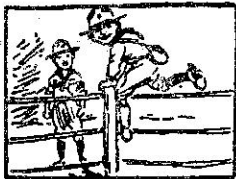
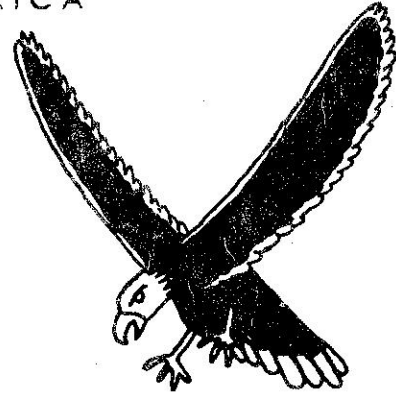


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BOY SCOUTS OF AMERICA

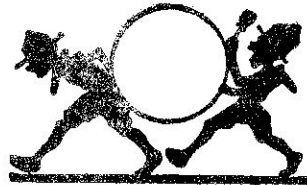


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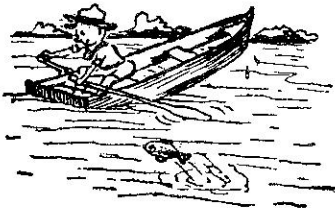


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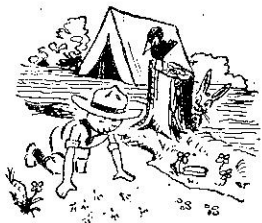
STAFF GUIDE



HART SCOUT
RESERVATION



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WORLD JOIN-IN JAMBOREE

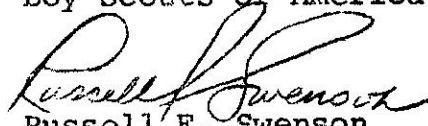
EAGLE ISLAND
SCOUT CAMP

PHILOSOPHY AND PURPOSE OF OUR CAMPS AND THE CAMP STAFF

1. The goal of our camps and the staff is to assist every troop to have a happy and satisfying experience in scouting by assisting the adult leadership. To accomplish this will require the talents and interest of every staff man beyond the written requirements of his job, which at best can only constitute an outline of his duties.
2. The staff's first and greatest responsibility is helping the Scoutmaster to accomplish what he would like to have accomplished while his troop is at camp. He is in full charge of his troop. One of the main objectives of this camp is to build strong troops by having Scouts operate through their regular patrols. The Patrol Method is the only method.
3. It must be understood that we are promoting the welfare and training of troops, our work with them will be in cooperation with and promoting activity of each separate unit and doing our own respective jobs to the best of our ability which will contribute to the general well being of our camp community. Promote all activity: working, eating, advancement, etc., in units by patrols.
4. It is important that each department head check the equipment and tools in his department each day and report breakage and losses. It is requested that repairs and needed supplies be requisitioned regularly and frequently so that all facilities may function at their maximum.
5. A complete season report and inventory in detail from each department head is necessary at the end of the season as a guide to next year's operation. Please write down observations and comments week to week to insure a complete season's report.
6. Skill in good human relationships is essential, for each of us has a man-size responsibility to do, and each has been selected for his potential ability to do it.
7. Hart Scout Reservation and Eagle Island Scout Camp, with their many facilities are among the best of their kind in the East. Let us strive to make them the best Scout Camps. Our opportunities are many fold. We must look to widening horizons to fully utilize these facilities and our own talents. Our opportunities are unlimited. Let us start on the wonderful adventure together, both in thought and spirit.

Sincerely,

Philadelphia Council
Boy Scouts of America



Russell F. Swenson
Director of Camping Service

WHY A CAMP STAFF???

Every troop in camp must have a program of adventure with value of every participating Scout. To accomplish this objective, the staff works in several fields of leadership:

- *Helping train troop leaders to make their programs effective.
- *Counseling with troop leaders to make the patrol method effective.
- *Providing instruction in aquatics, personal fitness, campcraft, woodcraft, and field sports.
- *Counseling troop leaders for a complete understanding of the purpose of camping.
- *Helping every boy, by example and through personal effort, to have a happy, worthwhile experience.

The program in camp under the leadership of the troop and program staff needs facilities, equipment, commissary, business administration, health and sanitation services, and maintenance. Staff members who perform these services are vitally important to success. The qualifications and functions of staff members are explained further.

Each staff member should demonstrate certain basic qualities and live by the highest standards. He must show evidence of his acceptance of the Scout Oath and Law as guiding principles in his daily life; practice good sportsmanship; play the game; and be resourceful at times of special need. He must set a good example by wearing the uniform, by good habits, by clean speech.

