery Ranges.
- Keeps the Archery Program equipment and facilities in top condition.
- Maintains an accurate weekly inventory.
- Submits a written report at the close of camp which includes a complete, accurate inventory, along with suggestions for improving next year's program.
- Participates in camp wide events, including Flag Assemblies.
- Responsible for requesting necessary equipment for archery activities from the Shooting Sports Director in a timely manner.
- Performs other duties as may be assigned by the Shooting Sports Director, Program Director, Camp Commissioner and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Camp Chaplain

QUALIFICATIONS:

- Must be at least 21 years of age.
- Should hold a current BSA National Camp School Certification from the Chaplain Section. (or meet the other BSA National Camping Standards requirement for certification)
- Must have a formalized training in the religious education of the ministry.
- Must be a registered member of the Boy Scouts of America
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America and local, state and federal laws.
- Carries out his/her religious assignment in accordance with the Boy Scouts of America policies.
- Conducts regular non-denominational worship services.
- Administers personal counseling as appropriate to the occasion.
- Provides help in dealing with the special problems that may be related to the moral of the camp.
- Visit those who are ill and provide friendly counseling in the case of bereavement.
- Cooperates with the Camp Director and Program Director in helping to establish a spiritual tone within the camp program.
- Organizes special service projects that may be related to religious activities.
- Provides information about the religious awards of the various faiths.
- Participates in camp wide activities.
- Provides the spiritual leadership that may be indicated or desired at the various staff functions or in working with individual staff members.
- Provides a basis for improving next year's program through a written report with recommendations at the end of the season.
- Performs other duties as assigned by the Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Camp Cook

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must have the ability to manage a kitchen.
- Must be able to cook for large numbers of people.
- Must be able to prepare a varied menu.
- Must possess Safe Staff Certification, or equivalent.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Food Service Manager.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Train and supervises the Kitchen Staff in meal preparation and clean up.
- Prepare staff and Camp meals on time, maintaining nutritional meals for the camp
- Follows the approved menus.
- Maintains a high degree of personal cleanliness.
- Responsible for Food Production, Kitchen Cleanliness and Dining Hall cleanliness, including all food service equipment.
- Work with the Food Service Manager in ensuring the proper amounts and types of food are kept in inventory.
- Prepare meals for staff members and/or campers with medical or other special dietary requirements.
- Conduct an opening and closing inventory of kitchen staples and equipment.
- Prepare food for service and serve all meals on time and in a timely manner.
- Submit a written report at the close of camp that includes a complete, accurate inventory and evaluation of all cook staff, along with suggestions for improving next year's program.
- Perform other duties as may be assigned by the Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Camp Director

QUALIFICATIONS:

- Must be at least 21 years of age, preferably 25.
- Must possess at least 2 years of experience as an adult camp staff member.
- Must hold a current certification from the Camp Management Section of the Boy Scouts of America National Camping School.
- First Aid/C.P.R./ AED certified.
- Must be familiar with and follow the policies on camping set by this Council, the National Council, and the State of Florida.
- Must be a person of good health and be able to bear the mental strain of this position.
- Must possess some business sense and unquestioned honesty.
- Must have a knowledge of Scout-type camping as practiced in this council.
- Must be able to show sound judgment.
- Must practice the Scout Oath and Law as a way of life.
- Must submit a written report of recommendations to the Scout Executive and the Camping Committee.

RESPONSIBILITIES:

- Responsible to the Scout Executive of the Council and through him to the Camping Committee.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America and local, state and federal laws.
- Has complete responsibility for the management and operation of the camp.
- Chairman of all camp staff meetings.
- Ensures the complete cooperation of his staff in serving the needs of the troops.
- A friendly counselor, with the responsibility and authority for clearly interpreting the policies and practices of the camp.
- Chief moral officer.
- Carry out the policies and standards for camping as established by the State of Florida, National Boy Scouts of America and Gulf Stream Council.
- Maintains the records that are required for a business-like operation of the camp.
- Sees to it that there is a complete understanding of all procedures related to Health and Safety, i.e. regulations, use of equipment, and standard practices.
- Supervise the following: Program Director, Camp Ranger, Camp Chef, Camp Commissioner, and Trading Post Manager
- See that the basic Scouting program is provided and that campers have significant experiences in typical Scouting activities. Must keep uppermost in his/her mind that the basic aims of the camp are to build in boys the qualities of good character, good citizenship and physical fitness.
- Train and supervise the staff for their jobs in camp.
- Deal skillfully with parents and other visitors.
- Responsible for operating summer camp within budget.

