NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Camp Director

Program: Napowan Summer Camp

Reports To: Council Scout Executive

Supervises: All Napowan Camp Staff

Primary Functions: To oversee any and all operations of the Napowan Scout Camp in accordance with the standards of the Boy Scouts of America and the Northwest Suburban Council. To assure adherence to all policies, by-laws, and procedures established by the Council in accordance with the safety standards of the Boy Scouts of America.

Major Duties and Responsibilities:

Responsible for the management and operation of physical properties, camp management, records keeping, and the general operation and condition of the camp during the summer camp operation.

Recruit, train, and supervise a competent staff. If at any time the staff does not function within established camp standards, replace those staff members with proper personnel.

Works directly with and oversees the Program Director and Administrative Staff in conducting a quality program of Scout camping.

Through the Program Director, accountable for the overall program responsibilities of the camp.

Through the Camp Ranger and maintenance staff, assures that all properties and equipment are in good working order.

Works directly, through volunteer leaders, to assure that the camp experience meets the aims of Scouting. Attends daily camp administrative meetings to help coordinate total camp operation(s).

Assists in the promotion of the summer camping program at Roundtables, to units, district committee meetings, etc.

Other responsibilities and duties as assigned by the Council Scout Executive (through the designated Professional Staff member).

Critical elements of the Position:

1. Minimum age 21, preferably age 25 or older.
2. Must hold current National Camp School certification in management.
3. Must have at least two seasons of prior administrative or supervisory experience.
Position: Program Director

Program: Napowan Summer Camp

Reports To: Camp Director

Supervises: Program Area Directors and Program Staff

Primary Functions: To coordinate all program areas through the Area Directors to assure that a quality camping program is achieved in accordance with the standards set by the Boy Scouts of America and the Northwest Suburban Council. To assure that program concepts and themes are presented in accordance with the guidelines and procedures established by the Council Camping Committee.

Major Duties and Responsibilities:

Initiates and directs the overall camp activities program.

Oversees all program staff either directly or through the Area Directors and guides them in providing a safe, effective, and fun program that meets all BSA standards.

Plans and coordinates all camp special programs including but not limited to campfires, camp-wide games, etc.

Plans and coordinates dining hall programming.

Knows the business procedures of the camp and is responsible for the opening and closing inventories of the program equipment and for the program needs of the camp.

Assists the Camp Director in the orientation and training of the camp staff as requested.

Attends daily camp administrative meetings to help coordinate total camp operation(s).

Assists in the promotion of the summer camping program at Roundtables, to units, district committee meetings, etc.

Other responsibilities and duties as assigned by the Camp Director.

Critical Elements of the Position:

2. Must hold current National Camp School certification in program.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Business Manager
Program: Napowan Summer Camp
Reports To: Camp Director
Supervises: Kitchen Staff, Trading Post Staff, Office Staff

Primary Functions: To administer and coordinate the overall business functions of the camp, including the operation of the Trading Post and Kitchen/Dining Hall, in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

Major Duties and Responsibilities:

Oversees the operation of the Trading Post and Food Service operations.

Supervises the Office Manager.

Coordinates/supervises the ordering of all materials, supplies, and equipment for the summer camp operation.

Prepares and makes bank deposits on a daily basis.

Coordinates appropriate financial activity with the Council Service Center (i.e. bank deposits, payroll, registration, purchase orders, check requests, etc.)

Conduct financial close-outs with unit leaders.

Other responsibilities and duties assigned by the Camp Director.

Critical Elements of the Position:
Must be 21 years of age or older.
Must be able to operate office equipment.
Possess knowledge and application of skills relating to camp fiscal and administrative operation.
Have hearing and sight necessary to oversee the safety of the areas being supervised.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Camp Ranger
Program: Napowan Summer Camp
Reports To: Camp Director
Supervises: Assistant Rangers, Quartermaster

Primary Functions: Responsible for the overall operation and maintenance of the physical camp facilities and equipment in accordance with the standards set by the Boy Scouts of America and the Northwest Suburban Council.

Major Duties and Responsibilities:
Responsibility for the maintenance and upkeep of existing facilities and equipment.
Develop and maintain accurate inventories and supplies.
Perform daily inspections of water, sanitation, and sewage systems.
Oversee daily trash and garbage disposal.
Responsibility for overall camp security and fire protection.
Responsibility for control of keys for all buildings and equipment.
Attends daily camp administration meetings to help coordinate total camp operation(s).
Performs other duties as assigned by the Camp Director.

