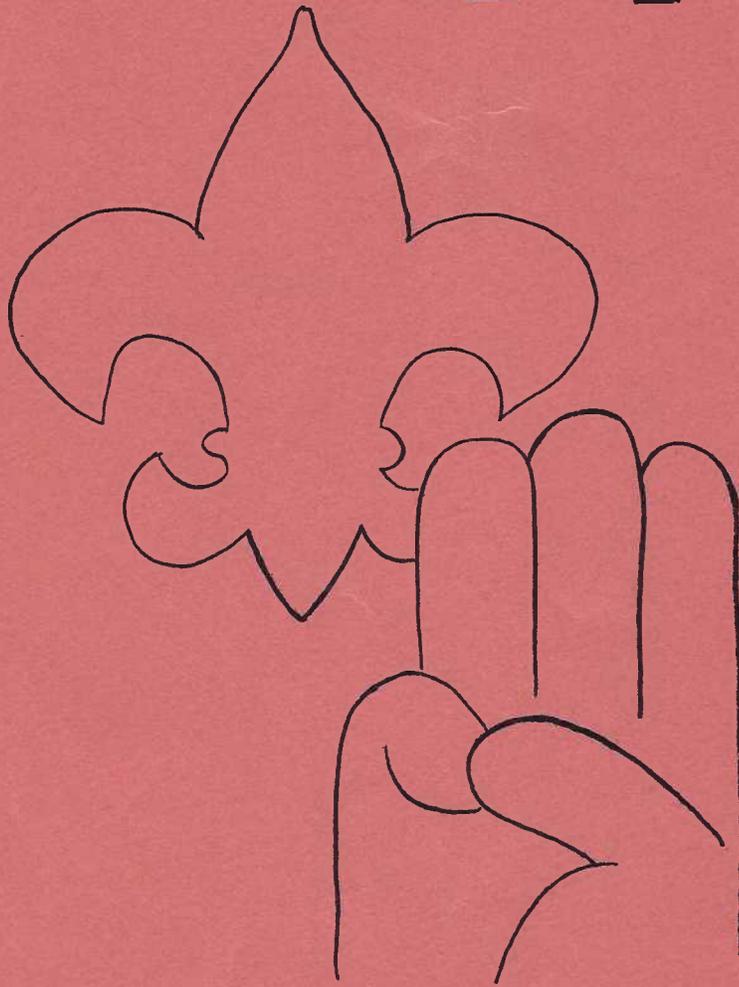


CAMP

STAFF



guidebook

## INTRODUCTION

This manual is your guide to the successful operation of the Massawepie Camps.

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

The most important thing in camping is that each Scout should have the kind of Scouting experience that his handbook promises.

As a Scout becomes at home in the out-of-doors, he unconsciously absorbs some of the greatness of nature itself - the stillness of the forest - the merriment of the mountain stream - the breadth of the land from atop a mountain peak - the freedom of the sky - the clearness of the wind - the beauty of a sunset. He learns skills, resourcefulness, and self-reliance. The woods, the streams, the trails and the wild creatures that inhabit them become his friends, and the out-of-doors a lifelong source of recreation.

The camp is the real laboratory of Scouting, where you and I, the unit leaders and the Scouts, work together to learn the best that Scouting can offer in developing better Troops, qualified Scouters and skillful, self-reliant boys and young men.

I welcome you, as a member of the Staff, or as a CIT, to the Massawepie Scout Camps. I 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 and Troops coming to Massawepie.

George F. Frank, Jr.  
Director Massawepie Scout Camps

## PURPOSE OF MASSAWEPIE CAMP STAFF

TO: Help Unit Committee and Leaders to plan and conduct their Troop Program in camp.

Present Leaders with a better understanding of Scout camping.

Strengthen Troop and Patrol leadership through training, and actual practice in camp.

Stimulate the building of year-round Troop camping program through training in various skills, and by acquiring new interests

The position which you fill on Staff is vital to proper operation of camp. We are a team, each playing a different position, with a different schedule, on a different part of the field. But everyone must move in the same direction - to clear the way for the Troop Leader, who calls the plays with the boys.

### HOW THE STAFF FUNCTIONS

Staff Personnel: The Massawepie Scout Camps Staff is a total of the staffs of Camps Pioneer, Mountaineer, Voyageur and Forester, plus the Central Administration Staff. The Director of Camping is responsible for the coordination of Massawepie Scout Camps.

