

Job Description – Program Staff

Position Concept:

Responsible for all tasks assigned by your area director. This includes but is not limited to: the development of lesson plans, teaching sessions, safety procedures, etc. Also responsible for participation in evening and special programs. Report to their own Area Director.

Qualifications:

At least 13 years old.

Must be able to lift 25 lbs

Pre-camp Preparations

- Attend Orientation / Beaver Day. This is a work day to start getting ready to setup camp.
- Attend CPR / First aid training if required by your job.
- Take all required online training
- Purchase a uniform through the camp provided order portal.

Duties During Camp

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

- Perform duties as a “Unit Guide*” as needed.
- Perform “patrol duties**” such as (Program, Cleaning, Fire building, Service and others)
- Responsible for maintaining the policies set up by the B.S.A. and the Allegheny Highlands Council regarding the health and safety of staff, campers, and visitors.
- Following directions.
- Attend daily morning staff meetings.
- All other duties as assigned by the Area Director.

Closing Camp

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

- Cleaning out your living quarters and taking any of your belongings home.
- Assisting area staff with closing areas.

***Unit Guide Duties:**

During check in, stay with the unit giving them a camp tour and assisting with the check in process. Check in with the unit twice a day check to see if they need anything such as paper towels, Tp, etc.

****Daily Patrol Duties**

Depending upon the patrol you are assigned to patrol duties may include:

Fire building, Cleaning Dawson & public facilities, serving meals, meal time songs and evening program.