Critical Elements of the Position:
Must be 18 (preferably 21) years of age or older.
Must hold current National Camp School certification in the Ranger Section.
Must be able to operate camp equipment.
Must possess a valid driver license.
Extensive walking and moderate to heavy lifting required.
Have sight and hearing necessary to carry out safely all tasks assigned.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Camp Commissioner
Program: Napowan Summer Camp
Reports To: Camp Director
Supervises: Volunteer Commissioners and Counselors-in-Training

Primary Functions: To act as the liaison between units and camp staff to assure that a quality program of Scouting is achieved.

Major Duties and Responsibilities:

Be the first-line contact point for unit leaders while in camp.

Assist units and unit leaders throughout their stay in camp assuring their camp experience is safe, enjoyable, and educational.

Field questions, concerns, and suggestions from unit leaders and passes on information to appropriate staff members.

Counsel leaders, when appropriate, in the ideals, goals and methods of Scouting.

Helps units while in camp to improve patrol and troop operations, especially the patrol method.

Coordinates SPL meetings and any SPL planned events.

Attends daily camp administrative camp administration meetings to help coordinate total camp operation(s).

Responsible for improvement and maintenance of staff morale

Performs other duties as assigned by the Camp Director and Program Director.

Critical Elements of the Position:

Must be 18 (preferably 21) years of age or older.
Must hold current National Camp School certification in the Commissioner Section.
Extensive walking and moderate lifting required.
Have sight and hearing necessary to carry out safely all tasks assigned.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Health Officer
Program: Napowan Summer Camp
Reports To: Camp Director
Supervises: None

Primary Functions: To oversee and administer any and all health-related issues pertaining to the camp in accordance with the standards set by the Boy Scouts of America and the Northwest Suburban Council.

Major Duties and Responsibilities:
Responsible for handling all first response medical emergencies.
Responsible for handling all first response medical non-emergencies.
Maintains and stores in the proper manner an adequate supply of necessary medical supplies.
Conducts the camp medical rechecks.
Retains and files all medical forms in accordance with standards set by the BSA and in compliance with state and federal regulations.
Maintains the first aid station in accordance with standards set by the BSA and in compliance with state and federal regulations.
Maintains the written medical logs and records required by legal and Boy Scout Standards.
Reports to the Camp Director any and all cases where sickness or accident requires referral to a physician or hospital.
Attends daily camp administration meetings to help coordinate total camp operation(s).
Other responsibilities as assigned by the Camp Director and/or Camp Physician.

Critical Elements of the Position:
Must be 21 years of age or older and approved by the Camp Physician.
Must possess qualifications in accordance with BSA standards (i.e. EMT, nurse, paramedic, first responder, etc.)
Extensive walking and moderate lifting required.
Have sight and hearing necessary to carry out safely all tasks assigned.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Aquatics Director

Program: Napowan Summer Camp

Reports To: Program Director

Supervises: Boating Manager, Aquatics Staff

**Primary Functions:** To administer and coordinate the overall aquatics program of the camp including all lakefront and boating programs in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

**Major Duties and Responsibilities:**

Assure that all campers, leaders, visitors, and staff served by the aquatics areas receive a quality program.

Maintain all facilities and equipment associated with the aquatics areas.

Assure the aquatics areas meet all BSA, federal and state regulations and standards.

Supervise and train the aquatics staff.

Responsible for teaching and/or overseeing the teaching of all programs associated with the aquatics area.

Assures the safety and welfare of all campers, leaders, and staff while in the aquatics areas.

Performs other duties as assigned by the Camp Director or Program Director.

**Critical Elements of this Position:**

Must be 21 years of age or older.

Must hold current National Camp School certification as an Aquatics Instructor, BSA, and current certifications in CPR and Standard First Aid.

Possess knowledge and application of skills relating to aquatics program.

Have hearing and sight necessary to oversee the safety of the aquatics areas.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Nature (Ecology/Conservation) Director
Program: Napowan Summer Camp
Reports To: Program Director
Supervises: Nature Staff

Primary Functions: To administer and coordinate the overall environmental, ecology, and conservation programs of the camp in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

Major Duties and Responsibilities:

Assure that all campers, leaders, visitors, and staff served by the Nature staff receive a quality program.