- Meets with the Area Directors on a regular basis.
- Participate in camp wide events.
- Interview and hire all the staff.
- Recruit the best staff possible.
- Perform all other duties as assigned by the Scout Executive.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Camp Quartermaster

QUALIFICATIONS:

- Must be at least 16 years of age.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Camp Commissioner. Oversees Quartermaster Staff.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Establishes a complete and accurate pre-opening inventory of all supplies.
- Keeps accurate records of all items used by troops and maintenance items (check in and check out procedure).
- Knows the condition of all equipment and takes the necessary steps to maintain items are kept in good condition.
- Reports replacement needs of equipment to the Camp Ranger.
- Keeps the supply room and storage facilities in clean and safe condition.
- Oversees Troop Clean up responsibilities in camp areas and follows up. Delivers water and supplies to the different program areas as needed. Responsible for trash removal from campsites and program areas and bathroom cleanliness of main camp areas.
- Inspects program and common areas for cleanliness and reports inefficiencies to the Camp Commissioner or Program Director.
- Completes all work and maintenance requests, as needed.
- Participate in camp wide events as time permits.
- Performs other duties as may be assigned by the Camp Commissioner, Camp Ranger, Program Director and the Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Counselor in Training

QUALIFICATIONS:

- Must be at least 14 years of age.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Area Director the he is assigned to for specified periods of time.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Assist in assigned program and camp areas as assigned.
- Adheres to the principles of Scouting including thought, work, and deed, as well as appearance.
- Complete two merit badges during tenure in camp.
- Participate in camp wide events, including flag assemblies.
- Performs other duties as may be assigned by the Program Director, Area Director, Camp Commissioner or Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Climbing Instructor

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must possess a basic knowledge of Climbing aims and methods.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Climbing Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Participates in camp wide events, including flag assemblies.
- Assists Climbing Director in keeping the equipment storage area neat and clean with use of a log for each piece of equipment. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area supervisor.
- Assists the Climbing Director in keeping a daily log of all climbing participants.
- Performs other duties as may be assigned by the Climbing Director, Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Climbing Staff (Instructor In Training)

QUALIFICATIONS:

- Must be at least 16 years of age.
- Must possess a basic knowledge of Climbing aims and methods.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Climbing Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Participates in camp wide events, including flag assemblies.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area supervisor.
- Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Performs other duties as may be assigned by the Climbing Director, Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Camp Commissioner

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must have ability to work with adults.
- Must be cooperative and creative.
- Must have a working knowledge of the Boy Scout Program.
- Must hold a current certifications required for position
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Works directly with the Camp Program Director and Camp Director to fulfill unit needs
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Works closely with assigned campsites to see that the Scouts and leaders are having a positive camp experience and utilizing the Patrol Method.
- Sees that the units have a positive experience at camp. Provides help in solving unit problems and interprets the camp policies as needed.
- Sees that the units have a well-rounded program. Builds spirit and enthusiasm in the units.
- Coordinates daily campsite inspection and reports scores to the Camp Manager.
- Supervises, Guides and Coordinates the efforts of the Commissioner Staff, Camp Quartermaster, and Quartermaster Staff.
- Oversees and schedules Troop Guides.
- Schedules and oversees leader training events, including scheduling trainers.
- Participates in camp wide events, including flag assemblies.
- Maintains an accurate weekly inventory of the equipment issued to all camp sites.
- Submits a written report at the close of camp that includes a complete, accurate inventory and evaluation of all Commissioner staff members, Quartermaster Staff members, along with suggestions for improving next year's program.
- Performs other duties as may be assigned by the Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: COPE & Climbing Director

Qualifications:

- Must be at least 21 years of age.
- Must possess a basic knowledge of Climbing aims and methods.
- Must hold a current BSA National Camping School certification for the COPE/Climbing Section.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

Responsibilities:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Attend all Area Directors meetings.
- Responsible for precisely following the National guidelines for COPE and Climbing to ensure safety.
- Keeps the equipment storage area neat and clean with a usage log for each piece of equipment. Logs updated daily.
- Responsible for keeping a daily log of all COPE & Climbing participants.
- Responsible for thoroughly training and managing his/her COPE & Climbing staff.
- Responsible for teaching COPE Program and Climbing Merit Badge. Complete and provide all merit badge documentation as scheduled by the Program Director. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the office manager.
- Using a written checklist, performs a visual check of the facilities and equipment including hardware and anchor points before each session.
- Responsible for ordering all necessary supplies from the Program Director in a timely manner.
- Submits a detailed report on the COPE & Climbing Section prior to leaving camp, which includes a complete, accurate inventory and evaluation of all COPE & Climbing staff members, along with suggestions for improving next year's program.
- Certified in standard or advance first aid (or equivalent).
- Participates in camp wide events, including flag assemblies.
- Performs other duties as may be assigned by the Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and thorough manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: COPE & Climbing Instructor

