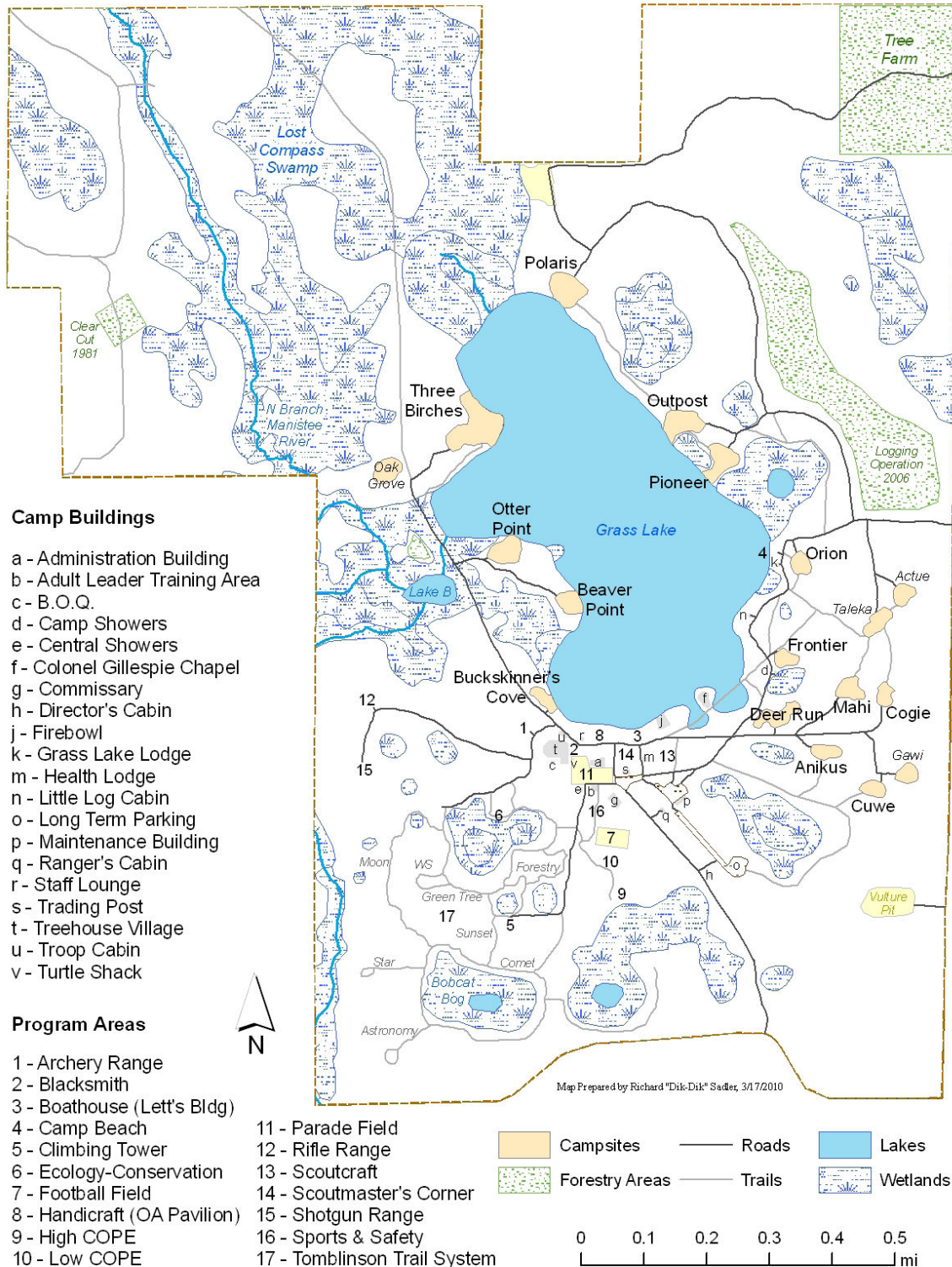


2012 CAMP TAPICO



STAFF GUIDE

Camp Tapico, Tall Pine Council, BSA, Kalkaska, MI



This Staff Guide contains the present personnel policies and practices of Camp Tapico and is provided for the guidance of its employees. These policies and practices described in this Staff Guide constitute or should be relied on as a contractual obligation of the Tall Pine Council to its employees or to any Summer Volunteers. In addition, nothing in this Staff Guide guarantees any specific term of employment or otherwise limits the right of the Tall Pine Council or its employees to terminate their relationship at any time with or without reason.