***Physical Qualities**

- Good Health
- Clean-cut appearance
- All-round vigorous performance

***Mental Qualities**

- Imagination
- Good judgement
- Alertness
- Open-mindedness

***Leadership Qualities**

- Enthusiasm
- Cordiality
- Magnetism
- Right Attitudes
- Ability to win respect

***Administrative Qualities**

- Master details
- Delegate responsibility
- Keep accurate records and reports
- Work a budget
- Deal calmly with problems
- Counsel with leaders and boys
- Inspire confidence

***General Qualities**

- Be a practical camper
- Be able to maintain discipline
- Be friendly and companionable
- Support troop leadership
- Develop teamwork
- Know outdoor safety rules
- Know first aid
- Be able to make camping a game

PURPOSE OF THIS MANUAL

This manual is to serve as a guide for the summer camp staff. In order that all may have a clear understanding of the camp staff requirements, we have listed here the policies, standards, and aims of our summer operation. Each staff member is expected to become familiar with this manual to assure a smoother operation and fewer misunderstandings during the camp season. This material will also be covered during staff training week.

The appearance of camp and the camp program should be an indication to visitors as well as campers that God's law and the Scout law govern our conduct of camp.

Naturally, there are certain understandings which we as a staff team must have if we are to work smoothly and efficiently. Primarily, it is our obligation, upon signing the memorandum of agreement, to dedicate our summer to the service of the boys. It is because of them that the camp is maintained and it is their welfare which we should keep in mind.

Uniforms: The normal work uniform will consist of a Scout short sleeved shirt, Scout shorts, (with knee socks); the only exception being during work hours of staff week, and the modified uniform worn by some staff members because of the nature of their jobs. Badges and insignia must be correctly located. In unbearably hot weather, the camp director may declare the uniform of the day to be staff T-Shirt and shorts.

Staff Quarters: All quarters must be clean and neat at all times. Beds must be made immediately after breakfast each day. A staff member will be assigned and the responsibility of seeing that each set of quarters is kept clean and neat. Cleaning materials will be provided. Inspection of staff quarters will be regularly made. Campers are not to enter staff quarters without a staff member.

Gambling is not permitted anywhere in camp.

Punctuality: Staff members will be expected to be on time for all program events and other obligations.

Reveille: Every staff member is expected to be up at reveille to prepare himself and his quarters for the day. Rest is important to all who live in camp. All staff member are expected to get enough sleep to be prepared for the next day.

Automoblies: Staff members personal automobiles, as well as those of visitors, will be parked in the parking lots at all times. The safety of the campers does not permit driving through camp at Hart Scout Reservation.

Good Manners, Language etc. We have a great responsibility to guide Scouts in the Scouting way and to be good examples to them. Courtesy, good manners, patience and other qualities required in the Scout spirit should be reflected by the staff and drawn out in the campers.

Kitchen: Only authorized kitchen personnel are permitted in the kitchen at any time. Any requests for separate meals due to assignments must be cleared through the camp director. Any problems relating to the kitchen or dining hall operation should be taken up with the Camp Director.

STAFF LOUNGE: A staff lounge will be provided for you so that you will have a spot to relax and to get away from the daily routine. It is a place for you to spend during your off hours. Volunteer leaders also are invited to use the lounge for the same purpose.

When available, snacks will be provided. Staff members will be assigned to help the Officer of the Day in setting up snacks and to clean the lounge at closing time. Failure to keep the lounge clean will be sufficient cause to discontinue snacks and/or to close the lounge.

RETREAT: Every staff member is required to attend retreat in correct uniform.

TIME OFF: Each staff member will be scheduled for a 24 hour period away from camp each week. Requests to leave camp at any other time must be cleared with the Camp Director. Failure to abide by this rule will be sufficient reason for discharge from the staff. Requests for evenings off first require approval from your immediate supervisor - then your Camp Director.

O.D. Adult staff members will be designated Officer of the Day from time to time. Their responsibility is that of Camp Director Pro-Tem after program hours of the day. He will be expected to check on the troops in camp to make certain that they are bedded down after taps, and to assume responsibility for staff conduct after hours. He has the responsibility for opening and closing of the staff lounge, and for arranging snacks from time to time.

C.O. A Charge of Quarters will be assigned nightly after program hours. He will make himself available at the Camp Office to answer the telephone, disburse messages, and be available for questions and emergencies. He will control the Staff sign-out/sign-in roster, and will report to the O.D.

SMOKING: Staff members should not smoke in front of campers. Never in a tent for safety purposes. Smoking areas will be designated, most being in certain parts of buildings where smoking is permitted, or in your work area if campers are not around, and in your staff areas.

ALCOHOLIC BEVERAGES: Absolutely not permitted in camp. Violators, whether staff, campers, or leaders, are subject to immediate dismissal and will be asked to leave camp.

DRUGS: Narcotics, marijuana, stimulants, depressants, and drugs in any form are not permitted in camp. Violators will be dismissed from staff and are subject to prosecution. Suspects will be suspended from their duties subject to a subsequent hearing.

OUR PURPOSE:

The Scoutmaster is the key man in camp. We are here to aid him and to provide the camp facilities for his troop's use. These facilities and equipment, instruction, or both, depending upon the Scoutmaster's requirements. We do not take over his program, but supplement it. If we follow this principle, the camp will fulfill the basic aim of Scouting.