Staff Performance: Each period you will have an opportunity to discuss with your Camp Director specifics about "your job". Here is a real opportunity to find out your standing. It will assist you in striving to improve your performance.

## FACTS FOR STAFF MEMBERS

Vacation Work Permit: State law requires all staff members under 18 years of age to secure a Vacation Work Permit. This permit must be filed with Council office before arrival at camp. Permit applications can be obtained from your school office or Guidance Counselor.

Health History and Medical Examination: Each Staff member will receive a copy of this form, which is to be completed in part by the individual, and in part by your family physician. This completed form must be brought with you to camp.

Insurance: Staff members are not covered by camper Health and Accident Insurance. Each individual should confirm his family's coverage. The camp encourages staff members to take out our own camp Health and Accident Insurance at a cost of \$5.00 for the summer.

Automobiles and Motorcycles: Staff members may not bring an automobile to camp without the express permission of the Director of Camping. By direction of the Council Camping Committee, no motorcycles are permitted.

Lanterns: Use of gasoline and kerosene pressure type lanterns is not permitted by anyone at Massawepie Camps.

Days Off: Time off is usually considered from 2 P.M. to 2 P.M., one day each week. This time off may not be accumulated. Staff members under 18 years of age are required to be back in camp no later than 12:00. Exception must be cleared with your Camp Director. Day off schedule will be cleared by the Camp Director.

All staff members are required to sign out when leaving camp, indicating destination, and to sign in upon return. A "sign-out log" is located in your camp office for this purpose. Travel on "day off" is limited to 100 miles radius from camp.

Any staff member asked by the Camp Director to work during the normal day off period will receive compensating time off.

Evening Off: Staff members under 18 years of age may be permitted one evening out of camp per week (other than scheduled day off). Permission must be secured from the Camp Director. All Staff under 18 years of age must be back in camp no later than 12:00 Midnight.

Staff over 18 years of age must secure permission from their Camp Director for an evening out of camp. Camp policy states that at least 50% of the Adult Staff (18 years and older) must be on duty at all times.

Hitchhiking: This is in violation of the State Law. Staff members hitching are subject to immediate dismissal.

Remuneration: Staff members will be paid by check every 2 weeks, at the end of the camp period. Social Security number and W-4 statement must be submitted before checks can be drawn.

## FACTS FOR STAFF MEMBERS (CONT'D.)

Uniforming: All Staff members are required to maintain at least two (2) complete official Boy Scout summer uniforms.

The official summer uniform is the normal camp dress for all Staff members. Only official hats will be recognized.

Smoking: Staff members do not smoke "on the job", or while working with boys. Staff members under 18 must have written permission from their parents to smoke.

Staff Taps: All Staff members are expected to be in bed no later than 11:30 P.M.

Order of the Arrow: Many Staff members are active in the OA, and will want to participate at camp. OA activities are held Sundays and Mondays of each week. Staff members should bring their Indian costumes to camp. Participation in OA activities may be done without interference in primary duties.

Reveille - 7:00 A.M. - At Breakfast, Lunch and Dinner: Staff are required to be on time for every meal. Staff gather at the front doors to the Dining Hall and enter on signal. Staff members are expected to eat all meals in the Dining Hall. Forester Staff eats with Patrols, as assigned by their Assistant Camp Director.

Swim Times: On all Staff swims, the "Buddy" system must be used. The Aquatics Director is held personally responsible, even on informal Staff swims. Time will be made available each day for staff swims through coordination of the Aquatics Director and Camp Director. This will usually be just before the supper meal.

Laundry: A central laundry facility is located next to the Central Trail Store (near Voyageur Staff area). Soap powder and bleach are available through each Camp Trading Post. You are expected to keep your personal clothing clean and presentable.

Personal Quarters: Staff members and CIT's are assigned two persons to a tent. Tents are on platforms, and have folding cots with mattress. You will be expected to keep your living area clean and neat. It is suggested that you bring a footlocker for storage of your clothes and personal gear. A small padlock on a footlocker is a safeguard.

Personal Health: Camp Staff members and CIT's are expected to make a presentable appearance at all times. Hot showers are available in each camp for daily bathing and shaving. Hair is required to be kept clean and neat, and trimmed to normal standards. Barber shops are available in the nearby local communities.