Employment Is At Will

Although the Tall Pine Council always anticipates and expects a long and mutually satisfying relationship with each of its employees, all employees of the Tall Pine Council are employees at will and, as such, are free to resign at any time with or without reason. Similarly, the Tall Pine Council may terminate the employment of any employee at any time with or without reason. This Staff Guide is provided to employees of Camp Tapico only so that they may be informed of its current employment policies; it is not a contract or other legal guarantee that the Tall Pine Council will continue any policy or practice described in it.

Table of Contents

<u>Page 2</u>	Camp Tapico Map
<u>Page 6</u>	Director Letter
<u>Page 7</u>	Scout Oath
	Scout Oath and Spirit
	Scout Law
<u>Page 8</u>	Scout Camp Law
<u>Page 9</u>	Scout Motto
	Scout Slogan
	Outdoor Code
<u>Page 10</u>	About this document
	Being an Effective Leader
<u>Page 11</u>	Camp Staff
	Camp Staff and Administrative Team
<u>Page 12</u>	Administrative Team Responsibilities
<u>Page 13 & 14</u>	Aquatics Job Descriptions
<u>Page 15</u>	Camp Clerk Job Description
<u>Page 16</u>	CIT's Job Description
<u>Page 16-18</u>	Commissary Job Descriptions
<u>Page 19</u>	Camp Commissioner Job Description
<u>Page 20-23</u>	C.O.P.E. Job Descriptions
<u>Page 24 & 25</u>	Ecology/Conservation Job Descriptions
<u>Page 26 & 27</u>	Handicraft Job Descriptions
<u>Page 28</u>	Health Officer Job Description
<u>Page 29</u>	International Scout Job Description
<u>Page 30 & 31</u>	Kitchen Job Descriptions
<u>Page 32 & 33</u>	Outdoor Skills Job Descriptions
<u>Page 34-36</u>	Rangers Job Descriptions
<u>Page 37-40</u>	Shooting Sports Job Descriptions
<u>Page 41-43</u>	Trading Post Job Descriptions
<u>Page 43-44</u>	Contracts
	Salaries and pay schedules
	Pre-employment Documentation
<u>Page 45</u>	Communications in Camp/Flow chart
<u>Page 46</u>	Camp Calendar and Schedules
	Staff time off
<u>Page 47</u>	Staff visitors
	Housing
	Certain Items are Prohibited in Camp

Page 48 & 49

Alcoholic Beverages, non-Prescription and Illegal Drugs are Prohibited
Quiet hours
Mail
Email
Telephone
Cell phones
Staff meals

Page 49-52

Staff evaluations

Page 52 & 53

Appearance of camp and staff
Shower facilities and Hours

Page 53 & 54

Uniforms
Laundry services
Recreation and staff advancement
Vehicles in camp
Additional duties
Staff Lounge
CIT Program
Rules and Regulations

Page 55

National Standards
State Laws

Page 55-57

Public act 116
Staff Polices Related to Rule 113, 115, 119

Page 57-60

Camp Behavior Management policy

Page 61 & 62

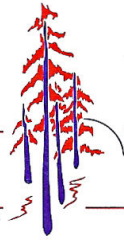
Developmental Characteristics of Children

Page 63

Youth Protection

Page 64-67

Camp Tapico Guidelines
Camp Tapico Emergency Procedures

**TALL PINE COUNCIL** BOY SCOUTS OF AMERICA

507 W. Atherton Rd. Flint, MI 48507-2404 Phone: (810) 235-2531 Fax: (810) 235-5052



Dear 2012 Camp Tapico Staff,

On behalf of the Scouts, leaders, and camp management team, I would like to congratulate you on becoming a member of the 2012 Camp Tapico Staff. I know from many years of camp experience that serving on staff is a very memorable and occasionally challenging time. As a staff member you will have the opportunity to positively impact approximately 1,000 Scouts and leaders attending camp this summer. For that reason it is imperative that we come together to provide a positive environment for these campers. Our words and actions must always reflect the Scout Law, Scout Oath, Scout Motto, Scout Slogan, and Outdoor Code.

This summer provides you the opportunity to affect positive change in the lives of Scouts as well as your own life. Being a part of camp staff, you are accepting a great deal of responsibility however, the rewards you receive from this experience will far exceed your expectations. I look forward to working with you as we create a memorable summer for our Scouts..