STAFF RELATIONSHIP TO PROGRAM AND ADMINISTRATION

Staff members are the ones who set the tone for camp. Individual responsibilities vary, but every job has three aspects: supervising, counseling, and instructing.

STAFF MEMBERS AS SUPERVISORS: There are certain functions and activities in the camp that require personal supervision at all times by the camp staff. These include the health program of the camp, the aquatics operations, field sports, the inspection of all campsites, camp sanitation, the dining hall and its operation, the commissary, and the supervision of cooking on patrol and troop sites, and on outpost camps.

Staff members responsible for these functions are expected to enforce rules, regulations, or practices that are necessary to maintain the standards required by the Boy Scouts of America and governmental authorities in the area. Mature, responsible, and qualified persons are necessary, of course, for such positions.

The supervision of patrol cooking requires special note because of its importance and the need for tactful and understanding persons to handle this assignment. The standards related to proper diet, health, sanitation, cleanliness, and neatness are no less important in patrol cooking and food service on a troopsite than in the dining hall where the staff dines.

Supervision involves more than inspection; it includes counseling, and instruction as well. This is also true of many other camp activities.

STAFF MEMBERS AS COUNSELORS: One of the most significant duties a staff member in camp has is the counseling relationship. This, reduced to its simplest terms, means friendly, understanding helpfulness. Every staff member must be alert to sense the needs of troop leaders and boys and be prepared to help them in informal ways of making suggestions, giving words of encouragement, helping on the spot with a simple problem, referring special problems to the Camp Director or related staff members.

More formal and follow-through counseling is the job of the staff member holding a commissioner assignment. His job and method of work are described elsewhere in this manual.

The payoff on good counseling is found in a well-organized troop, a balanced program, improved and inspired leaders, and happy boys.

STAFF MEMBERS AS INSTRUCTORS: The glamor of Scouting is found in its skills. A Scout is expected to be a good camper, to know his way in the woods, to swim, to handle watercraft, to be able to save a life, to conserve natural resources, and to do a hundred other things associated with self-reliance and the pioneer skills of living. The most important resources we have in Scouting to back up these skills are people ----- competent, well-adjusted staff members to share their knowledge with leaders and boys. The proper use of this knowledge in working with troop leaders and boy leaders is our insurance against mediocrity in program and in skills.

PROGRAM SPECIALISTS:

Camp Staff Members with special skills are needed to get the job done. Program staff members must be qualified to instruct and/or counsel in one or more subjects in one of the four areas listed below:

1. WOODCRAFT (conservation) by Nature/Ecology/Conservation staff:
(a) nature and conservation, (b) fishing and angling, and (c) hiking and outpost camping.
2. CAMPCRAFT (outdoor living) by Commissioners and Scoutcraft Counselors: (a) woods tools, (b) pathfinding, (c) cooking, and (d) campfires and ceremonies.
3. AQUATIC (water sports) by Aquatics Staff: (a) swimming and lifesaving, (b) boating, (c) canoeing, and (d) sailing.
4. PERSONAL FITNESS (physical skill) by Field Sports Staff:
(a) marksmanship and mo-skeet, (b) archery, and (c) games.

Specialists are responsible for:

- * Training troop leaders and junior leaders in special skill through demonstrations and practice.
- * Encouraging troops to use facilities for training practice and instruction in standard Scoutcraft skills.
- * Keeping camp program facilities and equipment in top condition.
- * Instructing and counseling campers in various skills and outdoor merit badge subjects in which they are qualified by experience and designated by proper appointment.
- * Making sure everything is in readiness on time, with necessary equipment on hand for activities.
- * Keeping busy when not assigned to a particular activity around the area with maintenance or preparation, or in assisting another staff member.

Each member of the program staff should be familiar with the responsibilities of his associates to provide for:

1. On-The-Spot assistance to any troop leader or boy having difficulty with any project.
2. Pinch-hitting for each other in case of sickness, days off, etc.
3. Staff participation in camp-wide activities and events.
4. Following daily assignment sheet and handling demonstrations or activities scheduled in areas prescribed.

The Camp Program will be successful only when there is effective Commissioner service, the program staff is properly organized to do the job, and the right men are secured to do the job successfully. In addition, members of the staff are imbued with the spirit of friendliness and service to troop leaders as well as boys, and function as a team with each member concerned about the total result.

SUGGESTIONS FOR CAMP STAFF

Here are a few suggestions to keep in mind as you carry out your responsibilities as members of the Camp Staff. The safety and welfare of the campers and the success or failure of the camp as a whole depends on just how well YOU do your part.

SAFETY - Never swim alone. The best swimmer can have a cramp. Always get permission of the Aquatics Director before you go in the water. When you go off into the woods, always have someone with you. Always tell someone, or in the case of a camper, his leader, where you are going and when you will return. Report upon your return.

SHARP TOOLS - Don't leave them around. Campers to use them UNDER YOUR SUPERVISION. Store them when not in use.

