

Job Descriptions

General Staff Duties (All positions)

All staff members are required to live up to the values of the Scout Oath and Law. Attendance at campfires, flag ceremonies, and all meals is mandatory. Staff members are responsible for being ambassadors to all Scouts, leaders, parents, and guests that come to Sinoquipe.

Camp Director

Responsible to the Scout Executive for the operation of the summer program at Camp Sinoquipe. He is responsible for conducting the staff training program. He will comply with the administration procedures provided by the Scout Executive. Must be at least 21 years old (preferably 25).

Program Director

Reports to the Camp Director. Responsible for effective direction and supervision of all camp programs. Provides a positive role model for campers and staff and provides an endless source of spirited energy and morale boosting when needed. Act as Chairman of Camp Unit Leaders meeting, develop coordinated weekly program of all troops in camp, and develop daily (or weekly) staff assignment sheets covering specific activities and facilities. Must be at least 21 years old.

Aquatics Director

Reports to the Program Director. Responsible for overseeing all aspects of the Aquatics Program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to Aquatics are met. Must be 21 years old and complete the Aquatics section of National Camping School and American Red Cross First Aid and CPR/AED for the Professional Rescuer or equivalent.

COPE Director

Reports to the Program Director. Responsible for overseeing all aspects of the Project COPE Program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to COPE and Climbing are met. Also responsible for Climbing merit badge. Must be 21 years old and complete the Project COPE section of National Camping School.

Counselor in Training

Reports to the Program Director and serves the Area Director they are currently assigned. Performs similar tasks as a Program Instructor with more supervision. Must be at least 14 years old.

Cultural Center Director

Reports to the Program Director. Responsible for overseeing all aspects of the Cultural Center Program in camp including training of staff, lesson plans, inventory management, paperwork and blue cards

Ecology Director

Reports to the Program Director. Responsible for overseeing all aspects of the Ecology Program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to Ecology are met. Must be at least 18 years old and complete the Ecology/Conservation section of National Camping School.

Handicraft Director

Reports to the Program Director. Responsible for overseeing all aspects of the Handicraft program in camp including training of staff, lesson plans, inventory management, paperwork and blue cards.

Kitchen Manager

Reports to the Camp Director. Prepares menus, supervises cooks and is in charge of the kitchen. Maintains camp food stock and orders food as needed. Responsible for getting meals out on time and portion control. Must be at least 21.

Kitchen Staff

Reports to the Kitchen Manager. Assists in the preparation of camp meals and cleaning after meals. Must be at least 15 years old.

Lakusin Director

Reports to Program Director. Responsible for overseeing all aspects of the First Year Camper Program in camp including altering the schedule as needed, training of staff, lesson plans, inventory management, paperwork and blue cards. Should have good working knowledge of Scouting skills especially rank requirements and youth development. Should be at least 18 years old.

Quartermaster

Reports to the Camp Ranger. Responsible for maintenance of tools and equipment, keeping a record of the same, showing by signature who received tools or equipment and the condition when issued. Make sure that equipment is returned showing condition upon return. Keeps equipment clean and in proper working condition, and keeps storage area orderly. He will receive and fill approved requisitions. Must be at least 18 years old. Teaches Electricity and Plumbing Merit Badges.

Scoutcraft Director

Reports to the Program Director. Responsible for overseeing all aspects of the Scoutcraft program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to Scoutcraft are met. Must be at least 18 years old and complete the Outdoor Skills section of National Camping School.

Shooting Sports Director

Reports to the Program Director. Responsible for overseeing all aspects of the Shooting Sports Program in camp including training of staff, lesson plans, inventory management, paperwork, blue cards and ensures that all national standards related to Shooting Sports are met. Must be 21 years old and complete the Shooting Sports section of National Camping School.

Tech Center Director

Reports to the Program Director. Responsible for overseeing all aspects of the Tech Center Program in camp including training of staff, lesson plans, inventory management, paperwork and blue cards. Monitors computer use during open area times.

Trading Post Manager

Reports to the Camp Director. Directly responsible for operation of the Trading Post and management of the Trading Post Staff. Will use inventory book to account for stock and receipts. Will make a camp transmittal daily. Is an authorized money handler. Must be at least 18 years old.

Trading Post Clerk

Reports to the Trading Post Manager. Responsible for trading post sales and general cleanliness of the trading post. Is an authorized money handler. Must be at least 15 years old.

Wikhetschik Director

Reports to the Program Director. Responsible for the Older Boy program including lesson plans, inventory management, paperwork and blue cards. Must be at least 18 years old.

Program Instructor

Reports to the Area Director. Responsible for developing lesson plans and instructing Merit Badge classes. Helps out as needed in assigned program area. Responsible for assisting as needed in non Merit Badge programs conducted in the area.

- Rifle Instructor must be 21.
- Archery Instructor must be 18.
- Lifeguards must be 16. All
- other Merit Badge Counselors must be 15