



ADMINISTRATIVE STAFF JOB DESCRIPTION

1. Be responsible to and follow directions of Camp Director.
2. Attend a Staff Training meeting when requested prior to camp to help familiarize yourself with the activities you will be leading at camp.
3. Develop an interesting and entertaining way to present your activity. If you need creative assistance, contact the Program Director.
4. Any purchases that may be necessary for your program area need to be approved by the Camp Director.
5. Arrive at camp no later than 7:30 am to set-up your station area, be certain that all supplies and equipment needed for that day's activity are at your station and prepare for the first den to arrive. Be sure to sign-in at Admin when you arrive.
6. Pack up supplies and equipment at the end of each day, making sure you are leaving the area as clean as possible.
7. Organize the boys as soon as they arrive at your area and get them started on activities as quickly as possible. Demonstrate or show the boys a sample activity and assist them as needed.
8. Encourage the Den Leaders to actively assist the boys as needed.
9. Keep your boys in your activity area until the end of their session. Do not permit them to wander off in the middle of the session.
10. Encourage sharing, fair play, sportsmanship, and politeness among both the Scouts and Leaders.
11. Have a "Plan B" if extra time remains at the end of a session, or unexpected conditions require changes in the activity (i.e. weather conditions, etc.)
12. Maintain a positive attitude about your camp experience.
13. Report any problems or suggestions to the Camp Director.

ADMINISTRATIVE STAFF volunteers must agree to abide by the above job description and the following camp regulations:

- Wear the official Camp Shirt every day.
- Walking shorts may be worn—no very short shorts.
- Wear sensible shoes—no open-toe shoes.
- Avoid abusive language, swearing, or aggressive behavior.
- Smoking or chewing tobacco within view of Scouts is not allowed.
- No running in camp except in organized games, as directed by Station Staff.
- Always have another adult present when disciplining any child.
- No firearms, knives, alcoholic beverages or illegal substances allowed.
- Medication is dispensed at the First Aid Station by authorized Camp Staff only.

Your signature on your Registration Form signifies that you have read and understand the above Job Description and agree to serve as a Staff Member, attend Staff Training prior to camp, read the training manual completely and abide by its contents, and DO YOUR BEST to participate in a safe and fun Camp Tomahawk experience for all.

Please keep this Job Description for your reference.