## UNIFORM AND EQUIPMENT CHECK LIST

- - ~~Physical Exam Form~~
- - ~~Sweater and/or Jacket~~
- - ~~Extra Pairs of Socks~~
- - ~~Extra Sets of Underwear~~
- - ~~Handkerchiefs~~
- - ~~Two Towels, Wash Cloths~~
- - ~~Bathing Trunks~~
- - ~~Sleeping Bag or Wool Blankets~~
- - ~~Air Mattress or Ground Cloth~~
- - ~~Poncho or Raincoat~~
- - ~~Soap, Toothbrush, Toothpaste, Comb~~
- - ~~Personal Mess Kit and Eating Utensils~~
- - ~~Scout Uniform Pants, Shirt, Neckerchief Slide~~
- - ~~Summer Uniform, Shorts, Knee Socks, Shirts~~
- - ~~Flashlight, Pocket Knife~~
- - ~~Scout Handbook, Pencil, Paper, Compass~~
- - ~~Extra Pair Shoes, Rubbers~~
- - ~~Knapsack or Duffel Bag~~
- - ~~Musical Instruments~~
- - ~~Footlocker with Padlock for your Gear~~

## HOW TO GET TO MASSAWEPIE

### By Automobile:

Two routes to Massawepie Scout Camps: Take New York State Thruway to Syracuse - then north on Interstate #81.

or

U. S. Route #104 to Interstate #81, and around Watertown to Route #181. Route #181 to Route #3 at Black Creek - and on to camp 12 miles west of Tupper Lake.

### By Bus:

The nearest bus depot to Massawepie is either Potsdam or Saranac Lake. Staff members arriving by bus should telephone camp before departure from home, to notify us of your expected arrival time at the bus depot. We will arrange to have you met there, and transported to camp. Camp phones are 518-359-3900 and 518-359-2281.

Camp Visitors are welcomed any time. A list of commercial accommodations in the Massawepie area is available at the Scout Servicer.

## RULES OF THE ROAD

The hairy question - Long hair for men is debated on many levels: parents...teachers...military men...coaches...religious leaders...camp directors...and young people themselves. Critics see long hair as synonymous with rebellion - uncleanness - a mark of defiance - dropout. Supporters view it as a sign of individuality - proclaiming identity - being "in" with the age-mates.

We, at Massawepie, have a position on hair length. We feel that long hair "back home - in the city" is fine - when the wearer keeps it neat, combed, etc., but at camp, in the service of others, we feel that long hair is not only presenting the image we do not wish to present, but in addition, long hair in camp presents a cleanliness problem. You are not expected to wear crew cuts - but you are expected to keep your hair cut and trimmed to conform with the standards of the Massawepie Scout Camps.

Blue words - and worse - Each member of the Staff or CIT Program will be an example to some other Scout, leader or fellow staff member during the summer. Obscene language, although it is a current trend in movies, books and even television, can tarnish not only the example you hope to set for someone else, but completely ruin your effectiveness with your fellow workers. Watch your language - and you will be a better man for it.

You personally - sometimes in the heat of battle a soldier forgets his bath, he skips shaving, and his pack looks disheveled and untidy. We in camp don't have the excuse a soldier under fire has. In setting the example, it is absolutely necessary for you to be neat and clean. Hot showers are available in every camp. Washing machines are located at the Central Trail Store, near the Voyageur Staff area. Each camp has a supply of brooms that, with a little effort, will remove the dirt from your living quarters.

Be neat - and clean. It's the "in" thing.

## SONG LEADING

Singing Scout songs is fun, and learning to sing and lead them is an important part of your Staff assignment.

Songs are a "natural" for troop activities, hikes, on the trail, campfires and most every Scout occasion.

Songs will create enthusiasm, and set a mood for your activity as nothing else can. Every staff member will have the opportunity to be a song leader. Following are some "hints" to help you do a better job when you have the opportunity to lead a group in singing.

