

Bogue Tuchenna Cub Scout Day Camp

Day Camp Job Descriptions

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Den Leader

General Responsibility:

The Den Leader is responsible for escorting a den of boys throughout the day at camp, ensuring their safety and encouraging active participation in the programs and activities. The Den Leader assists activity area leaders as needed. The Den Leader is responsible to the Program Director.

Specific Responsibilities:

- Arrive at camp no later than 8:00 AM.
- Den Leaders, Assistant Den Leaders or Den Chiefs will collect the den's lunches, place them in the cooler before the sessions begin.
- Take attendance and assemble your den at the Flag Pole by 8:40. Attendance sheets must be turned in to HQ by 9 AM.
- Escort den from place to place, keeping den members together and under control at all times.
- Keep accurate advancement records on all scouts.

- Ensure that the cubs use the Buddy System whenever they leave the den. This includes, but is not limited to, all trips to the restroom, first aid station and HQ.
- You are responsible for the discipline of your den. It is not the job of the Den Chief or staff. Uncontrollable cubs should be brought to the Camp Director. Please review the page on discipline in the Volunteer Manual.
- Den Leaders will eat lunch with their dens. Please see that your area is clean before you leave for the next session.
- Each den will have its own den yell and flag. Carry the flag from session to session. Songs and yells build enthusiasm and promote togetherness. They can be used while traveling from one session to another, on a hike etc...
- Your den may be responsible for an opening or closing ceremony - consult your schedule.
- Wear proper uniform and enforce camp rules and regulations.
- Report all injuries and/or illness promptly to the Health Officer (bring mobile patients to Health Officer).

Assistant Den Leader

General Responsibility:

The Assistant Den Leader is responsible for helping the den leader prepare the den area each morning and closing camp in the afternoon, assisting the den leader in escorting the cubs throughout the day at camp, ensuring their safety and encouraging active participation in the programs and activities. They are responsible for assuming the duties of the Den Leader if the Den Leader is temporarily not available. The Assistant Den Leader assists activity area leaders as needed and reports to the Den Leader and Program Director.

Specific responsibilities:

- Assist the Den Leader however necessary.
- Escort den from place to place, keeping den members together and under control at all times.
- Den chiefs, den leaders or assistant den leaders will collect the den's lunches and store them in the cooler before the first session begins.
- Ensure that the cubs use the buddy system at all times. This includes, but is not limited to, all trips to the restroom, first aid station and HQ.
- Eat lunch with their den and will police the area afterward to ensure that it is clean.
- Encourage the den to sing and use its den yell in order to promote enthusiasm and togetherness.
- Wear proper uniform and enforce camp rules and regulations.
- Report all injuries and/or illness promptly to the Health Officer (bring mobile patients to Health Officer)
- Escort Cub Scouts if they need to leave the den and adult supervision is required. Youth Protection Guidelines and the buddy system must be observed at all times.
- Assume the duties of the Den Leader if the Den Leader is temporarily not available.

Den Chief

General Responsibility:

The den chief is responsible for helping the den leader prepare the den area each morning and closing camp in the afternoon, assisting the den leader in escorting the cubs throughout the day at camp, ensuring their safety and encouraging active participation in the programs and activities. The den chief assists activity area leaders as needed. The den chief reports to the Den Leader and Program Director.

Specific responsibilities:

- Work with the Camp Director or Assistant Camp Director to prepare the camp in the morning by putting ice in the water coolers and assisting in traffic control.
- Escort den from place to place, keeping den members together and under control at all times.
- Den chiefs or den leaders will collect the den's lunches and store them in the cooler before the first session begins.
- Ensure that the cubs use the buddy system at all times. This includes, but is not limited to, all trips to the restroom, first aid station and HQ.
- Den chiefs will eat lunch with their den and will police the area afterward to ensure that it is clean.
- Encourage the den to sing and use its den yell in order to promote enthusiasm and togetherness.
- Wear proper uniform and enforce camp rules and regulations.
- Report all injuries and/or illness promptly to the Health Officer (bring mobile patients to Health Officer)
- Work with the Camp Director or Assistant Camp Director to close the camp in the afternoon by collecting and storing water coolers, assisting in traffic control and acting as a runner.
- Do not leave camp until dismissed by your Den Leader.