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must possess a basic knowledge of Project C.O.P.E./Climbing.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Project C.O.P.E. Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Assists the COPE Director in keeping the equipment storage area neat and clean with a usage log for each piece of equipment.
- Helps keep a daily log of all Project C.O.P.E. participants.
- Responsible for assisting the COPE & Climbing Director with the various COPE & Climbing classes. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area director.
- Participates in camp wide events, including flag assemblies.
- Performs other duties as may be assigned by the C.O.P.E. Director, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Ecology/Conservation Director

QUALIFICATIONS:

- Must be at least 18 years of age (21 years of age preferred).
- Must hold a current Ecology/Conservation certification for the BSA National Camping School Ecology/Conservation Section, or equivalent.
- Possess a good working knowledge of Ecology and Conservation.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Attend all Area Directors meetings.
- Understands the natural history, ecology, and conservation aspects of the camp area.
- Responsible for ensuring all Ecology/Conservation Merit Badges and skills are taught efficiently. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the office manager.
- Supervises and train the Ecology/Conservation staff. Organizes various Ecology activities, presentations, guest speakers, field trips, etc.
- Shares with the Camp Ranger a listing of the Ecology/Conservation projects found in the camp and integrate it with other program areas.
- Coordinates with the Camp Ranger a listing of conservation projects to be carried out by individuals, patrols, and troops.
- Maintains on-the-ground teaching techniques to better interpret conservation concepts for Scouts, including nature trails, marked forestry plots, erosion control displays, soil profiles, weather stations, etc.
- Maintains an accurate weekly inventory.
- Participate in camp wide events, including flag assemblies
- Responsible for the animals' health and safety, along with the overall cleanliness in the Ecology Conservation Lodge and its surrounding areas.
- Responsible for ordering all necessary program supplies from the Program Director in a timely manner.
- Submits a written report at the close of camp, which includes a complete, accurate inventory, and evaluation of all Ecology/Conservation staff members, along with suggestions for improving next year's program.

- Performs other duties as assigned by the Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Ecology/Conservation Staff

QUALIFICATIONS:

- Must be at least 15 years of age.
- Must possess a working knowledge of Conservation and Ecology.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Ecology/Conservation Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Instructs and counsels campers in the various Ecology/Conservation skills and Merit Badge subjects.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area director.
- Maintains Ecology/Conservation program facilities and equipment in top condition.
- Prepares everything on time, with the necessary equipment on hand for all activities. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Participate in camp wide events, including flag assemblies.
- Performs other duties as may be assigned by the Ecology/Conservation Director, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Food Service Manager

QUALIFICATIONS:

- Must be at least 21 years of age.
- Must have the ability to manage a kitchen.
- Must be able to cook for large numbers of people.
- Must be able to prepare a varied menu.
- Must possess Serve Safe Manager Certification
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Camp Director. In the absence of the Camp Director, responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Train and supervises the Shift Cooks and Kitchen Staff in meal preparation and clean up. Ensure Camp Cooks and Kitchen Staff possess the required Safe Staff Certification. Oversee the Dining Hall Manager. Work with Camp Cooks on creating daily production sheets.
- Oversee the preparation of and ensure all camp meals on time, maintaining nutritional meals for the camp.
- Ensures a balanced menu is prepared for camp at least two months in advance of camp opening. Responsible for food during staff trainings.
- Follows the approved menus. Follow all Health Department regulations. Responsible for all NCAP standards as related to Food Service
- Maintains a high degree of personal cleanliness along with ensuring the cleanliness of the entire Kitchen staff
- Oversees that the kitchen and dining hall areas are kept neat and clean, including all food service equipment.
- Work with the Camp Director in menu planning.
- Ensure meals for special dietary concerns are met
- Conduct an opening and closing inventory of kitchen staples and equipment
- Ensure staff is following the server schedule. Report violations to the Program Director
- Supervise Pest Control and Sanitation in all areas of the Dining Hall
- Establish preparation and quantity instructions for the camper menu meals.
- Keep accurate records (purchase orders, food requisitions, invoices, etc.) To be turned in at least once a week to the Camp Director
- Submit a written report at the close of camp that includes a complete, accurate inventory and evaluation of all cook staff, along with suggestions for improving next year's program.
- Perform other duties as may be assigned by the Program Director and Camp Director.

- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Handicraft Director

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must possess skills in the Handicraft Area.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Attend all Area Director meetings.
- Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Ensure the handicraft staff all adhere to high levels of instruction. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the business office.
- Supervise and train Handicraft staff.
- Responsible for the maintenance, accurate weekly inventory, and proper usage of all Handicraft equipment.
- Responsible for the neat, clean and orderly condition of the Handicraft area and equipment.
- Participate in camp wide events, including Flag Assemblies.
- Submits a written report at the close of the camp which includes a complete, accurate inventory and evaluation of all Handicraft staff members, along with suggestions for improving next year's program.
- Responsible for ordering necessary program supplies from the Program Director in a timely manner.
- Performs other duties as may be assigned by the Program Director, Camp Commissioner, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Handicraft Staff

QUALIFICATIONS:

- Must be at least 15 years of age.
- Must possess an understanding of and have a background in Handicraft skills.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Reports directly to the Handicraft Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Serves as an instructor for the Handicraft related Merit Badges. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the Area Director.
- Responsible for the Handicraft Area and its equipment.
- Assists in conducting an accurate opening and closing inventory.
- Participate in camp wide events.
- Performs other duties as may be assigned by the Handicraft Director, Program Director, Camp Commissioner and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Camp Health Officer

QUALIFICATIONS:

- Must be at least 21 years of age (prefer 25 or older).
- First Aid/C.P.R./ AED certified.
- Must be one of the following: physician, nurse (RN, LPN, or LVN),
- physician's assistant, medical student (completion of second year or more), paramedic, emergency medical technician, or American Red Cross Emergency Response. Must be approved by the Council Physician / Health And Safety Committee and meet Boy Scouts of America and State of Florida standards.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Reports directly to the Camp Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Complete the Boy Scouts of America computer training for Camp Health Officers. Coordinate with the Council Health Lodge Chairman.
- Establishes and maintains a working relationship with the Camp Physician.
- Establishes and maintains a working relationship with nearby hospitals.
- Holds a daily sick call period, and maintains a daily medical log.
- Handles all first aid calls. Secures the proper medical treatment for all cases.
- In the case of serious accidents, notifies authorized personnel via the Camp Director (i.e. hospital, police, ambulance, etc.)
- In the case of serious illness, contacts the doctor, alerts the hospital, and arranges for transportation. Notifies health authorities if contagion is suspected and follows their instructions.
- Fatalities--Notifies the proper authorities under the direction of the Camp Director.
- Maintains the medical records of all persons while in camp, including the health log.
- Supervises the personal / individual medical rechecks when Scouts/Scouters first arrive in camp.
- Ensure units understand the policies regarding dispensing medication in their campsites.
- Compiles a detailed area report concerning his/her area of responsibility.
- Prepares an accurate opening inventory of all supplies and maintains a weekly up to date inventory.
- Participate in camp wide events, when possible.
- Completes the accident/incident report for the Gulf Stream Council.
- Completes the accident insurance forms and Incident reports for those needing off camp medical attention and forwards the completed forms with all the required signatures to the Accounting Manager of Gulf Stream Council.

- Maintains an inventory of all supplies and area first aid kits and makes replacements as needed in a timely manner.
- Submit a written report at the close of camp that includes a complete, accurate inventory, along with suggestions for improving next year's program.
- Turn in excess inventory to the Camp Director.
- Performs other duties as may be assigned by the Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: High Adventure / Trek Director

QUALIFICATIONS:

- Must be at least 21 years of age.
- Have experience with specific Trek related material
- First Aid/C.P.R./ AED certified.
- Attend a National Camp School for Trek, as applicable.
- Must be a registered member of the Boy Scouts of America.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America and local, state and federal laws.
- Lead High Adventure treks, as the schedule requires and clears all details of each trek, including off-property adventures with the Program Director.
- Supervise and train High Adventure / Trek Staff. Integrate an interesting, yet adventurous curriculum in regards to your specific High Adventure Program.
- Keep an accurate inventory of High Adventure / Trek supplies.
- Participate in camp wide activities when possible.
- Submit written recommendations to improve next year's program.
- Responsible for ordering necessary supplies for the Program Director in a timely manner.
- Perform other duties as may be assigned by the Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: High Adventure / Trek Staff

QUALIFICATIONS:

- Must be 18 years of age.
- First Aid/C.P.R./ AED certified.
- Must have experience with Specific Trek related material.
- Must be a registered member of the Boy Scouts of America.

RESPONSIBILITIES:

- Responsible to the High Adventure / Trek Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America and local, state and federal laws.
- Maintain equipment used by the High Adventure / Trek Program.
- Assists on all outings and instruction of the High Adventure / Trek Program. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately
- Participate in camp wide activities, including flag assemblies, when possible.
- Performs other duties as may be assigned by the High Adventure / Trek Director, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Dining Hall Manager

QUALIFICATIONS:

- Must be at least 18 years of age.
- Possess Safe Staff Certification, or its equivalent
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Food Service Manager.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Assists the Camp Cook and Food Service Manager in preparing the Dining Hall for meal service
- Oversee the cleanliness and stock of the condiment table, salad bar, and sanitation of the Dining Hall. Prepare sanitation cart for use by waiters.
- Ensure Dining Hall is set up and that units clean up after themselves and their respective Dining Hall areas. Establish various self serve areas as needed.
- Ensure Beverage stations are well stocked with drinks and ice. Ensure any plastic ware, disposable utensils and napkins are well stocked before meal service. Prepare a daily inventory/ order sheets regarding what needs to be purchased for the Dining Hall.
- Participate in camp wide events, when possible.
- Performs other duties as may be assigned by the Camp Cook, Food Service Manager, Program Director and the Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Kitchen Staff