1. Relax - you don't have to be a professional singer or the director of a symphony to lead songs.
2. Use simple directions - simple up and down motions with one or both hands, to fit the beat of the song. With practice you can develop a style of your own.
3. Keep it simple - for the first song you lead, choose one that is simple and well known by the group. Try an old favorite as a warmer-upper.
4. Select in advance - select your songs in advance - and make sure that you know them well enough to teach them with ease, and to keep control at all times.
5. Set the pitch - for songs by humming or singing the first few bars.
6. Get the proper key- and the whole group will sing easily. If you are too high or too low, stop the song - get the correct pitch - and start over.
7. Don't shout - loud singing in good spirit is fine, but a group shouting a song to make noise will soon get out of hand.
8. Never ask what they want to sing. You will receive too many suggestions and soon become confused.
9. Be enthusiastic - and wear a smile as you lead your songs. The way you feel will soon catch on with the group you are leading.
10. Follow the mood - especially at campfires. Begin with lively songs, while the flames leap high. As the fires die down, sing quiet songs. Close campfires, dining hall programs, songfests with a patriotic or inspirational flavor.

## YOU AND THE CIT PROGRAM

The Counselor-In-Training Program is designed to provide 14-15 year old Scouts a training program. This program extends over an eight week period of time and covers all phases of camp operations and stimulates CIT's to attain Eagle rank.

There will be four patrols of CIT's (5 boys to a patrol). Each patrol will spend a certain amount of time, as well as serving as the Service Patrol, in each of the Massawepie Camps. While CIT's are serving in camps, they are directly responsible for "on the job" training assignments by the Camp Director.

CIT's are brought to camp to learn and to assist in various phases of the camp operation. They are not there to replace Staff members, or to relieve Staff members of any of their duties.

You will be expected to give leadership and example to the CIT's. They will be expected to learn and assist where needed. They are a valuable assist to our operation, and can greatly assist in providing better service to the troops in camp.

We emphasize that you are their example. The success of a CIT will be reflected in your association with him.

## POSITION SPECIFICATIONS

### CENTRAL CAMP CLERK

1. Is directly responsible to the General Manager.
2. Responsible for all administrative and clerical duties as assigned by the General Manager, Food Service Manager, or Central Trail Co-ordinator.
3. Responsible for daily mail delivery - both incoming and outgoing. Is Clerk-in-Charge of Massawepie Rural Station.
4. Responsible for daily accounting of all persons in Massawepie Scout Camps. Changes are to be sent down to Rochester daily.
5. Responsible for a periodic tally on Scouts and leaders per troop, for Council records.
6. Is responsible for maintaining all correspondence, heresay, or other material available through office administrative practices in strict confidence at all times.
7. Is responsible for the cleanliness of the Central Office at all times.
8. Serves as receptionist for all inquiries, and welcomes cordially all visitors or other personnel visiting the Central Office.
9. Assists in "cashing up" daily Trading Post receipts and other receipts. Prepares bank deposits and aids in Trading Post operation.
10. Maintains daily meal count for Food Service Manager.
11. Is responsible for all radio communications.
12. Receives and disposes of Camp Director requests for supplies, etc.
13. Sees to it that all forms and reports are filed and sent to the proper people at the proper time.
14. At all times, seeks to preserve a cheerful spirit, even in the midst of irksome tasks and weighty responsibilities.

## POSITION SPECIFICATIONS

### CENTRAL TRAIL CO-ORDINATOR

1. Is directly responsible to the General Manager for the operation of the Trail Program in camp. Works with the Program Director in all three camps in carrying out the Trail Program.
2. Trains, directs, advises and leads the members of the Trail Departments in their duties, maintaining efficiency and high morale at all times for the benefit of the units.
3. Is responsible for the maintenance and wise use of all equipment assigned to the Trail Department, including tents, axes, cooking gear and all other program equipment.
4. Is responsible for keeping the Trail Store and immediate area clean and orderly at all times.
5. Is responsible for maintaining an adequate inventory of all equipment which is to be taken on Friday afternoon of each week and submitted to the Central Office by 12:00 noon of the following day.
6. Submits roster of all troops on trail each week to both the Camp Steward as well as the Camp Director and the Central Office. This roster is to include number of people on trail from each troop in camp, and the exact number of meals for which they will be out of the dining hall. This is to be complete, and turned in by 9:00 A.M. on each Monday morning.
7. Roster of each troop going on trail is to be turned in to the Camp Office prior to the Unit's trip. This roster to include names of all people on trip, destination, and estimated time and date of arrival back in camp.
8. Provides provisions for troops going on trail, and for all First and Second Class cooking tests that are to take place either on trail or in camp. Develops a close working relationship with the chef and steward in use of kitchen facilities.
9. Inspects all troops as they leave to go on trail, to insure the use of proper hiking and camping practices and methods.
10. Briefs troop leaders before they go on trail, so they may know what to expect, and what is expected of them.
11. Represents the Trail Department at all Scoutmaster's Roundtables and staff meetings, as directed by the General Manager.
12. Assists the Program Director as requested in campwide events, or on requests from units in camp.