Be sure to sign the Acknowledgment form, Appendix 1; and return it to the Scout Service Center with your signed contract and other documentation.

Yours in Scouting,

Mike Beratta
2012 Camp Tapico Director



THE SCOUT OATH

*On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.*

SCOUT OATH AND SPIRIT

The principles of the Scout Oath are the guiding principles of scout camp. Thus, Staff Members are **LIVING** examples of the “**SCOUTING WAY OF LIFE**” in camp.

“**THE GREATEST OF ALL IS THE SERVANT TO ALL**” is a very wise, and applies to all of us during the summer.

TRUE SCOUT SPIRIT is often represented by a smile on our lips, warmth and feeling in our hearts, and understanding in our minds!

THE SCOUT LAW

*A Scout is: trustworthy, loyal, helpful, friendly, courteous, kind,
obedient, cheerful, thrifty, brave, clean, and reverent.*

SCOUT CAMP LAW

TRUSTWORTHY... the duties entrusted to us are faithfully carried out. Our ability to be “counted on” is important to our growth, both as an individual and as a Staff as a whole.

LOYAL... loyalty to their camp and to their associates are essential requisites for each Staff Member. They should constantly be observant and concerned about matters affecting the total harmony of the camp. **IF...** you work for a person, in heaven’s name work for Them, speak well of them and stand by the institution they represent.

REMEMBER... An ounce of loyalty is worth a pound of cleverness.

IF... you must growl, condemn, and eternally find fault, why- resign your position and when you are on the outside, damn to your heart’s content- but as long as you are a part of the institution do not condemn it, if you do, the first high wind that comes along will blow you away, and probably you will never know why. Elbert Hubbard

HELPFUL... service and helpfulness to Scouts, to Leaders, to our fellow Staff members, to visitors, to strangers.

FRIENDLY... camp is a “happy place” where smiles greet everyone all day long. Memories of friendships often last a lifetime.

COURTEOUS... be on time, be reliable, be considerate—These are the hallmarks of a person at peace with them self and others.

KIND... kindness and consideration for others, the animals of the forest, and the Scouts, show your inner strength and spirit.

OBEDIENT... by carrying out your instructions and doing what is asked of you; you bring credit on yourself.

CHEERFUL... a happy camp is a spirited camp. Enthusiasm is very contagious, even on “dewy” mornings, dismal days or anytime.

THRIFTY... protecting and conserving our natural resources and camp property is a measure of thrift.

BRAVE... it is a sacred trust for the ideals of Scouting; be brave, stand for the right even when the odds are against you.

CLEAN... your personal appearance and “**Staff Area**” cleanliness reflect your habits. Pride in being clean and neat in body and speech.

REVERENT... a good Staff Member is faithful in their religious duties and respects the convictions of others in their religious duties.

THE MOTTO

Be Prepared

THE SLOGAN

Do a Good Turn Daily

THE OUTDOOR CODE

*As an American, I will do my best to -
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors,
and
Be conservation minded.*

ABOUT THIS DOCUMENT

This Staff Guide has been updated and reformatted to reflect changes for the 2012 camping season. Throughout the coming summer, you will be presented with opportunities to help other people and to grow, both as a person and as a Scout. This Staff Guide was carefully prepared to give you a feeling of what lies ahead and help answer some of your questions. If you cannot find the answers here, feel free to contact the Camp Director. Careful reading and compliance with the guidelines will help enhance your camp experience and that of the Scouts you will be serving. **After you become familiar with this guide, please sign the acknowledgement form (Appendix 1), and return it to the Scout Service Center no later than 2 weeks after receiving your contract.** All Staff Members under the age of 18 must have a parent read the Staff Guide and sign the acknowledgement form as well. **PLEASE BRING YOUR 2012 STAFF GUIDE TO CAMP WITH YOU.**

Being an Effective Leader

An ounce of example is worth a ton of talk.

The successful leader puts people first. Instead of making people work, they inspire people to work. They tap their hidden power through challenge, competition, reward and fantasy.

The successful leader is a team builder. They create team spirit. They building pride in their group. They give many, genuine, positive strokes.

The successful leader is a self-starter. They creates plans and sets them in motion, and follows through so the group contributes and feels success.

The successful leader can be led. They are not interested in having their own way, but in finding the best way. They are searchers for the truth, and listens with an open mind. They Support others with energy and spirit.

