

Camp Commissioner

Job Title: **Camp Commissioner**

Incumbent:

Classification: ***Exempt (Seasonal)***

Reports to: **Camp Director**

Position Purpose:

The Camp Commissioner is responsible for the quality of customer service between the units and leaders with Gorham Scout Ranch. The Camp Commissioner should be a leader and role model for staff and campers.

Essential Job Functions:

- Communicate with units, leaders, and parents prior to their arrival at camp with a welcoming message to ensure they are prepared for their experience and have a way to address questions or concerns.
- Administer the check-in and check-out day procedures for each session of camp including the assignment or and supervision of the camp staff and recording of attendance records in the Tentaroo system and ensure that all units complete a camp evaluation prior to their departure from camp.
- Working with the camp director and program director, hold camp staff accountable to the staff code of conduct as well as policies and procedures set forth by the camp, Great Southwest Council, and the Boy Scouts of America.
- Ensure the grounds and facilities at Camp Mountaineer are welcoming to all campers and leaders by being clean, organized, and best representing the brand of Scouting.
- Develop and implement a plan to offer BSA training courses, interest sessions, and other activities to adult leaders while in camp.
- Provide guidance and supervision to volunteer commissioners while in camp to provide a welcoming atmosphere for units and leaders and manage the campsite inspection process and recognition.
- Work with the camp director and program director to coordinate and plan staff training week ensuring all staff members receive the appropriate training as set forth by the Boy Scouts of America.
- Be knowledgeable of and enforce all procedures related to health and safety, council and national policies, use of equipment, and operation of facilities.
- Ensure Camp Mountaineer meets and complies with all National Camp Standards and any applicable local, state, and national standards.
- Interact with Scouts, leaders, and staff members to identify areas that require attention to maintain the delivery of quality programming.

- Work with the camp ranger to identify items that require attention regarding facilities and grounds maintenance.
- Work with the camp ranger to identify service projects in camp that are able to be completed by units and/or individual skilled adults and promote them to those in camp.
- Maintain high morale of the staff, inspire trust, recognize achievement and make note of poor performance with the camp director through personal observation and staff meetings. Other duties as assigned by the camp director for the successful operation of the camp

Other Job Duties:

- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Provide ongoing program ideas to counseling and activity area staff.
- Prepare an end of season report detailing program delivery metrics, performance evaluations for direct report staff, and the condition of equipment and facilities that need repair, replaced, or additional equipment needed.

Relationships:

The Camp Commissioner will register with the Boy Scouts of America and agree to promote the mission of the Boy Scouts of America and the Great Southwest Council.

Equipment Used:

Proficient in computer skills and related word processing, data management, and Internet computer software. Knowledge of some program delivery and office equipment as well as a valid driver's license.

Qualifications: (Minimum Qualifications and Experience)

- Be a mature and responsible adult, at least 18 years old.
- Hold, or be willing to obtain prior to the summer camp season, a qualifying certification from a BSA National Camping School or become registered as an active volunteer commissioner in Great Southwest Council.
- Have the ability to identify, respond, and provide leadership to environmental and other hazards and be physically capable to assist campers in an emergency (fire, evacuation, illness, injury).
- Live at Gorham Scout Ranch for the duration of the resident camp season (approximately 5 weeks)