CENTRAL TRAIL CO-ORDINATOR (CONT'D.)

13. Collects all monies for Trail Foods sold to cooking troops, and all monies for transportation from canoe trips, prior to departure of said trips. Also collects all monies for rental of equipment, and sees that all monies are turned in to the Central Office.
14. Is responsible for the setting up and taking down of all Outpost Camps.
15. Makes a written report at the close of camp, plus an evaluation of his program staff.
16. Carries out such other duties as may be assigned by the General Manager.

## POSITION SPECIFICATIONS

### CENTRAL WAREHOUSE CLERK

1. Is directly responsible to the Assistant Business Manager.
2. Responsible for assisting the Assitant Business Manager in the inventory and maintenance of the Central Warehouse.
3. Is responsible for the issuance of approved requisitions from the Central Warehouse.
4. Co-operates with the Food Service Manager upon direction of the Assistant Business Manager.
5. Is responsible for keeping the warehouse in clean and orderly condition.

## POSITION SPECIFICATIONS

### OUTPOST SPECIALIST

1. Is directly responsible to the Central Trail Co-ordinator.
2. Provides instruction and demonstration related to the outpost specialty he is assigned to instruct.
3. Co-ordinates his service schedule through the Central Trail Co-ordinator.
4. Maintains all equipment assigned to him for use, and inventories this equipment weekly.
5. Provides the CIT Director with confidential appraisals of CIT's assigned to his outpost for training.

## POSITION SPECIFICATIONS

### PROGRAM DIRECTOR

1. Is responsible directly to the Camp Director.
2. Assumes full responsibility for the camp in the absence of the Camp Director.
3. Is responsible, with the Camp Director, for creating and maintaining high morale among the permanent camp staff, and all troops in camp.
4. Responsible for directing and coordinating all program department staffs through their respective department heads.
5. Develops and coordinates, with unit leaders, the campwide activities, including campfires, special skills, programs and events.
6. Directs the brief "after-meal" program in the dining hall, including announcements, and songs and skits relative to special events.
7. Makes a written report on the work of each Program department head, and his staff.
8. Assumes such administrative duties as delegated by the Camp Director.
9. Sees that each Program department area is completely set up and ready to operate by opening day of the camp season.
10. Assists in the conducting of the Scoutmaster's roundtable.
11. Trains Staff department heads in the conducting of their area of the program offered by the camp.
12. Carries out all other duties assigned by the Camp Director.

## POSITION SPECIFICATIONS

### AQUATICS DIRECTOR

1. Is directly responsible to the Program Director for the operation of the program in camp.
2. Trains, directs, advises and leads the members of the Aquatic Staff in their duties, maintaining efficiency and high morale at all times for the benefit of the camp.
3. Serves as the Merit Badge Counselor for Swimming, Lifesaving, Rowing, Canoeing, and as the Counselor for Scout Life Guard. Is also responsible in seeing that each troop is trained in the "Safe Swim Defense Plan", and Aquatic Trail briefing.
4. Is responsible for the maintenance, inventory, and wise use of all aquatic equipment, including boats, canoes, sailboats, crash boat, and all other program equipment. Is also responsible for the setting up and storage for the winter of both the swim dock and boat dock.
5. Is responsible for the classification of each person who uses the Aquatic area, for either swimming or boating.
6. Represents the Aquatic Department at all Scoutmaster's roundtables, and other staff meetings, as directed by the Camp Director.
7. Assists the Program Director as requested in campwide events, or on request from units in camp.
8. Is responsible for keeping a list of all campers who are not allowed to swim, on orders from the Camp Doctor, and sees that the Scouts or leaders on this list do not swim until their name is removed from this list.
9. Makes a written report at the close of camp, plus an evaluation of his program staff.
10. Is responsible for fulfilling standards of water safety for the benefit of all campers.
11. Assumes responsibility, as assigned, for cleanliness of staff shower house.
12. Carries out such other duties as may be assigned by the Camp Director.