The successful leader looks up. They lift the minds of the campers with stimulating, positive, constructive, optimistic thinking. They challenges the campers to grow and achieve high, but realistic goals.

The successful leader is not “above” the campers. They have a sense of humor. They can laugh at them self. They put fun into work through creative leadership.

The successful leader is not only the head; they are also the heart of the group. They are not just a counselor. They are a friend and mentor to the campers.

The successful leader has vision. They refuses to let difficulties or loss interfere with their long range aims. They holds to their commitment with poise and faith even amid trying days.

CAMP STAFF

The Camp Staff is designed to be of utmost assistance to the Scouts and Scouters we serve. A week at a Scout summer camp is one that will make or break a young boys' interest in Scouting (Adults, too!). The way in which the Staff carries out its duties and lives by the Scout Oath and Law will affect a Scout more than any other aspect of camp. You are at camp to serve the boys and adults by teaching merit badges, helping in troop sites, singing songs, talking with the Scouts and having a good time with them.

Remember that enthusiasm is contagious!

Each Staff Member should also be aware that each Staff Member has a different job; all jobs on Staff are of equal importance. The Staff is like a jigsaw puzzle: each piece is different, yet the picture is not complete without all the pieces.

Perhaps the most important thing each Staff Member should remember throughout the summer is that we are highly visible representatives of the Boy Scouts of America and the Tall Pine Council. **We are constantly on stage, performing for Scouts, Adult Leaders, Parents and many Visitors at camp.** The manner in which we conduct ourselves will give these Scouts a lasting impression of Scouting- good or bad. If each Staff Member lives up to the Scout Oath and Law, he/she should have no problem in how he/she reflects Scouting.

Camp Staff and Administrative Team

Each of you have been hired to work camp because you possess a certain level of skill and experience necessary to complete the job at hand. You will receive a job description, outlining your responsibilities at camp to be sign by you, stating that you have read and understand your job description. The 2012 Administrative Team has been hire by the same criteria and each have a specific duty in camp. Here is a list of the 2012 Administrative Team members with a brief description of their duties and the Staff Job Descriptions for each job at camp.

2012 Administrative Team

Camp Director
 Program Director
 Business Manager
 Camp Ranger
 Camp Chaplain
 Camp Commissioner
 Food Service Director

Mike Beratta
 Phil Ferrier
 Weston Mitchell
 Steve Raslich
 David T. McGregor
 Danielle Cole
 Dennis Ackerman

Administrative Team Responsibilities

The **Camp Director** is responsible for everyone and everything in camp. The camp director is held accountable for every occurrence in camp, whether they have delegated the responsibility to others or not. The camp director interprets and implements policies for the camp as set forth by the Boy Scouts of America and the Tall Pine Council. All Staff Members are ultimately responsible to them.

The **Program Director** is responsible for developing and implementing the camp's program. The program director coordinates the efforts of the program departments through their directors and serves as a resource for all the program Staff.

The **Camp Ranger** is responsible for camp maintenance, equipment, health, safety, and emergency procedures. These services include the Health Lodge and the Maintenance Center.

The **Business Manager** is responsible for providing support services essential to the efficient operation of the camp. These services consist of the business office, food services (commissary & kitchen), staff dining area, and the trading post.

The **Camp Chaplain** is responsible for conducting regular religious services along with providing spiritual leadership to both Staff and Campers. The Camp Chaplain also provides personal counseling to those in need.

The **Camp Commissioner** is responsible for the camp public relations and is the main line of communication within the camp.

**Tapico Summer Camp
Job Descriptions for Aquatics****Position: AQUATICS STAFF- OBSERVER**

Qualifications:

- A. Must be at least 16 years old
- B. Must be a Lifeguard BSA or posses an equivalent Red Cross certification
- C. C.P.R. and First Aid certification
- D. Must have at least 2 Scout appropriate swim suits
- E. Must have a work permit
- F. Must have at least 2 complete uniforms
- G. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Aquatics Director
- B. Instructs and counsels campers in the various Aquatics skills and Merit Badges
- C. Maintain the Aquatics Program facilities and equipment in top condition
- D. Responsible for securing the necessary equipment for Aquatics activities from the Aquatics Director in a timely manner
- E. Participates in camp wide events
- F. Assist with swim checks during troop check in
- G. Assists in conducting and maintain an accurate opening and closing inventories
- H. Performs other duties as may be assigned by the Aquatics Director, Program Director, and Camp Director

