

Job Description – Commissioner

Position Concept:

The camp commissioner is a key member of the camp management team. This position is the liaison between scout units in camp and camp management. The commissioner is responsible for being the primary customer service agent for our customers. Conducts leader trainings. Responsible for packs having a well-rounded camp experience. Provides ad-hoc program activities to address special Pack needs including skills presentations, hikes, special tours and leadership skills. Must have in-depth knowledge of the Scouting program and camp operation.

Qualifications:

At least 18 years old.

Must be a registered member of the Boy Scouts of America.

Must be able to attend national camping school if needed

Pre-camp Preparations

Preparation is critical in being able to perform your job as Commissioner.

- Complete leader training lesson plans BEFORE opening staff week.
- Plan staff vs. leader competitions with assistance from the program director.
- Plan leader activities with assistance from the program director.
- Supervise campsite setup during staff week.
- Assist in staff training sessions as needed.
- Attend pre-camp administration and directors meetings.
- Attend national camping school.

Duties During Camp

During the camp season, your duties may include any or all of the following:

- Supervise unit guides during the unit check in process.
- Manage the unit check in process and assist as needed.
- Morning coffee delivery.
- Perform daily site inspections.
- Announce inspection results at lunch daily.
- Attend all leaders meetings.
- Teach daily leader trainings.
- Run daily staff vs. leader competitions.
- Run weekly leaders cracker-barrel.
- Create award certificates for leader events.
- Provide official training cards for leaders training.
- Coordinate unit guides.
- All other duties as assigned by the Camp Director.

Closing Camp

These are your duties in closing the camp for the season:

- Inventory all supplies and equipment.
- Prepare an end-of-season report.
- Supervise shutdown of all campsites.
- Supervise movement of equipment to storage.