FIRES - Know the Fire Regulations. NO OPEN FIRES IN TENTS UNDER ANY CIRCUMSTANCES. This goes for candles too. You can't be too careful with fires. In case of fire, sound alarm. All staff reports to the Camp Office for instructions.

HEALTH - It's your job to look after the health of our campers. All camp clothing, towels, and swim trunks, etc., should be on clothesline during the day. If it is raining, put it on an inside line. Do not let campers wear damp clothes. Watch for wet feet. Teeth should be brushed daily. Wash thoroughly each day. Showers are available to campers and staff every day. Remember, swimming in the pool does not take the place of a shower with soap and water.

ATTITUDE - Your attitude, the way you look at every-day problems in camp, will decide whether your job is easy or difficult. Look at the bright side. Make the job as easy as you can. Don't gripe! Offer constructive suggestions to your staff leader.

PERSONAL - You are setting a constant example. Stop and take a look at yourself once in a while. Watch your language. The language of our campers will be no better than our own. The manner in which they wear the uniform will reflect how YOU wear yours. WE WILL BE CORRECTLY UNIFORMED . . . AT ALL TIMES.

PROBLEMS - Campers will have special problems. They may be large or small. Give your attention and if you cannot help, take them to those who can. If you have personal problems, bring them to the attention of the Camp Director.

CAMP STAFF EXPECTATIONS

1. The staff member's full time is at the disposal of the Camp. In each day, certain opportunities for relaxation and personal recreation will avail themselves. Each staff member is permitted time off during each day, and a 24-hour period away from camp on his or her day off.
2. The scope of the staff member's interest should be larger than his particular job. The position assigned on the contract, while being the chief duty of the staff member, is only part of his interest and his responsibility. The carrying out of the objectives and the program of the camp and of the Boy Scouts of America is expected of every staff member.
3. The first interest of every staff member is the BOY. The camp exists and is operated for the BOY. In Scouting we deal through the Scoutmaster. Strengthen the Scoutmaster, and you will surely strengthen the Troop and the BOY.
4. The staff member must own a complete official Boy Scout uniform. Neatness in person is a fundamental obligation. Living quarters must be neat and clean at all times, and will be inspected regularly. Repeated neglect may lead to dismissal. We must set the example of Scouting - all twelve points of the Scout Law, and the Scout Oath.
5. Some camp staff members, because of their particular camp duties and/or sex, are excused from wearing the Scout uniform. Instead, suitable attire agreed by the staff member and the Camp Director will be deemed appropriate.
6. The way a staff member personally conducts himself both in and out of the camp reflects on the camp and its morale.
7. A medical examination prior to coming to camp is required.
8. All camp equipment and material must be ready before the first week begins and nothing should be done towards the closing of camp until the last boy is out of camp on the last day.
9. All staff members are expected to eat in the dining hall, Deer Lodge, or as invited guests of troops at regular meal times. Exceptions would be the cooks, steward, and commissary crew who will eat earlier or later because their duties preclude them eating at regular meal times. Those who are guests of troops are requested to clear their schedule through the camp office beforehand.
10. Smoking is permitted in some areas of buildings in specific designated areas only. Never smoke in front of campers, please.

STAFF WEEK SCHEDULE

SATURDAY

- 10:00 A.M. - Check-in, receive quarters assignment, set up quarters
- 5:30 P.M. - Dinner
- 6:15 P.M. - Medical rechecks
- 7:30 P.M. - Tour of camp for all new camp staff members
- 7:30 P.M. - Discussion for veterans
- 8:15 P.M. - General Session
- 10:00 P.M. - Snack and social hour

SUNDAY THROUGH SATURDAY

- 7:00 A.M. - Reveille
- 8:00 A.M. - Breakfast
- 8:30 A.M. - Camp Setup Projects and Departmental Training
- 12:00 Noon - Clean up for Lunch
- 12:30 P.M. - Lunch
- 1:30 P.M. - Camp Set up Projects and Departmental Training
- 5:00 P.M. - Clean up for Dinner
- 5:30 P.M. - Dinner
- 7:00 P.M. - Staff Training Session (Staff members involved to be notified by Camp Director at noon meal)
- 10:00 P.M. - Snack and Social Hour
- 11:00 P.M. - Taps

ON SUNDAY, church services will be held sometime between 8:30 A.M. and Noon. Also, during the week will be swimming, boating, canoeing, and sailing checks - perhaps Sunday.

THE STAFF MEMBER:

Between the wild-eyed eagerness of a Tenderfoot and the dignity of gray-haired maturity, all campers fall under the influence of a group called "Camp Staff".

Staff Members come in assorted sizes, weights, and types. They have varied interests, hobbies, personalities, religions, and personal habits, but they share one creed . . . to help every camper reach the highest possible degree of Scouting know-how.