QUALIFICATIONS:

- Must be at least 15 years of age.
- Must possess Safe Staff Certification
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Camp Cook.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Assist the Camp Cook in meal preparation. Assist Dining Hall Manager as needed.
- Responsible for the cleaning of the kitchen, dining hall, dishes, floors, and equipment.
- Responsible for removal of all trash and recyclable items from the Kitchen and Dining Room on a schedule set up by your supervisor. All trash must be removed within one (1) hour after the serving of all meals.
- Maintain a high degree of personal cleanliness.
- Maintain the cleanliness of the Dining Hall and Kitchen, including the back of the kitchen.
- Perform other duties as may be assigned by the Camp Chef, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Dining Hall Steward

QUALIFICATIONS:

- Must be at least 15 years of age.
- Must possess Safe Staff Certification
- Must be a registered member of the Boy Scouts of America.
Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Camp Cook.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Assist the Camp Cook in meal preparation as needed. Assist Dining Hall Manager as needed.
- Responsible for maintaining an accurate inventory of perishable and non-perishable food and dry goods.
- Take temperatures daily on all freezers and refrigerators and coolers. Ensures all food is properly labeled.
- Responsible for removal of all trash and recyclable items from the Kitchen and Dining Room on a schedule set up by your supervisor. All trash must be removed within one (1) hour after the serving of all meals.
- Maintain a high degree of personal cleanliness.
- Maintain the cleanliness of the Dining Hall and Kitchen, including the back of the kitchen. Responsible for the overall sanitation of the Kitchen, Dining Hall, and bathrooms.
- Perform other duties as may be assigned by the Camp Chef, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Life Skills Director

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must possess skills as related to life skills, health, and fitness.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Attend all Area Director meetings.
- Responsible for ensuring all Life Skills Merit Badges and other skills are taught. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Ensure the handicraft staff all adhere to high levels of instruction. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the business office.
- Supervise Life Skills staff.
- Responsible for the maintenance, accurate weekly inventory, and proper usage of all Life Skills equipment.
- Responsible for the neat, clean and orderly condition of the Life Skills area and equipment.
- Participate in camp wide events, including flag assemblies.
- Submits a written report at the close of the camp which includes a complete, accurate inventory and evaluation of all Life Skills staff members, along with suggestions for improving next year's program.
- Responsible for ordering necessary program supplies from the Program Director in a timely manner and to order first aid supplies directly from the Health Officer.
- Performs other duties as may be assigned by the Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Office Manager

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must have typing and/or computer experience.
- Must have the ability to communicate over the telephone.
- First Aid/C.P.R./ AED certified.
- Must be able to work with adults and Scouts.
- Must be a registered member of the Boy Scouts of America.

RESPONSIBILITIES:

- Directly responsible to the Program Director. In the absence of the Program Director, responsible to the Camp Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America and local, state and federal laws.
- Handles business at the office counter under the guidelines established with the Program Director, Camp Commissioner and Camp Director.
- Opens and closes the office on schedule.
- Greet all customers in a cheerful manner. Maintains excellent customer service.
- Maintain Check-in and Check-out log for all visitors, campers, and staff.
- Prepare a nightly cash check out report, balancing with receipts. Turn in this report and money to the Camp Director. Collect monies as necessary (i.e. Troop Cook Night, meal guests, etc.)
- Maintain good housekeeping in and around the office area.
- Answer the phone in a courteous manner and take proper messages if necessary.
- Has knowledge of the routine and work schedule of the Camp Director, Program Director, Camp Ranger, and Business Manager.
- Responsible for and Supervises Tentaroo Database regarding class schedules, schedule changes, advancement reports, merit badge completions etc. Also coordinates the distribution of pre-purchased camp materials (i.e. shirts and mugs) as well as wristbands, and welcome packets.
- Responsible for the collection of all forms such as the Scoutmaster Merit badge, Honor Troop, Etc.
- Oversees the production and distribution of Troop Photographs
- Produce a daily Camp Newsletter
- Submit a written report of recommendations to improving next year's program.
- Perform other duties as may be assigned by the Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Outdoor Skills Director

QUALIFICATIONS:

- Must be at least 18 years old.
- Must have a working knowledge of the basic Outdoor Skills.
- Must understand the Boy Scout advancement program.
- Must have a current certifications required to direct Outdoor Skills Area
- First Aid/C.P.R./ AED certified.
- Must be registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Attend all Area Directors meetings.
- Responsible to ensure all Outdoor Skills related Merit Badges and skills are taught in a safe and fun manner. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Ensure the outdoor staff all adhere to high levels of instruction. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the business office.
- Train and supervise Outdoor Skills staff in skills needed.
- Keep an accurate weekly inventory of Scoutcraft equipment.
- Submit a written report at the close of camp, which includes a complete, accurate inventory and evaluation of all Outdoor Skills staff members, along with suggestions for improving next year's program.
- Participate in camp wide events, including flag assemblies.
- Responsible for ordering necessary program supplies form the Program Director in a timely manner and to order first aid supplies directly from the Health Officer.
- Performs other duties as may be assigned by the Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Outdoor Staff

QUALIFICATIONS:

- Must be at least 15 years of age.
- Must possess a working knowledge of camping and outdoor skills.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Outdoor Skills Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Instructs and counsels campers in Outdoor skills Merit Badge subjects. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area director.
- Keeps the Outdoor facilities and equipment in top condition.
- Follows a daily assignment sheet and handles demonstrations and activities scheduled.
- Participate in camp wide events, including flag assemblies.
- Responsible for securing supplies needed for program in a timely manner.
- Performs other duties as may be assigned by the Scoutcraft Director, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Program Director

QUALIFICATIONS:

- Must be at least 21 years of age.
- Must hold a current certification from the Camp Management Section of the Boy Scouts of America National Camping School.
- Must be familiar with and follow the policies on camping set by this Council, the National Council, and the State of Florida.
- Must be a person of good health and be able to bear the mental strain of this position.
- Must possess some business sense and unquestioned honesty.
- Must have a knowledge of Scout-type camping as practiced in this council.
- First Aid/C.P.R./ AED certified.
- Must be able to show sound judgment.
- Must practice the Scout Oath and Law as a way of life.
- Must exude enthusiasm.
- Must be a registered member of the Boy Scouts of America.

RESPONSIBILITIES:

- Reports directly to the Camp Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Directly assists the Camp Director in the overall program of the camp, troop, intertroop, and general camp activities.
- Manages the Staff
- Train and supervise the staff for their jobs in camp.
- Interview and hire all the staff, with the Camp Director.
- Recruit the best staff possible, with the Camp Director..
- Has complete responsibility for the management and operation of the camp, with the Camp Director.
- Vice-Chairman of all camp staff meetings
- Ensures the complete cooperation of his staff in serving the needs of the troops.
- A friendly counselor, with the responsibility and authority for clearly interpreting the policies and practices of the camp.
- Assistant Chief moral officer.
- Ensures that the Camp Director has decent coffee, served with real cream – 2 cups in the morning, one in the afternoon.
- Carry out the policies and standards for camping as established by the State of Florida, National Boy Scouts of America and Gulf Stream Council, with the Camp Director..
- See that the basic Scouting program is provided and that campers have significant experiences in typical Scouting activities. Must keep uppermost in his/her mind that the basic aims of the camp are to build in boys the qualities of good character, good citizenship and physical fitness.
- Deal skillfully with parents and other visitors.

- Evaluate all directors in the program department.
- Supervises the camp wide and evening programs.
- Measures the use of Program Areas and improve upon effectiveness of these sections.
- Supervises the time and talents of the International Scout.
- Meet with the Camp Director, Camp Commissioner and Area Directors daily.
- Supervises the camp in the absence of the Camp Director.
- Provide a basis for improvement of next year's program. Submit written report of recommendations.
- Supervise all Specialty Treks.
- Develop a list of the program needs for the following season.
- Support ROTC, Cub Scout Resident Camp, and any other programs Gulf Stream Council schedules as part of the Camp Tanah Keeta Summer Camp schedule.
- Perform other duties as may be assigned by the Camp Director and Scout Executive.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Rifle Range Director

QUALIFICATIONS:

- Must be at least 21 years of age.
- Must be familiar with Shooting Sports equipment.
- First Aid/C.P.R./ AED certified.
- Must hold a current certifications required to direct rifle range.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Shooting Sports Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Train and supervise all Rifle Range staff.
- Directs the rifle range staff
- Responsible for ensuring Rifle Shooting related Merit Badges and skills are taught in a safe a fun manner.
- Maintains the Rifle Range Program facilities and equipment in top condition.
- Maintains an accurate weekly inventory of ammunition and equipment.
- Evaluates the effectiveness of the Rifle Range Program so as to improve throughout the summer.
- Submits a written report at the close of camp, which includes a complete accurate inventory and evaluation of all Rifle Range staff members, along with suggestions for improving next year's program.
- Participates in camp wide events, including flag assemblies.
- Performs other duties as may be assigned by the Shooting Sports Director, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Shooting Sports Director

QUALIFICATIONS:

- Must be at least 21 years of age.
- Must be familiar with Shooting Sports equipment.
- First Aid/C.P.R./ AED certified.
- Must hold a current BSA National Camping School certification from the Shooting Sports Section and any other required certification.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Attend all Area Directors meetings.
- Train and supervise all Shooting Sports staff.
- Directs the overall Shooting Sports Program in camp, including the rifle range, shotgun range, archery range, and any other shooting sports programs.
- Responsible for ensuring all Shooting Sports related Merit Badges and skills are taught in a safe and fun manner.
- Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Ensure the handicraft staff all adhere to high levels of instruction. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the business office.
- Maintains the Shooting Sports Program facilities and equipment in top condition.
- Maintains an accurate weekly inventory of ammunition and equipment.
- Evaluates the effectiveness of the Shooting Sports Program so as to improve throughout the summer.
- Submits a written report at the close of camp, which includes a complete accurate inventory and evaluation of all Shooting Sports staff members, along with suggestions for improving next year's program.
- Responsible for ordering necessary program supplies from the Program Director in a timely manner and to order first aid supplies directly from the Health Officer.
- Participates in camp wide events, including flag assemblies.
- Performs other duties as may be assigned by the Program Director and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully

accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America

- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and thorough manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Shooting Sports Staff

QUALIFICATIONS:

- Must be at least 18 years of age. A helper may be 15-18 years of age, but he/she cannot actually instruct.
- Must possess an understanding of and have a background in Shooting Sports.
- Must possess the required certification needed
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Shooting Sports Director.
- Assists in teaching the skills for all Shooting Sports related Merit Badges, as assigned. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area director.
- Maintains the Shooting Sports facilities and equipment in top condition.
- Assist in conducting accurate opening and closing inventory.
- Participate in camp wide events, including flag assemblies.
- Performs other duties as assigned by the Shooting Sports Director, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Shotgun Range Director

QUALIFICATIONS:

- Must be at least 21 years of age.
- Must be familiar with Shooting Sports equipment.
- First Aid/C.P.R./ AED certified.
- Must hold a current BSA National Camping School certification from the Shooting Sports Section, and any other certifications required.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Shooting Sports Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Train and supervise all Shotgun Range staff.
- Directs the shotgun range staff
- Responsible for ensuring all Shooting Sports related Merit Badges and skills are taught.
- Maintains the Shotgun Range Program facilities and equipment in top condition.
- Maintains an accurate weekly inventory of ammunition and equipment.
- Evaluates the effectiveness of the Shotgun Range Program so as to improve throughout the summer.
- Submits a written report at the close of camp, which includes a complete accurate inventory and evaluation of all Shotgun Range staff members, along with suggestions for improving next years program.
- Participates in camp wide events, including flag assemblies.
- Performs other duties as may be assigned by the Shooting Sports Director, Program Director, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Trading Post Manager

QUALIFICATIONS:

- Must be at least 21 years of age.
- Must be able to work with adults and Scouts.
- Possess a Serve Safe Manager Certification, or its equivalent
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Camp Director. In the absence of the Camp Director, responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Open and close the Trading Post on schedule.
- Train and supervise Trading Post Staff.
- Maintain accurate records of income, expenditures and inventories, Submitting a written report to the Camp Director on a regular basis
- Maintain supplies in agreed upon quantities.
- Completely responsible for all business transactions in the Trading Post.
- Prepare nightly check out and balance his/her account with the Camp Director, hold \$150.00 as start up change for the cash register. Receive a written receipt for the money turned in.
- Prepare an accurate opening inventory of all merchandise in accordance with the requirements of the Gulf Stream Council Accounting Manager.
- Oversee the operation of the Swamp Shack and ensure that all Food Safety Regulations, include upkeep of proper certifications are followed
- Assure only the Trading Post Manager, Trading Post Staff, or Camp Director will operate the cash register.
- All transactions are efficiently completed.
- Empty and wash out trash containers inside and outside the Trading Post as needed. Place Trash bags on road by 9pm each evening.
- Dust or wash off the stock and merchandise every other day and more often if needed.
- Rotate stock or change its location if it is not selling.
- Assure that items are sold only over the front counter in the proper manner.
- Courteous to all customers.
- Receive a Trading Post Requisition Form, completely filled out and signed by the Camp Director or Program Director for program area supplies. Requisitions, once filled, are priced with cost and retail and turned into the Camp Director each day.
- Prepare written orders for merchandise in accordance with needs. Submit the order to the Camp Director for ordering in accordance with the written ordering schedule.