Maintain all facilities and equipment associated with the Nature area.

Supervise and train the Nature staff.

Responsible for teaching and/or overseeing the teaching of all programs associated with the Nature area.

Assures the safety and welfare of all campers, leaders, and staff while in the Nature areas.

Performs other duties as assigned by the Camp Director or Program Director.

Critical Element of the Position:
Minimum age 18 years old or older.
Must hold current ecology/conservation training certification from a National Camping School.
Possess knowledge and application of skills relating to Nature program.
Have hearing and sight necessary to oversee the safety of the Nature areas.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Shooting Sports Director
Program: Napowan Summer Camp
Reports To: Program Director
Supervises: Shooting Sports Staff

Primary Functions: To administer and coordinate the overall shooting sports programs of the camp in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

Major Duties and Responsibilities:

Assure that all campers, leaders, visitors, and staff served by the Shooting Sports staff receive a quality program.

Insure that all shooting sports and field sports programs are conducted safely and in compliance with all applicable laws and BSA standards.

Maintain all facilities and equipment associated with the Shooting Sports area.

Supervise and train the Shooting Sports staff.

Supervise and provide supplemental training to archery director and black powder instructor.

Responsible for teaching and/or overseeing the teaching of all programs associated with the Shooting Sports area.

Assures the safety and welfare of all campers, leaders, and staff while in the Shooting Sports areas.

Performs other duties as assigned by the Camp Director or Program Director.

Critical Element of the Position:
Minimum age 21 years old or older.
Must hold current shooting sports director training certification from a National Camping School.
Possess knowledge and application of skills relating to shooting sports program.
Have hearing and and sight necessary to oversee the safety of the shooting sports areas.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Flintlock Director
Program: Napowan Summer Camp
Reports To: Program Director
Supervises: Flintlock Staff

Primary Functions: To administer and coordinate the overall Flintlock program area in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

Major Duties and Responsibilities:

Assure that all campers, leaders, visitors, and staff served by the Flintlock staff receive a quality program.

Maintain all facilities and equipment associated with the Flintlock area.

Supervise and train the Flintlock staff.

Responsible for teaching and/or overseeing the teaching of all programs associated with the Flintlock area.

Assures the safety and welfare of all campers, leaders, and staff while in the Flintlock areas.

Performs other duties as assigned by the Camp Director or Program Director.

Critical Element of the Position:
Minimum age 18 years old or older.
Possess knowledge and application of skills relating to Flintlock programs.
Have hearing and sight necessary to oversee the safety of the Flintlock areas.
Position: Sherwood Director

Program: Napowan Summer Camp

Reports To: Program Director

Supervises: Sherwood Staff

Primary Functions: To administer and coordinate the overall Sherwood program area in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

Major Duties and Responsibilities:

Assure that all campers, leaders, visitors, and staff served by the Sherwood staff receive a quality program.

Maintain all facilities and equipment associated with the Sherwood area.

Supervise and train the Sherwood staff.

Responsible for teaching and/or overseeing the teaching of all programs associated with the Sherwood area.

Assures the safety and welfare of all campers, leaders, and staff while in the Sherwood areas.

Performs other duties as assigned by the Camp Director or Program Director.

Critical Element of the Position:
Minimum age 18 years old or older.
Possess knowledge and application of skills relating to Sherwood programs.
Have hearing and sight necessary to oversee the safety of the Sherwood areas.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Verona Director

Program: Napowan Summer Camp

Reports To: Program Director

Supervises: Verona Staff

Primary Functions: To administer and coordinate the overall Verona program area in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

Major Duties and Responsibilities:

Assure that all campers, leaders, visitors, and staff served by the Verona staff receive a quality program.

Maintain all facilities and equipment associated with the Verona area.

Supervise and train the Verona staff.

Responsible for teaching and/or overseeing the teaching of all programs associated with the Verona area.

Assures the safety and welfare of all campers, leaders, and staff while in the Verona areas.

Performs other duties as assigned by the Camp Director or Program Director.