Staff members are a composite. They must have the energy of an unharnessed volcano, the drive of a jet plane, the memory of an elephant, the understanding of a clergyman, the wisdom of a judge, the tenacity of a spider, the patience of a turtle trying to cross the turnpike in rush-hour traffic, the decisiveness of a general, the diplomacy of an ambassador, and the common sense of a member of the supreme court. They must remember that Scouts are trained by doing, but mainly, by precept and example and a sincere interest in their subject.

A staff member must possess knowledge, "know-how" or skills, but most certainly must possess love, a deep abiding love of, and respect for, campers, individually and enmasse. They must understand the camper who has the energy of a dynamo, the squeal of a pig, the stubbornness of a mule, the antics of a monkey, the spryness of a grasshopper, the curiosity of a cat, the slyness of a fox, and the mysterious mind of a devil.

They must have leadership and "know-how" in order to cope with the sometimes inconsiderate unit leader who "knows all and sees all", who gets your temper to flaming, who has lungs of a dictator, and the explosiveness of an atom bomb. The leader who enjoys nothing better than putting you "on the spot" and causing trouble.

Staff members must know how to spot many things; the tendency toward home-sickness of a first-year camper; the hazing traditions in some units; the lack of a program; the inability of a camp leader to meet the many problems he faces; how to handle your own many day-to-day problems; who to report to in case of trouble; and which decisions one can make for oneself, and which decisions we refer to higher up.

Staff members should never be clock watchers, rather - always go the extra mile to make camp more enjoyable. Remember, fellow, that you are there to serve and not look upon your assignment as your own personal vacation. No matter how much your back aches, remember - you are hired to see that your department is the best one in camp. In spite of your own likes and dislikes, continually smile, be steadfast, truthful and understanding. Keep plugging and you will be remembered long after others are forgotten, and some day, somewhere, some young man will come up to you and say "hi! - remember me?"

THE SCOUT LAW - AS IT PERTAINS TO CAMP STAFF

Welcome to the Camp Staff. We hope that you will make new friends, enjoy your summer, and above all, contribute in some measure to the growth and welfare of the Scouts coming here.

Each staff member has his specific duties and responsibilities, but all staff men share in the duties of others when and where necessary.

The principles set forth in the Scout Oath and Law are the principles that guide our every endeavor and action in this camp. We become the prime motivators in exemplifying this "way of life" to each Scout here.

Many great men have set aside a moment each day to review silently their contributions to their fellow man. This practice may well be a part of every staff member's day.

A SCOUT IS TRUSTWORTHY - Through your life as a staff member you will find that trust and success go hand in hand. The camp has specific requirements outlined for its personnel. Your Camp Director will entrust to you duties and responsibilities related to your assignment. Your very attitude in taking on an assignment is directly reflected on the Scouts with whom you deal.

During the period of employment, the staff member's full time is at the disposal of the camp. Each day, will present certain opportunities for personal recreation and program participation. These opportunities are so planned so as not to interfere with the campers' use of camp.

Each staff member receives a time-off period during each week. The period you will have off will be determined during the pre-camp week conference with your supervisor and/or Camp Director. Staff members are obligated to be in uniform when on duty unless excused.

The chief factor in establishing regular and adequate hours for sleep is the personal health and welfare of the staff member. "Staff taps" is at 11:30 P.M. Be courteous to the staff member who needs to go to bed even earlier than that.

Staff members will be guided by their Camp Director on the matter of smoking. The basic recommendation is that staff members do not smoke while "on the job", or while working with boys.

A SCOUT IS LOYAL - Loyalty to this camp and to his associates are essential requisites for each staff member. He should constantly be observant and concerned about matters affecting the total harmony of the camp and bring such matters to the attention of the Camp Director.

A SCOUT IS HELPFUL - It begins with an attitude of helpfulness to the newly arrived Scout and his family. Apart from the service rendered, that first impression of helpfulness means so much.

A lone Scout's problem, if observed by you, becomes your problem until you have brought it to the attention of his Scoutmaster or Camp Director.

Every assist you may give is one more guarantee that the Scout will have a happy stay in camp.

A SCOUT IS FRIENDLY - As you pass a Scout or leader on the trail - even if you've never met - say Hello! A friendly word costs nothing, yet, gives so much good will. Be a friend to all, not with just a clique of friends . . . be a Brother to every Scout in the fullest sense.

A SCOUT IS COURTEOUS - You represent the Boy Scouts of America as you deal with boys, leaders, parents, or the public. In your visits to nearby towns, you represent the camp and this implies a certain code of personal conduct that will reflect only credit upon you and the B.S.A.

Courtesy may be interpreted, likewise, as respect for the time of others. Be on time ALWAYS. Above all, it means a reputation for reliability and promptness. It means giving better than a good measure in every duty and responsibility.

A SCOUT IS KIND - Kindness is often interpreted in its relationship to animal life. Show boys how to be thoughtful to the animals in our camp. Kindness and consideration for others, however, is of even greater importance.

A SCOUT IS OBEDIENT - A staff member carries out his responsibilities to a "T", and responds to direction of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty to the camp and the Camp Director.

If you have something on your mind, get it off quickly . . . to the right person . . . your supervisor . . . or Camp Director.