## POSITION SPECIFICATIONS

### AQUATIC INSTRUCTOR

1. Is directly responsible to the Aquatic Director.
2. Accepts and carries out all responsibilities as assigned.
3. In questions of policy or procedure, or anything involving discipline or the safety of persons at the aquatic area, consults with the Aquatic Director.
4. Instructs in the following when called upon:
  - a. Merit Badges - Swimming, Lifesaving, Canoeing, Rowing
  - b. Beginner and non-swimmer instruction
  - c. Eight-Point Defense Plan
  - d. Mile Swim
5. Assist in any special events, such as Carnival, Dip Till Dark, etc.
6. Assist in the following: general swim, making out buddy tags, general boating
7. Assists in the establishment and maintenance of all aquatic areas and equipment as an integral part of camp operations.

## POSITION SPECIFICATIONS

### CAMPING-CONSERVATION DIRECTOR

1. Is directly responsible to the Program Director for the operation of the Camping Conservation program.
2. Trains, directs, advises and leads members of the c/c Staff for the benefit of the camp.
3. Serves as Merit Badge Counselor for the following Merit Badges: Camping, Cooking, Hiking, Pioneering, Signaling, Forestry, Wildlife Management, Nature, Bird Study, Soil & Water Conservation, Conservation of Natural Resources, Astronomy and Weather.
4. Is responsible for maintenance and proper use of all equipment assigned to c/c department.
5. Is responsible to maintain all c/c demonstration areas in a clean, neat, and orderly manner at all times.
6. Maintains an accurate inventory of equipment.
7. Represents the c/c department at all Scoutmaster roundtables.
8. Develops a list of conservation projects, suitable for a patrol, buddy team or individual boy.
9. Is responsible to establish and maintain areas throughout camp which will include:
  - Pathfinding Area (Compass)
  - Tracking and Trailing Area
  - Suitable pre-meal activity areas adjacent to Dining Hall
  - Demonstration Outpost
  - Weather Station
  - Properly Marked Nature Trails
  - Nature Displays
10. Encourages establishment and maintenance of Troop and Patrol site Axe Yard, and original campcraft activities.
11. Supervises conservation projects.
12. With the Trail Co-ordinator, seeks opportunities for Nature Study on trails and outpost camps.
13. Maintains attractive campfire area and supervises building of camp-wide campfires.
14. Assists Commissioner and Troop leaders in troop c/c instruction.
15. Assist Program Director with camp-wide events.
16. Makes written camp-end report, with evaluation of c/c members.
17. Carries out such other duties as may be assigned by the Program Director and/or Camp Director.

## POSITION SPECIFICATIONS

### CAMPING-CONSERVATION STAFF

1. Responsible directly to the c/c Director.
2. Accepts and carries out all responsibilities as assigned by the c/c Director.
3. Instructs in the following when called upon:
  - Astronomy
  - Signaling
  - Knife and Axe
  - Conservation Project Activity
  - Compass
  - Related Merit Badges
4. Assists in establishment and maintenance of all c/c areas and equipment, as an integral part of camp operation.
5. Assists in camp-wide events.
6. Carries out other such duties as may be assigned by the Program Director and/or Camp Director.

## POSITION SPECIFICATIONS

### CAMP CLERK

1. Is directly responsible to the Camp Director.
2. Responsible for all administrative clerical duties as assigned by the Camp Director, Assistant, or Commissioner.
3. Responsible for the daily accounting of all persons in camp, and reporting any changes to the Central Office daily. Roster changes to be sent via the daily mail pick-up.
4. Is responsible for the typing of a set of individual file cards from the Troop rosters, and sending to the Central Office for the Master File.
5. Is responsible for maintaining all correspondence, heresay, and other material available through office administrative practices in strict confidence at all times.
6. Is responsible for the cleanliness of the Camp Office at all times.
7. Maintains the lost and found department, keeping a current inventory of items reported lost.
8. Serves as receptionist for all inquiries, and welcomes cordially all visitors or other personnel visiting the Camp Office.
9. Assists in the collecting of guest meals on request of the Dining Hall Steward.
10. Is responsible for notifying and instructing the assigned "Charge Quarters" each day. Serves as Charge of Quarters in emergency absence of assigned staff member.
11. Is responsible for being present at the Leader's roundtable, with such administrative aids as may be useful.
12. Renders First Aid when requested, under guidance of Camp Doctor, and is responsible for inventory and storage of First Aid supplies.