Activity Area Leader

General Responsibility:

The Activity Area Leader is responsible for carrying out instructive programs at Day Camp. The Area Leaders supervise an area staff including area assistants, Boy Scouts, and Jr. Volunteers and may utilize the den leaders in teaching skills and otherwise supervising the activity area. The Area Leader reports to the Program Director.

Specific Responsibilities:

- Supervise the use and storage of all equipment, supplies and materials.
- Be sure only the correct amount of materials is used for each project.

- Maintain a strict check-in/out system and use the buddy system in activity area at all times.
- Keep records of den attendance, cooperation and spirit.
- Wear proper uniform and enforce camp rules and regulations.
- Report all injuries and/or illness promptly to the Health Officer (bring mobile patients to Health Officer)
- Prepare a list of supplies and equipment that needs to be replaced, purchased or supplemented.

Activity Area Assistant

General Responsibility:

The Activity Area Assistant is responsible for carrying out instructive programs at day camp. The area assistants assist in teaching skills and otherwise supervising the activity area. The area assistant reports to the Area Leader and Program Director.

Specific responsibilities:

- Assist the Area Leader however necessary.
- Be aware of the area leader's responsibilities and assist them in making the activity a fun learning experience for the cubs.
- Assist in the use and storage of all equipment, supplies and materials.
- Wear proper uniform and enforce camp rules and regulations.
- Report all injuries and/or illness promptly to the Health Officer (bring mobile patients to Health Officer)

Aquatics Staff

Non-certified Waterfront Volunteers

Look Out

General Responsibilities:

You must have a swim suit on. You will watch the people in the water at the area you are assigned to. If anything occurs you will notify the Lifeguard assigned to that area. Look outs report to the Lifeguard in their area and Aquatics Director.

Swim Tag Board

General Responsibilities:

You will check the children in to the designated area you are working, post the tags in their assigned place on the board, and check them out at the end of their session. Swim Tag Board volunteers report to the Aquatics Director.

Certified Waterfront Volunteers

Lifeguard

Must have current:

- Lifeguard certification (ARC or BSA)
- CPR certification
- BSA Safety Afloat
- BSA Safe Swim Defense

General Responsibilities:

You will be responsible for the safety of the people in the area you are assigned to. You will also be responsible for ensuring the safe operation of the area. Lifeguards report to the Aquatics Director.

Specific Responsibilities:

Detailed responsibilities will be given at the Lifeguard Training that will take place before camp.

Shooting Sports Staff

Range Officer

General Responsibilities:

The range officer runs the archery, BB gun or slingshot range. The range officer ensures the safe operation of one of the shooting sports areas. Range Officers must be at least 18 years old and be trained as outlined in Shooting Sports for Cub Scouting and hold a current BSA Shooting Sports Range Officer certification. Range Officers report to the Shooting Sports Director.

Specific Responsibilities:

- Know and strictly follow all the safety regulations related to Shooting Sports.
- Train all campers and leaders in the safety fundamentals.
- Train all campers in the proper use of the shooting sports equipment.
- Run the shooting sports program for your area.
- Restrict from using any area any person who does not follow all safety instructions.
- Make sure equipment is properly stored when not in use.

- Report any and all operational or personnel problems to the Shooting Sports Director, Camp Director or Assistant Camp Director.
- Detailed responsibilities will be given at the Shooting Sports Training that will take place before camp.

Range Assistant

General Responsibilities:

Assist the Range Officer in the safe operation of the assigned shooting sport area. If needed, assist campers with operation of the shooting sports equipment. Range Assistants must be trained as outlined in Shooting Sports for Cub Scouting. Range Assistants report to the Range Officer for their assigned area and the Shooting Sports Director

Specific Responsibilities:

Detailed responsibilities will be given at the Shooting Sports Training that will take place before camp.