A SCOUT IS CHEERFUL - A happy camp...a spirited camp...is a successful camp. Happiness is contagious, particularly in a Scout Camp. There is no one in a better position to promote and stimulate this attitude than you. Each man, regardless of position, should take it upon himself to motivate and give an outlook of cheerfulness and happiness in the minds of all.

A SCOUT IS THRIFTY - All should consider his responsibilities in protecting and conserving the equipment and property of camp. You are in a position to literally save thousands of dollars that might be used to replace or repair damaged property.

A SCOUT IS BRAVE - You represent the largest organization for boys in the world this summer and you are an employee of one of the finest Scout Camps in the world. You represent Scouting in all aspects. You believe in the Scout Oath and Law, otherwise you wouldn't, or shouldn't be here.

A SCOUT IS CLEAN - Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly or dirty, campers can hardly be expected to be better. Those who have to shave will do so daily before breakfast. Get a haircut when needed, and keep your hair neat and combed.

A SCOUT IS REVERENT - Being "faithful in his religious duties" becomes of great importance to us as Staff Members because of the force our example has in moulding the attitudes of those who look to us as the inspiration for right attitudes and high ideals.

JOB DESCRIPTIONS

DIRECTOR OF CAMPING SERVICE - Must be at least 25 years of age and have had at least two season's experience in camp administration. He must hold a current certificate from the Camp Management section of National Camping School. He is responsible for the year-round administration of the council's camping program and serves as adviser to the Camping Committee and the Health and Safety Committee. He serves as Staff Adviser to the Order of the Arrow. He is responsible for hiring camp staff and management and operation of all camps with the camp directors responsible to him. He must be fully familiar with local council program methods and personnel, and is responsible for adhering to the policies and standards for camping as established by the National and Philadelphia Councils. He must cause such records to be maintained as are required for business-like operation of the camps and for complying with all National, Regional, Local and United Fund reports with respects to camping information and statistics. He is responsible for the fiscal responsibility of camp operation year-round.

CAMP DIRECTOR - Must be 21 years of age and have had at least two season's experience in camp or council administration. He is directly responsible to the Director of Camping Service. He is chosen for his ability to administer the work of his staff and to work with unit leaders and their boy leaders, and to initiate a program of scout skill training in his camp which will be implemented through the unit leader and his boy leaders, and through them, to the boys in the unit. He, along with the Business Manager, are accountable for the fiscal responsibility of the camp operation and of unit check-outs with regard to such matters as unit responsibility for damage charges, commissary charges, and use of any and all equipment and materials. He must be fully familiar with local, regional, and national council policies and standards for camping. He will perform such other duties as may be assigned by the Director of Camping Service.

PROGRAM DIRECTOR - Must be 21 years of age and hold a current certificate from the National Camping School in the "Program Directors" section. He is directly responsible to the Camp Director. During the absence from camp by the Camp Director, he will be the Camp Director pro-tem. He is responsible for the overall program activities in the camp including the program content of unit leaders meetings. He will hold regular meetings with commissioners to meet the program needs of units. He will be completely responsible for all equipment issued to him. He should, prior to camp, collect and assemble resource material related to scoutcraft skills, submit a list of equipment and supplies to the Business Manager. He will direct the activities of the program staff through his directors. He will perform other such duties as may be assigned by the Camp Director.

BUSINESS MANAGER - Responsible to the Camp Director. He does buying for the summer operation, administers the food budget, and maintains records necessary for good business operation. He, along with the Camp Director, is responsible for the registration of troops as they arrive in camp. He receives and transmits monies to the council via bank deposits. He is the custodian of the camp petty cash fund. He oversees all "during camp" purchases, his approval needed for re-orders in all departments, with due consideration to the operating budget. He will direct the activities of the support staff in camp including inventory, ordering, disbursements, transfers, cost control, and budgeting. He will perform such other duties as may be assigned by the Camp Director.

RANGER - Responsible to the Camp Director. He is responsible for the operation and the maintenance of physical facilities and property. He is responsible for new construction and major improvements. He is to develop and maintain a maintenance plan and schedule; to maintain accurate inventories and supplies; to do a daily inspection of water, sanitation and sewage; to supervise trash and garbage disposal. He is responsible for camp security and fire protection. He must have a working knowledge of the camp physical plant, promote good relationships with neighbors, maintain a key control and to cooperate with the Camp Director to insure camp opening on schedule. He should be a graduate of the Ranger section of National Camp School. He will perform such other duties as may be assigned by the Camp Director.

QUARTERMASTER DIRECTOR - Must be 18 years old, have knowledge of maintenance skills, and hold necessary vehicle or vessel licenses. He is to provide units and staff with necessary camp equipment and supplies maintaining same in good condition with accurate records of items issued and returned. He is responsible for an accurate pre-opening and closing inventory of all equipment, including repairs and maintenance as needed. He is directly responsible to the Camp Ranger. He is responsible, with the Ranger, for the cleanliness of camp and camp set-up and closing. He will perform such other duties as may be assigned by the Camp Director.