## POSITION SPECIFICATIONS

### CAMP COMMISSIONER

Purpose: Serve the program and physical needs of three to four troops, to the end that the troop leaders can become stronger, better organized, and learn how to program their own activities.

Responsibility: Manage and supervise a Commissioner Aide in providing Scoutcraft, Woodcraft, and Campcraft skills to units, leaders, and junior leaders in service area.

Co-ordinate, through the Program Director, in utilizing the program staff to serve unit and boy needs, in order to mobilize the greatest possible program resources of the camp.

Daily counsel with unit leaders and junior leaders of troops in service area, in order to strengthen patrol operation and development of junior leaders, so that troops in their charge become stronger and better organized, and learn how to program their own activities.

Work with each troop so that it has a well written and balanced program for the period.

Upon arrival, quickly help each troop to get settled and comfortable, using the guide escorts through check-in process.

Provide handicraft resource material, tools, and facilities for the unit program, in order to answer creative urge, self-expression, and hobby skills in boys.

Survey all camp physical facilities daily, in order to maintain proper health, sanitation, and safety in his service area.

Responsible to: Directly to the Program Director.

Qualities: Neat appearance (uniform), good manners, tact, cooperative nature, cheerfulness, sincerity, adaptability, promptness, and ability to take initiative.

Qualifications: 21 years of age or older, working knowledge of Scouting movement, working knowledge of camping skills.

## POSITION SPECIFICATIONS

### COMMISSIONERS AIDE

1. Is responsible to the Commissioner.
2. Accepts and carries out all responsibilities as assigned by the Commissioner.
3. Instructs in subjects assigned to him.
4. Assists in department campwide activity, as well as other campwide activities to which he might be assigned.

## POSITION SPECIFICATIONS

### FIELD SPORTS:

1. Is directly responsible to the Program Director for the operation of the Field Sports.
2. Is responsible for the maintenance, inventory, and wise use of all equipment assigned to the Field Sports program.
3. Is responsible for setting up and taking down of an Archery range, as outlined in the Scoutcraft Activities Manual of the Boy Scouts of America.
4. Represents the Field Sports at all Scoutmaster's roundtables and other staff meetings as directed by the Camp Director.
5. Assists the Program Director as requested in campwide events, or on requests from units in camp.
6. Makes a written report at the close of camp.
7. Assumes the responsibility of cleanliness of the staff shower house as assigned.
8. Carries out such other duties as may be assigned by the Camp Director.

## JOB SPECIFICATIONS

### QM HANDICRAFT

1. Is responsible to the Program Director
2. Accepts and carries out all responsibilities as assigned by the Program Director.
3. Instructs in those Merit Badges assigned to him.
4. Assists in department camp-wide events, as well as other camp-wide events he might be assigned to.
5. Maintains proper safety precautions in the handling of tools and equipment in the Handicraft department.
6. Maintains the Quartermaster area in neat and orderly condition at all times.
7. Issues tools and equipment to Troops and Staff at published times, as directed by the Program Director.

## POSITION SPECIFICATIONS

### DINING HALL STEWARD

1. Is responsible to the Camp Director and Chef for the proper execution of the following responsibilities.
2. Supervises the work of the waiters in the setting and clearing of their tables, and the floor area around their tables.
3. Is responsible for the cleanliness, order, appearance and routine of the Dining Hall.
4. Is directly responsible for the cleanliness and order of the Dining Hall, breezeway and stockroom, plus the kitchen, except for that part used by the Chefs in preparation of the food.
5. Sees that sinks, dishwasher, coffeemaker, toaster, and all dishes and shelves used for storage of same, are clean, and free of dirt at all times.
6. Sees that all garbage and rubbish is promptly disposed of after each meal. This is of prime importance to the health of the camp.
7. Sees that all dish cloths, mops, scrub brushes are kept clean, and hung out to dry after each use.
8. Sees that the floors in both kitchen and dining hall proper, and breezeway are swept after each meal. Floor is to be mopped whenever necessary.
9. Takes head count at each meal.
10. Makes and keeps complete inventory of all kitchen and dining hall equipment and supplies as follows: Staff week, once each period - near the end, and a final inventory at close of camp.
11. Supervises the work of the Kitchen Aides in all their work, and in maintaining a high standard of cleanliness.
12. Responsible for the mixing of fruit punch each day.
13. Responsible for the orderliness of the stockroom at all times, and that the stockrooms are kept locked at all times when not in use.
14. Works with the Trail & Scoutcraft department to see that the proper number of people on Trail is posted for the Chef's use at all times.
15. Is responsible for the seating of all guests and visitors, and the collecting of their meal fees according to the prices in the Leader's Guide Book.