Gatorbite Coordinator

General Responsibilities:

The Gatorbite Coordinator shall be a man or woman at least 21 years old who is qualified to oversee dependent youth. You are responsible for the children of the staff and volunteer members before and during the program hours of camp. The Gatorbite Coordinator is responsible to the Camp Director and Assistant Camp Director.

Specific Responsibilities:

- Arrive at 7:45 with the main Camp Staff.
- Work with the Program Director to obtain craft and program supplies.
- Have/prepare a program with a flexible schedule for young campers, keeping in mind the differences in age.
- Be sure young campers follow the rules. i.e. Always walk with a buddy. Don't run in camp.
- Understand that this is a special job, probably one of the most important in camp, and that these children must never, even for one second, be out of a leader's site.
- Be sure the area has enough staff.
- Before the opening of camp, make a list of supplies needed for the area. After camp, prepare a list of supplies that must be restocked. This list goes to the program director.

Gatorbite Area Assistant

General Responsibility:

The Gatorbite Area Assistant is responsible for helping watch the children of the staff and volunteer members before and during the program hours of camp. The Gatorbite Area Assistant is responsible to the Gatorbite Coordinator, Camp Director and Assistant Camp Director.

Specific responsibilities:

- Assist the Gatorbite Coordinator however necessary.
- Help run the Gatorbite craft activities and rotate older Gatorbites through the program areas according to the schedule.
- Assist in the use and storage of all equipment, supplies and materials.
- Wear proper uniform and enforce camp rules and regulations.
- Report all injuries and/or illness promptly to the Health Officer (bring mobile patients to Health Officer)

Health Officer

General Responsibilities:

The health officer is responsible for providing first aid treatment for any injuries or illness to campers and staff during day camp. The officer staffs the first aid station during camp and maintains medical records on all campers and staff. The officer works under the guidance and consultation of the Medical Director. The health officer reports to the Camp Director and Assistant Camp Director.

Specific Responsibilities:

- Diagnose and provide appropriate care and treatment for all campers and staff who may be injured or become ill during the camp. Refer to the medical director or the hospital any injury or illness that is beyond the capability of the officer or other staff members to diagnose and/or treat.
- Review all health histories for campers and staff and be prepared to deal with any special conditions indicated, consulting with the medical director as needed for guidance.
- Keep daily treatment log and accurately describe all care and treatment given.
- Prepare a list of supplies and equipment needed for the first aid station and submit it to camp director in sufficient time for purchase.
- Supervise the use and storage of all equipment, supplies and materials.
- Wear proper uniform and enforce camp rules and regulations.
- Ensure that you have a working radio and are in communication with the Camp Staff at all times.
- Be sure the first aid station is staffed with a responsible volunteer who is in radio communication with the Camp Staff when you are away from the station.

Boy Scout, Venturer, Explorer or Junior Volunteer

Boy Scout, Venturer and Explorer Volunteers must be currently registered members of a BSA Scouting Unit between the ages of 14 and 17. Boy Scouts under the age of 14 can volunteer at camp IF THEIR PARENTS ARE GOING TO BE VOLUNTEERING AT CAMP THE SAME DAY(S).

Non-BSA volunteers between the ages of 14 and 17 can be Jr. Volunteers with the approval of the Camp Director.

Boy Scouts, Venturers, Explorers and Junior Volunteers under the age of 18

Can serve in the positions of:

- Activity Area Assistants
- Lookouts
- Gatorbite Assistants

Boy Scouts, Venturers, Explorers and Junior Volunteers with the proper training

Can serve in the positions of:

- Den Chiefs
- Range Officer Assistants
- Lifeguards

Venturers and Explorers between the ages of 18 and 21

Can serve in any position at Day Camp except:
Den Leader or Gatorbite Supervisor

Responsibilities:

See the descriptions elsewhere in this document for specific position responsibilities.