TRUCK DRIVER - Must be 18 years old and have knowledge of maintenance skills and hold necessary vehicle and vessel licenses. He is responsible to the Quartermaster Director, and acts as Assistant Quartermaster Director. His main task involves pick-up's and transportation that is coordinated by the Business Manager. As a member of the Quartermaster Crew, his duties are outlined below. He will perform such other duties as may be assigned by the Camp Director.

QUARTERMASTER CREW - Will work under the direction of the Quartermaster Director and be directly responsible through him to the Camp Ranger. Responsible for the issue, inventory, return, and maintenance of equipment and supplies. The cleanliness of the camp; the setting-up and closing of camp; and vehicle and equipment maintenance are in the Q.M. charge. He will perform such other duties as may be assigned by the Camp Director.

COMMISSIONER - Must be at least 21 years of age, and should, if possible, hold a current certificate from the "Commissioners" section of National Camp School. He is responsible directly to the Program Director. He is a "helper of units" in assuring the troops under his jurisdiction have a good experience in camp. He is responsible for good troop programming and will supervise his staff in scoutcraft, campcraft, woodcraft, and nature instruction as well as merit badge work. He will perform such other duties as may be assigned by the Camp Director.

SCOUTCRAFT COUNSELOR - Responsible directly to Camp Commissioner. He should have sufficient training to teach and counsel in all Scout skills and related skill awards and merit badges. He will perform such other duties as may be assigned by the Camp Director.

HANDICRAFT COUNSELOR - Responsible directly to the Program Director in providing guidance and supervision for instruction in woodcarving, leatherwork, Indian lore, and the like, and will be responsible for all equipment and supplies in his charge. He will perform such other duties as may be assigned by the Camp Director.

SCOUTCRAFT/SPORTS DIRECTOR - Responsible to the Program Director, and acts as an assistant to the Program Director in coordinating camp-wide events and activities and ceremonies. He coordinates the scoutcraft, campcraft and woodcraft activities of the Scoutcraft Counselors and the ecology/conservation staff. He will cause team sports activities to happen and will make available equipment and facilities for same. He will provide a staff relationship to the program staff in their operation as it affects the camp community, and will coordinate skill award and merit badge work through the various program departments. He will perform such other duties as may be assigned by the Camp Director.

ECOLOGY/CONSERVATION DIRECTOR - Responsible directly to the Program Director. He will be responsible for all nature related merit badges in camp, and counseling and guiding nature and conservation practices and projects. He will also be responsible for setting up and maintaining nature trails, including guidebooks for same. He will perform such other duties as may be assigned by the Camp Director.

ECOLOGY/CONSERVATION COUNSELOR - Responsible to the Ecology/Conservation Director. He will assist with the merit badge program, fishing, and projects. He will perform such other duties as may be assigned by the Camp Director.

AQUATICS DIRECTOR - Responsible to the Program Director. He must be at least 21 years of age and hold a current certificate in the "Aquatics" section of National Camp School. His area of responsibility will be in the swimming, boating, canoeing, and sailing areas. He is responsible for the pool, its operation and maintenance, and the boathouse. He will perform such other duties as may be assigned by the Camp Director.

ASSISTANT AQUATICS DIRECTOR - Responsible to the Aquatics Director. Must be at least 18 years of age, and if possible, hold a current certificate in the "Aquatics" section of National Camp School. His area of responsibility is normally the boathouse, but will assist in the pool operation as required. He will perform such other duties as may be assigned by the Camp Director.

AQUATICS STAFF - Counselors must have experience and training for instruction in the specific subjects to which they are assigned and are ultimately responsible to the Aquatics Director. They will perform such other duties as may be assigned by the Camp Director.

FIELD SPORTS DIRECTOR - Must be 21 years of age and hold a current certificate in the "Field Sports" section of National Camp School to be Ranger Officer at Hart. Must be 18 years of age to be Mo-Skeet counselor at Eagle Island. He is responsible directly to the Program Director, and provides guidance, supervision, and control for rifle range, mo-skeet, archery, and hunter safety. He will perform such other duties as may be assigned by the Camp Director.

ARCHERY COUNSELOR - Responsible directly to the Field Sports Director. He will provide guidance and supervision for field and target archery, including instruction, shooting, and competition. He will perform such other duties as may be assigned by the Camp Director.

FIELD SPORTS COUNSELOR - Responsible to the Field Sports Director. He shall be responsible to providing guidance and supervision for mo-skeet, rifle range, archery, and other phases of the operation. He will perform such other duties as may be assigned by the Camp Director.

CHAPLAIN - Responsible to the Program Director and accountable to the appropriate religious committee of the Philadelphia Council. He is responsible for holding religious services in camp, and ministering to the spiritual needs of campers, leaders, and staff. He will perform such other duties as may be assigned by the Camp Director.