## POSITION SPECIFICATIONS

### KITCHEN AIDE

1. Is directly responsible to the Dining Hall Steward.
2. Maintains a high standard of cleanliness in the kitchen operation.
3. Assists other departments with special events when called upon.
4. Carries out such duties as may be assigned by the Dining Hall Steward or Camp Director.

## POSITION SPECIFICATIONS

### TRADING POST MANAGER

1. Is responsible to the Business Manager of the Massawepie Camps for the operation of the Trading Post, Quartermaster's Shop, and Handicraft Lodge.
2. Is directly responsible to the Business Manager for the accounting of all monies and merchandise.
3. Supervises and advises the Trading Post staff in the performance of their duties.
4. Performs all transactions in a business-like manner , and follows all directives of the Business Manager.
5. Handles the camp mail and dispenses same in the prescribed manner, fully understanding that this is part of an operation of the Federal Government, and is directly responsible to the General Manager of Massawepie Camps for this operation.
6. Maintains the Trading Post area in a neat and orderly manner at all times, including the locking of doors and windows when the Trading Post is closed.
7. Represents the Trading Post staff at all Scoutmaster's roundtables, and other staff meetings as directed by the Camp Director.
8. Assists other departments as requested for the benefit of camp-wide events, or requests from units in camp.
9. Is directly responsible to the Camp Director for all other phases of Trading Post operation.
10. Makes a written report at the close of camp, plus an evaluation of his Staff.
11. Responsible for maintaining inventory of all items stored or used in Trading Post and Quartermaster's Shop and Handicraft Lodge.
12. Responsible for cleanliness of staff shower house at least one day per week.
13. Carries out such other duties as may be assigned by the Camp Director.

## POSITION SPECIFICATIONS

### TRADING POST CLERK

1. Is directly responsible to the Trading Post Manager.
2. Performs all transactions in a business-like manner.
3. Maintains the Trading Post area in a neat and orderly manner.
4. Assists other departments with special events when called upon.
5. Carries out such duties as may be assigned by the Trading Post Manager or Camp Director.

## POSITION SPECIFICATIONS

### TRAIL CO-ORDINATOR

1. Is directly responsible to the Program Director.
2. Is responsible for the maintenance and wise use of all equipment assigned to his department, i.e. tents, axes, cooking equipment, etc.
3. Is responsible for keeping Trail Store and immediate area clean and orderly at all times.
4. Is responsible for maintaining adequate inventory of all equipment.
5. Submits rosters of all troops on trail to camp Steward, with a copy to Central Office. Roster to include number of people on trail, and exact number of meals for which they will not be in the dining hall. The roster must also indicate time of departure, length of stay, and date of return to camp.
6. Briefing of troop leaders before they go on trail, to insure proper hiking and camping practices.
7. Represent Trail Department at all Scoutmaster's roundtables, and other staff meetings as directed.
8. Assists in camp-wide events as assigned.
9. Carries out such duties as may be assigned by Program Director.

## POSITION SPECIFICATIONS

### ASSISTANT DIRECTOR - FORESTER

1. Is directly responsible to the Camp Director.
2. Assumes full responsibility for the camp in the absence of the Camp Director.
3. Is responsible, with the Camp Director, for creating and maintaining high morale among permanent camp staff and all troops in camp.
4. Responsible for directing and coordinating all Food Service for Camp Forester, including requisition, distribution and accounting.
5. Provides weekly food costs to the Camp Director.
6. Maintains inventories of all food stuffs, equipment and supplies.
7. Directs the work of Trading Post Manager, Clerk, and Quartermaster.

## POSITION SPECIFICATIONS

### QUARTERMASTER - FORESTER

1. Is directly responsible to the Assistant Camp Director.
2. Responsible for maintaining inventory and check-out of all Troop and Patrol equipment.
3. Maintains and issues all hand tools.
4. Is responsible for the QM section of the Forester Service Building, including storage space, display and cleanliness.
5. Counsels in Campcraft merit badge and Handicraft merit badge.
6. Handles the "Massawepie Belt Program" for Camp Forester.