Critical Element of the Position:
Minimum age 18 years old or older.
Possess knowledge and application of skills relating to Verona programs.
Have hearing and sight necessary to oversee the safety of the Verona areas.
Position: COPE Director  
Program: Napowan Summer Camp  
Reports To: Program Director  
Supervises: COPE Staff  

**Primary Functions:** To administer and coordinate the overall COPE program area in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.  

**Major Duties and Responsibilities:**  
Assure that all campers, leaders, visitors, and staff served by the COPE staff receive a quality program.  

Maintain all facilities and equipment associated with the COPE area.  

Supervise and train the COPE staff.  

Responsible for teaching and/or overseeing the teaching of all programs associated with the COPE area.  

Assures the safety and welfare of all campers, leaders, and staff while in the COPE areas.  

Responsible for the AI program and all activities involved.  

Performs other duties as assigned by the Camp Director or Program Director.  

**Critical Element of the Position:**  
Minimum age 21 years old or older.  
Must hold current National Camp School certification as a BSA Project COPE director.  
Possess knowledge and application of skills relating to COPE programs.  
Have hearing and sight necessary to oversee the safety of the COPE areas.
Position: Chaplain
Program: Napowan Summer Camp
Reports To: Camp Director
Supervises: None

Primary Functions: To administer and coordinate the religious program of the camp in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council.

Major Duties and Responsibilities:
Assure that all campers, leaders, visitors, and staff served by the camp are provided opportunities to adhere to the beliefs and practices of their own religious faith.
Coordinate and schedule religious services (chapel, vespers, grace, etc.)
Provide support, comfort and counseling as required to campers, leaders, visitors and staff.

Critical Element of the Position:
Minimum age 21 years old or older.
National Camp School certification as a chaplain is desirable.
Be recognized as a qualified clergyman or seminarian by his/her own church body.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Food Service Director
Program: Napowan Summer Camp
Reports To: Business Manager
Supervises: Kitchen Staff

Primary Functions: To administer and coordinate the overall kitchen operation of the camp in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

Major Duties and Responsibilities:

Responsible for meal planning, preparation, serving, and inventory control.

Responsible for timely preparation and proper placement of all suppliers’ purchase orders.

Responsible for meeting meal schedules on time.

Maintains the written logs and records required by legal and Boy Scout standards.

Responsible for making sure all charts (Hot/Cold, etc.) are filled in and all records are kept current.

Responsible for daily clean-up and preparation of the kitchen and dining facilities.

Responsible for the packaging and distribution of food for out-of-the-dining-hall cooking.

Oversees the Kitchen Staff and Dining Hall Steward.

Other responsibilities and duties assigned by the Camp Director, Program Director, or Business Manager.

Critical Element of the Position:

Minimum age 21 years old or older.
Must be able to operate kitchen equipment.
Possess knowledge and application of skills relating to food service operation.
Have hearing and sight necessary to oversee the safety of the food service area.
Position: Dining Hall Steward

Program: Napowan Summer Camp

Reports To: Food Service Manager

Supervises: Pavilion Staff

**Primary Functions:** To oversee the dining hall operation of the camp in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

**Major Duties and Responsibilities:**

- Responsible for set-up, serving, and clean-up of all camp meals.

- Responsible for working directly with the Food Service Manager in meal planning, serving, and inventory control.

- Works with the kitchen staff in maintaining the cleanliness of the Dining Hall.

- Responsible for the care and cleaning of the dining hall and the surrounding area.

- Other responsibilities and duties assigned by the Camp Director, Program Director, or Food Service Manager.

**Critical Element of the Position:**

Minimum age 18 years old or older.

Must be able to transport by hand food cases and food items.

Must be able to operate kitchen equipment.

Moderate to heavy lifting required.

Have hearing and sight necessary to safely perform all tasks is a necessity.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Kitchen Staff
Program: Napowan Summer Camp
Reports To: Dining Hall Steward
Supervises: None

**Primary Functions:** To administer and coordinate the overall kitchen operation of the camp in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

**Major Duties and Responsibilities:**

- Responsible for set-up, serving, and clean-up of all camp meals.
- Responsible for working directly with the Food Service Manager in meal planning, serving, and inventory control.
- Responsible for maintaining the cleanliness of the Dining Hall.
- Responsible for the care and cleaning of the dining hall and the surrounding area.
- Other responsibilities and duties assigned by the Camp Director, Program Director, or Food Service Manager.