ORDER OF THE ARROW HONORSMASTER - Responsible to the Program Director and accountable to Unami Lodge, Order of the Arrow and its Chief for O.A. duties in camp. He is responsible to the Lodge for the performance of his O.A. duties including elections, tap outs, ordeals, and ceremonies. He is responsible to the Program Director regarding his camp duties. He will perform such other duties as may be assigned by the Camp Director.

CUB DIRECTOR - Responsible to the Director of Camping Service and the Camp Director for implementing Cub/Day Weekend Adventures at camp during the troop change-over period. Camp Staff on duty for the weekend will be responsible to the Cub Director, who is designated as Camp Director pro-tem with the Camp Director and Program Director out of camp.

CAMP SECRETARY - Responsible to the Business Manager, and acts as an assistant to the Business Manager in administrative, bookkeeping, and related functions. He will jointly with the Business Manager control ordering, budget control, cost control, and record keeping. He will perform such other duties as may be assigned by the Camp Director.

CAMP CLERK - Responsible to the Business Manager or Camp Secretary. He is responsible for record keeping, telephone messages, and rank and merit badges issued. He will perform such other duties as may be assigned by the Camp Director.

COMMISSARY DIRECTOR - Responsible to the Business Manager. He is responsible for all commissary operations including sales and issues, receipt and disbursement of food, inventory, stocking, and cost control. He will be responsible for ordering, accounting, and inventory. He will provide leadership to his staff in receiving, storage, issuance, merchandising, display and sale of food, and will work directly with the First Cook in the supervision of and cleanliness of the Dining Hall at Hart. Also at Hart, the operation includes dishwashing, setting up, and clean-up after meals. At Eagle Island, the operation is centered on food issue in proper quantities by menu to patrols. They will issue food to outpost camps and for merit badge work, and will stock adequate supplies of food for these purposes. They will perform such other duties as may be assigned by the Camp Director.

COMMISSARY CREW - Responsible to the Commissary Director and will assist in receiving, storing, issuing, merchandising, displaying, selling, accounting, inventorying, and delivery of food and supplies. At Hart, will assist in the dining hall operation including setting up, serving, and clean-up after meals including dishwashing. He will perform such other duties as may be assigned by the Camp Director.

COOKS - Responsible to the Business Manager. Will plan menus, help to order food with proper quantities, and will plan food orders to be within established budget. First Cook to be in charge, and other cooks are responsible to him or her. Responsible for serving meals on time, and providing servers from commissary and kitchen staff. At Eagle Island, the clean-up operation is part of the cook's responsibility. They will perform such other duties as may be assigned by the Camp Director.

POT WASHER- Works under the direction of the First Cook. Assists with some phases of food preparation and food serving. Washes pots and pans, does general cleaning and other miscellaneous tasks related to the kitchen operation. He will perform such other duties as may be assigned by the Camp Director.

TRADING POST MANAGER- Responsible to the Business Manager. Responsible for all Trading Post operation including ordering, accounting, cost control, storage, issue, merchandising, display of all salable supplies and food. He will rely upon a weekly inventory for control and ordering. He will perform such other duties as may be assigned by the Camp Director.

TRADING POST STAFF- Responsible to the Trading Post Manager. Assists in receiving, storage, sales, inventory, and accounting of all stock and food. He will perform such other duties as may be assigned by the Camp Director.

CAMP HEALTH OFFICER- Responsible to the Business Manager. Must have a background as a trained first-aid, corpsman, registered nurse, licensed practical nurse, or as a medical student. He or she is responsible for the operation of the Health Lodge and for first aid and nursing service. He or she assist the doctors during the medical re-check, making notes of situations which should be called to the attention of the unit leader, aquatic director, etc. Will be responsible for keeping a bound log of sick calls, and will keep such records as required by OSHA and Workmens Compensation regulations as pertaining to Camp Staff. When sickness or accidents occur during camp, and it becomes necessary to take the patient to a doctor of hospital, he or she will inform the Camp Director and, if possible, the Scout's parents. He or she will perform such other duties as may be assigned by the Camp Director.

HEALTH LODGE AIDE- Responsible to the Health Officer, and acts as an orderly and assistant in the Health Operation. Responsible for the cleanliness of the Health Lodge. Will perform such other duties as may be assigned by the Camp Director.

SPECIALTY CAMPS- Each Specialty Camp has a Camp Director who is responsible to the Program Director. Responsible for planning, coordinating, and implementing the Specialty Camp Program taking into consideration other troops and Specialty Camp Program taking into consideration other troops and Specialty Camps in camp at the same time. Will cause records to be kept regarding merit badges, skill awards, and the like. Responsible for coordinating special orders with the Business Manager. Will perform such other duties as may be assigned by the Camp Director.

COMPTROLLER- Responsible to the Business Manager. He controls the record keeping, purchasing, cost control, bookkeeping, troop accounts. He, along with the Secretary and Business Manager at Hart, administer the business operation. He is responsible for petty cash and bank deposits, He will control the inventory disbursements, transfers, and budgeting. He will perform such other duties as may be assigned by the Camp Director.