- Upon receiving supply orders, check the order for correctness and quantities. Add items and quantities to your weekly inventory sheets. Turn packing slips and invoices in to the Camp Director
- Maintain an adequate inventory of all supplies without having an excess.
- Submit a written report at the close of camp that includes a complete, accurate inventory and evaluation of all Trading Post staff members, along with suggestions for improving next year's program.
- Perform other duties as may be assigned by the Program Director and the Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Trading Post Staff

QUALIFICATIONS:

- Must be at least 16 years of age.
- Must be able to work with adults and Scouts.
- Possess a Safe Staff Food Service Certification or its equivalent
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Trading Post Manager.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Open and close the Trading Post on schedule.
- All transactions are completed efficiently.
- Temperature Check all coolers and freezers and record the temperatures on the cold charts appropriately.
- Empty and wash out trash containers inside and outside the Trading Post as needed. Place trash bags on road by 9pm each night.
- Dust or wash off the stock and merchandise every other day and more often if needed.
- Rotate stock or change its location if it is not selling on the advice of the Trading Post Manger.
- Assure that items are sold only over the front counter in the proper manner.
- Courteous to all customers.
- Participate in camp wide events, including flag assemblies.
- Perform other duties as may be assigned by the Trading Post Manager, Program Director and the Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Life Skills Staff

QUALIFICATIONS:

- Must be at least 15 years of age.
- Must possess an understanding of and have a background in Life Skills skills.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Reports directly to the Life Skills Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Serves as an instructor for the Life Skills related Merit Badges. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area director.
- Responsible for the Life Skills Area and its equipment.
- Assists in conducting an accurate opening and closing inventory.
- Participate in camp wide events.
- Performs other duties as may be assigned by the Life Skills Director, Program Director, Camp Commissioner and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: Life Skills Director

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must possess skills in the Life Skills Area.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Attend all Area Director meetings.
- Responsible for ensuring all Life Skills Merit Badges and skills are taught. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Ensure the Life Skills staff all adhere to high levels of instruction. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the business office.
- Supervise and train Life Skills staff.
- Responsible for the maintenance, accurate weekly inventory, and proper usage of all Life Skills equipment.
- Responsible for the neat, clean and orderly condition of the Life Skills area and equipment.
- Participate in camp wide events, including Flag Assemblies.
- Submits a written report at the close of the camp which includes a complete, accurate inventory and evaluation of all Life Skills staff members, along with suggestions for improving next year's program.
- Responsible for ordering necessary program supplies from the Program Director in a timely manner and to order first aid supplies directly from the Health Officer.
- Performs other duties as may be assigned by the Program Director, Camp Commissioner, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America.
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and through manner.

- **TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION**

POSITION: DigiTech Staff

QUALIFICATIONS:

- Must be at least 15 years of age.
- Must possess an understanding of and have a background in DigiTech skills.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Reports directly to the DigiTech Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state, and federal laws.
- Serves as an instructor for the DigiTech related Merit Badges. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the area director.
- Responsible for the DigiTech Area and its equipment.
- Assists in conducting an accurate opening and closing inventory.
- Participate in camp wide events.
- Performs other duties as may be assigned by the DigiTech Director, Program Director, Camp Commissioner and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America

TANAH KEETA SCOUT RESERVATION
SUMMER CAMP
POSITION DESCRIPTION

POSITION: DigiTech Director

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must possess skills in the DigiTech Area.
- First Aid/C.P.R./ AED certified.
- Must be a registered member of the Boy Scouts of America.
- Must practice the Scout Oath and Law as a way of life.

RESPONSIBILITIES:

- Directly responsible to the Program Director.
- Follow and maintain the policies of the Gulf Stream Council, Boy Scouts of America, and local, state and federal laws.
- Attend all Area Director meetings.
- Responsible for ensuring all DigiTech Merit Badges and skills are taught. Prepare fun, intriguing, hands on curriculum/lesson plans for your various class sessions and while instructing, conduct the session in a professional and well-mannered atmosphere. Ensure the handicraft staff all adhere to high levels of instruction. Report any issues to the area director or Program Director immediately.
- Accurately takes daily attendance and records merit badge items completed, turning in sheets daily to the business office.
- Supervise and train DigiTech staff.
- Responsible for the maintenance, accurate weekly inventory, and proper usage of all DigiTech equipment.
- Responsible for the neat, clean and orderly condition of the DigiTech area and equipment.
- Participate in camp wide events, including Flag Assemblies.
- Submits a written report at the close of the camp which includes a complete, accurate inventory and evaluation of all DigiTech staff members, along with suggestions for improving next year's program.
- Responsible for ordering necessary program supplies from the Program Director in a timely manner and to order first aid supplies directly from the Health Officer.
- Performs other duties as may be assigned by the Program Director, Camp Commissioner, and Camp Director.
- Promote and maintain a positive and fun safety conscious attitude in all aspects of our camp atmosphere and ensure that all staff work cohere as an indivisible team in order to successfully accomplish the mission and vision of Tanah Keeta Summer Camp, Gulf Stream Council, Boy Scouts of America
- Practice all SOP guidelines for individual area management, injuries, and other camp emergencies, maintain NCAP Standards and turn in all NCAP Documents to the Program Director by April 1st in a complete and thorough manner.