**Critical Element of the Position:**
Minimum age 15 years old or older.
Must be able to transport by hand food cases and food items.
Must be able to operate kitchen equipment.
Moderate to heavy lifting required.
Have hearing and sight necessary to safely perform all tasks is a necessity.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Trading Post Manager
Program: Napowan Summer Camp
Reports To: Business Manager
Supervises: Trading Post Staff

Primary Functions: To administer and coordinate the overall Trading Post operations of the camp in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

Major Duties and Responsibilities:

Responsible for daily operation and organization of the Trading Post and Mercantile.

Responsible for inventory, ordering and sales of all trading post stock.

Responsible for stock control and rotation, maintaining sufficient stock of items for sale, and notify the business manager as stock becomes deleted.

Insure that all trading post programs are conducted safely and in compliance with all applicable laws and BSA standards

Other responsibilities and duties assigned by the Camp Director, Program Director, or Business Manager.

Critical Elements of the Position:
Minimum age 18.
Possess knowledge and application of skills relating to Trading Post operations.
Have hearing and sight necessary to oversee the safety of the Trading Post areas.
Must be able to lift and carry light to moderate loads.
Position: Program Staff
Program: Napowan Summer Camp
Reports To: Assigned Area Director
Supervises: None (except as directed by Area Director)

Primary Functions: To administer and coordinate the overall program areas of the camp in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations.

Major Duties and Responsibilities:
Assure that all served by the various program areas receive a quality program.
Maintain all facilities and equipment in the program areas.
Assure all programs meet all BSA, state, and federal regulations and standards.
Responsible for teaching and overseeing the programs conducted in program areas.
Instruct and counsel campers in assigned skills, programs, and merit badges.
Assist in camp-wide programs as assigned.
Assist the department director insuring that all programs are conducted safely and in compliance with all applicable laws and BSA standards.
Assures the safety and welfare of all Scouts, leaders, and staff while in program area.
Other responsibilities and duties assigned by Camp Director, Program Director, or Area Director.

Critical Elements of the Position:
Must be 15 years old or older.
Possess knowledge and application of skills relating to individual program areas.
Have hearing and sight necessary to oversee the safety of the program areas.
Must be able to lift and carry light to moderate loads.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Counselor in Training (CIT)
Program: Napowan Summer Camp
Reports To: Camp Commissioner
Supervises: None

Primary Functions: To learn and become familiar with the operation and programs of the camp in order to be considered for future camp staff openings.

Major Duties and Responsibilities:

Rotate between program and administrative areas assisting where assigned by the Camp Commissioner or Program Director.

Assist camp staff in special projects such as campfire programs, camp check-in, etc. and assist in the closing of camp.

Other responsibilities as assigned by the Camp Director, Program Director, or Camp Commissioner.

Critical Elements of the Position:
Minimum age 14.
Moderate lifting and walking required.
Hearing and sight necessary to perform tasks.
NAPOWAN CAMP STAFF JOB DESCRIPTIONS

Position: Volunteer Program Staff

Program: Napowan Summer Camp

Reports To: Assigned Area Director

Supervises: None

Primary Functions: To administer and coordinate the overall program areas of the camp in accordance with the standards set forth by the Boy Scouts of America and the Northwest Suburban Council. Assure that the operation is run in accordance with safety and health standards and in compliance with state and federal regulations. Volunteers are expected to perform the same duties with the same attitude as the Program Staff.

Major Duties and Responsibilities:

Assure that all served by the various program areas receive a quality program.

Maintain all facilities and equipment in the program areas.

Assure all programs meet all BSA, state, and federal regulations and standards.

Responsible for teaching and overseeing the programs conducted in program areas.

Instruct and counsel campers in assigned skills, programs, and merit badges.

Assist in camp-wide programs as assigned.

Assist the department director insuring that all programs are conducted safely and in compliance with all applicable laws and BSA standards.

Assures the safety and welfare of all Scouts, leaders, and staff while in program area.

Other responsibilities and duties assigned by Camp Director, Program Director, or Area Director.

Critical Elements of the Position:

Must be 15 years old or older.

Possess knowledge and application of skills relating to individual program areas.

Have hearing and sight necessary to oversee the safety of the program areas.

Must be able to lift and carry light to moderate loads.