Position: AQUATICS STAFF- LIFEGUARD

Qualifications:

- A. Must be at least 18 years old
- B. Must hold a current certification in Lifeguard BSA or equivalent certification
- C. C.P.R. and First Aid certification
- D. Must be a registered member of the Boy Scouts of America
- E. Must have at least 2 complete uniforms
- F. Must have at least 2 Scout appropriate swim suits

Responsibilities:

- A. Directly responsible to the Aquatics Director
- B. Participates in camp wide events
- C. Assists with swim checks during troop check in
- D. Assists in conducting and maintain an accurate opening and closing inventories
- E. Performs other duties as may be assigned by the Aquatics Director, Program Director, and Camp Director

Position: AQUATICS DIRECTOR

Qualifications:

- A. Must be at least 21 years of age
- B. Holds a current certification from the Aquatics Section of BSA National Camping School
- C. C.P.R. and First Aid certifications
- D. Must be a registered member of the Boy Scouts of America
- E. Must have at least 2 complete uniforms
- F. Must have at least 2 Scout appropriate swim suits

Responsibilities:

- A. Directly responsible to the Program Director
- B. Area Directors are to submit a closing report
- C. Supervises the Aquatics staff
- D. Responsible for ensuring all Aquatics Merit Badges are taught
- E. Ensures the safety of the Aquatics area
- F. Teaches all personnel the proper use and care of equipment
- G. Manages the swim-check procedure during Troop check in
- H. Maintains and ensures repairs to all the boats, sailboats, canoes, and related equipment. The Beach and Boat directors assist in this.
- I. Manages a camp wide Aquatics event each week of camp
- J. Operates a recreational swim program
- K. Conducts a Safe Swim Defense Plan and a Safety Afloat Program for all adult leaders
- L. Submits a written evaluation to improve next year's program
- M. Area Directors conduct and maintain an accurate opening and closing inventories
- N. Participates in camp wide events
- O. Responsible for ordering necessary supplies from the Program Director in a timely manner
- P. Performs other duties as may be assigned by the Program Director and Camp Director

**Camp Tapico Summer Camp
Job Description for Camp Clerk**

Position: CAMP CLERK

Qualifications:

- A. Must be at least 16 years of age
- B. Must have typing and/or computer experience
- C. Must have the ability to communicate over the telephone
- D. Must be able to work with adults and Scouts
- E. Must be a registered member of the Boy Scouts of America
- F. Must have at least 2 complete uniforms
- G. Must have a work permit
- H. C.P.R. and First Aid certifications

Responsibilities:

- A. Directly responsible to the Business Manager. In the absence of the Business Manager, responsible to the Program Director
- B. Area Director are to submit a closing report
- C. Handles business at the office counter under the guidelines established with the Business Manager, Program Director, and Camp Director
- D. Opens and closes the office on schedule
- E. Greet all customers in a cheerful manner
- F. Maintain good housekeeping in and around the office area
- G. Answer the phone in a courteous manner and take proper messages
- H. Has knowledge of the routine and work schedule of the Camp Director, Program Director, Camp Ranger, Business Manager, and the Food Services Director
- I. Participates in camp wide events
- J. Conduct and maintain an accurate opening and closing inventories
- K. Submit a written report of recommendations to improve next year's program
- L. Fill site books and tour guide folders each week
- M. Fill out the Swim and Boat Tags of the troops that sent rosters to camp prior to their arrival
- N. Responsible for ordering necessary supplies from the Business Manager in a timely manner
- O. Perform other duties as may be assigned by the Business Manager, Program Director, and Camp Director

**Camp Tapico Summer Camp
Job Description for CIT****Position: COUNSELOR IN TRAINING (CIT)**

Qualification:

- A. Must be at least 15 years old
- B. Must have a work permit
- C. Must be a registered member of the Boy Scouts of America
- D. Must have at least 2 complete uniforms

Responsibilities:

- A. Directly responsible to the Area Director and Program Director that he is assigned to for a specified periods of time
- B. Adheres to the principles of Scouting including thought, work, and deed, as well as appearance
- C. Completes one merit badge per week at camp
- D. Participates in camp wide events
- E. Assists in conducting and maintain an accurate opening and closing inventories
- F. Performs other duties as may be assigned by the Program Director and Camp Director

**Camp Tapico Summer Camp
Job Description for Commissary****Position: COMMISSARY STAFF**

Qualifications:

- A. Must be 16 years of age or older
- B. Must be a registered member of the Boy Scouts of America
- C. Must have at least 2 complete uniforms
- D. C.P.R. and First Aid certifications
- E. Must have a work permit

Responsibilities:

- A. Be able to do all operations of the commissary. (delivering food, cleaning commissary, stocking commissary items, filling and pre-filling orders for camp customers, condensing items, take care of cooler ice containers, cleaning coolers and baskets for next week, unloading trucks, rotating stock, etc.)
- B. Do Daily and weekly inventory.
- C. Responsible for the health and sanitation needs to the commissary.
- D. Have a healthy and friendly attitude when giving customer service.
- E. Report any discrepancies to the commissary director.
- F. Participate in camp wide events.
- G. Assists in conducting and maintain an accurate opening and closing inventories
- H. Performs other duties as may be assigned by the Commissary Director, Food Services Director, Business Manager, and Camp Director

Position: COMMISSARY STAFF

Qualifications:

- A. Must be 18 years of age or older
- B. Must be a registered member of the Boy Scouts of America
- C. Must have at least 2 complete uniforms
- D. C.P.R. and First Aid certifications

Responsibilities:

- A. Be able to do all operations of the commissary. (delivering food, cleaning commissary, stocking commissary items, filling and pre-filling orders for camp customers, condensing items, take care of cooler ice containers, cleaning coolers and baskets for next week, unloading trucks, rotating stock, etc.)
- B. Do Daily and weekly inventory.
- C. Responsible for the health and sanitation needs to the commissary.
- D. Have a healthy and friendly attitude when giving customer service.
- E. Report any discrepancies to the commissary director.
- F. Participate in camp wide events.
- G. Personal hygiene and wearing food service gloves.
- H. Be able to use and clean meat slicer.
- I. Maintain clean and sanitized prep room.
- J. Operate the meat slicer with safety in mind and use all safety parts on slicer.
- K. Keep in mind the meat slicer does not care what meat it cuts!
- L. Assists in conducting and maintain an accurate opening and closing inventories
- M. Performs other duties as may be assigned by the Commissary Director, Food Services Director, Business Manager, and Camp Director

Position: COMMISSARY DIRECTOR

Qualifications:

- A. Must be 18 years of age or older
- B. Must be a registered member of the Boy Scouts of America
- C. Must have at least 2 complete uniforms
- D. C.P.R. and First Aid certifications

Responsibilities:

- A. Be able to do all operations of the commissary. (delivering food, cleaning commissary, stocking commissary items, filling and pre-filling orders for camp customers, condensing items, take care of cooler ice containers, cleaning coolers and baskets for next week, unloading trucks, rotating stock, meat slicing, etc.)
- B. Area Directors are to submit a closing report
- C. Have pick and meat sheets ready for daily operation.
- D. Be able to do accurate opening, weekly and ending inventory.
- E. Be able to work with venders.
- F. Be able to do weekly food ordering
- G. Responsible for the health and sanitation needs to the commissary.
- H. Have a healthy and friendly attitude when giving customer service.
- I. Report any discrepancies to the Food Services Director and Business Manager.
- J. Participate in camp wide events.
- K. Personal hygiene and wearing food service gloves.
- L. Be able to use and clean meat slicer.
- M. Maintain clean and sanitized prep room.
- N. Operate the meat slicer with safety in mind and use all safety parts on slicer. Keep in mind the meat slicer does not care what meat it cuts!
- O. Responsible for ordering necessary supplies from the Business Manager in a timely manner
- P. Performs other duties as may be assigned by the Food Services Director, Business Manager, and Camp Director

**Camp Tapico Summer Camp
Job Description for Camp Commissioner**

Position: CAMP COMMISSIONER

Qualifications:

- A. Must be 18 years of age or older
- B. Must have the ability to work with adults
- C. Must be cooperative and creative
- D. Must have a working knowledge of the Boy Scout Program
- E. Must hold a current BSA National Camping School certification from the Commissioner Section
- F. C.P.R. and First aid certifications
- G. Must be a registered member of the Boy Scouts of America
- H. Must have at least 2 complete uniforms

Responsibilities:

- A. Directly responsible for unit service and relaying unit needs to the Program Director
- B. Works closely with assigned campsites to see that the youth and leaders are having a positive camp experience
- C. Sees that the units a positive experience at camp. Provides help in solving unit problems and interprets the camp policies as needed
- D. Sees that the units have a well-rounded program. Builds spirit and enthusiasm in the unit
- E. Guides and coordinates the efforts of the Commissioner Staff
- F. Participates in camp wide events
- G. Maintains an accurate inventory of the equipment issued to the Troops
- H. Submits a written evaluation to improve next year's program
- I. Responsible for ordering necessary supplies from the Program Director in a timely manner
- J. Area Directors are to submit a closing report
- K. Performs other duties as may be assigned by the Program Director and Camp Director

Camp Tapico Summer Camp
Job Description for Project C.O.P.E. & CLIMBING STAFF

Position: C.O.P.E. & CLIMBING INSTRUCTOR IN TRAINING

Qualifications:

- A. Must be 16 years of age or older
- B. Must have a work permit
- C. Holds current climbing instructor in training and C.O.P.E. instructor in training Certifications
- D. Must possess a basic knowledge of Project C.O.P.E. aims and methods
- E. Current BSA Personal Health & Medical record without restrictions that would limit climbing, challenge course, or high rope events
- F. Physically fit and able to climb, rappel, and traverse the C.O.P.E. course without reservation or difficulty
- G. C.P.R. and First Aid certifications
- H. Strong leadership abilities
- I. Strong Public speaking and communication skills
- J. Some experience in team-building and/or climbing preferred
- K. Must have at least 2 complete uniforms
- L. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the C.O.P.E. & Climbing Director
- B. Assists in the recruitment of participants for the C.O.P.E. & Climbing program as the campers arrive
- C. Follow rules and guidelines adopted by the C.O.P.E. & Climbing Committee
- D. Learn how to enforce current BSA C.O.P.E. & Climbing National standards
- E. Learn to carry out daily visual inspection of all equipment and facilities using the written checklist
- F. Assist with rescues and emergency procedures on C.O.P.E. course and climbing tower
- G. Follow directions of C.O.P.E. & Climbing Director and C.O.P.E. & Climbing Instructors
- H. Participates in camp wide events
- I. Help instructors teach Climbing Merit Badge
- J. Help Instructors teach venture's C.O.P.E. and Mountaineering Ranger Electives
- K. Assists in conducting and maintain an accurate opening and closing inventories
- L. Performs other duties as may be assigned by the C.O.P.E. & Climbing Director, Program Director, and Camp Director

Position: C.O.P.E. & CLIMBING INSTRUCTOR

Qualifications:

- A. Must be 18 years of age or older
- B. Holds current lead climbing instructor/climbing instructor and C.O.P.E. instructor certifications
- C. Must possess a basic knowledge of Project C.O.P.E. Aims and Methods
- D. Must possess a basic knowledge of C.O.P.E. & Climbing BSA National Standards
- E. Current BSA Personal Health & Medical record without restrictions that would limit climbing, challenge course, or high rope events
- F. Physically fit and able to climb, rappel, and traverse the C.O.P.E. course without reservation or difficulty
- G. C.P.R. and First Aid certifications
- H. Strong leadership abilities
- I. Strong public speaking and communication skills
- J. Good understanding of group dynamics
- K. Some experience in team- building and/or climbing preferred
- L. Must have at least 2 complete uniforms
- M. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the C.O.P.E. & Climbing Director
- B. Follow rules and guidelines adopted by the C.O.P.E. & Climbing Committee
- C. Follow and enforce current BSA C.O.P.E. & Climbing National Standards
- D. Carry out daily visual inspection of all equipment and facilities using the written checklist
- E. Assist with rescues and emergency procedures on C.O.P.E. course and Climbing Tower
- F. Assists in the recruitment of participants for C.O.P.E. & Climbing program as the campers arrive
- G. Follow directions of C.O.P.E. & Climbing Director
- H. Help teach Climbing Merit Badge
- I. Help Venture's earn C.O.P.E. and Mountaineering Ranger Electives
- J. Teach Staff Initiative Games for use with Scouts
- K. Participates in camp wide events
- L. Assists in conducting and maintain an accurate opening and closing inventories
- M. Performs other duties as may be assigned by the C.O.P.E. & Climbing Director, Program Director, and Camp Director

Position: PROJECT C.O.P.E. DIRECTOR

Qualifications:

- A. Must be 21 years of age or older
- B. Holds current BSA National Camp School Certification in C.O.P.E. course
- C. Must possess a thorough knowledge of Project C.O.P.E. aims and methods
- D. Must possess a thorough knowledge of C.O.P.E. & Climbing BSA National Standards
- E. Current BSA Personal Health & Medical record without restrictions that would limit climbing, challenge course, or high rope events
- F. Physically fit and able to traverse the C.O.P.E. course without reservation or difficulty
- G. First Aid & CPR certified
- H. Strong leadership abilities
- I. Strong public speaking and communication skills
- J. Good understanding of group dynamics
- K. Previous experience in Camp Tapico C.O.P.E. & Climbing program preferred
- L. Must have at least 2 complete uniforms
- M. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Program Director
- B. Follow rules and guidelines adopted by the C.O.P.E. & Climbing Committee
- C. Work closely with C.O.P.E. & Climbing Committee to maintain and develop C.O.P.E. program
- D. Responsible for keeping a daily log of all Project C.O.P.E. participants
- E. Responsible for recruiting participants for Project C.O.P.E. program as campers arrive
- F. Follow and enforce current BSA C.O.P.E. & Climbing National Standards
- G. Develop/Alter current policies as needed to maintain a safe, quality program
- H. Ensure proper daily visual inspection of all equipment and facilities using the written checklist
- I. Perform rescues and initiate emergency procedures as needed
- J. Promote & develop C.O.P.E. program in off season
- K. Responsible for training and managing their Project C.O.P.E. staff thoroughly
- L. Using a written checklist, performs a visual check of the facilities and equipment including hardware and anchor points before each session
- M. Responsible for research and ordering all necessary supplies for a safe quality C.O.P.E. program from the Program Director in a timely manner
- N. Submits a detailed report on Project C.O.P.E. prior to leaving camp
- O. Help ventures earn C.O.P.E. & Mountaineering Ranger Electives
- P. Teach Staff Initiative Games for use with Scouts
- Q. Participates in camp wide events
- R. Area Directors are to submit a closing report
- S. Performs other duties as may be assigned by the Program Director and Camp Director

Position: CLIMBING DIRECTOR

Qualifications:

- A. Must be at least 21 years of age
- B. Holds current BSA National Camp School Certification in Climbing
- C. Must possess a thorough knowledge of Project C.O.P.E. aims and methods
- D. Must possess a thorough knowledge of C.O.P.E. & Climbing BSA National Standards
- E. Current BSA Personal Health & Medical record without restrictions that would limit climbing
- F. Physically fit and able to Climb, Rappel, and traverse the C.O.P.E. course without reservation or difficulty
- G. C.P.R. and First Aid certifications
- H. Strong leadership abilities
- I. Strong public speaking and communication skills
- J. Good understanding of group dynamics
- K. Previous experience in Camp Tapico C.O.P.E. & Climbing program preferred
- L. Must have at least 2 complete uniforms
- M. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Program Director
- B. Follow rules and guidelines adopted by the C.O.P.E. & Climbing Committee
- C. Work closely with C.O.P.E. & Climbing Committee to maintain and develop Climbing program
- D. Responsible for keeping a daily log of all Climbing participants
- E. Responsible for recruiting participants for Climbing program as campers arrive
- F. Follow and enforce current BSA C.O.P.E. & Climbing National Standards
- G. Develop/Alter current policies as needed to maintain a safe, quality program
- H. Ensure proper daily visual inspection of all equipment and facilities using the written checklist
- I. Perform rescues and initiate emergency procedures as needed
- J. Promote & develop Climbing program in off season
- K. Responsible for training and managing their Project C.O.P.E. staff thoroughly
- L. Using a written checklist, performs a visual check of the facilities and equipment including hardware and anchor points before each session
- M. Responsible for research and ordering all necessary supplies for a safe quality Climbing program from the Program Director in a timely manner
- N. Submits a detailed report on Climbing prior to leaving camp
- O. Help ventures earn Mountaineering Ranger Electives
- P. Teach Staff Initiative Games for use with Scouts
- Q. Teach Climb On Safely to Adult Leaders
- R. Participates in camp wide events
- S. Area Directors are to submit a closing report
- T. Performs other duties as may be assigned by the Program Director and Camp Director

Camp Tapico Summer Camp
Job Description for Ecology/Conservation Staff

Position: ECOLOGY/ CONSERVATION STAFF

Qualifications:

- A. Must be 16 years of age or older
- B. Must possess a working knowledge of Conservation and Ecology
- C. Must have at least 2 complete uniforms
- D. Must have a work permit
- E. C.P.R. and First Aid certifications
- F. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Ecology/Conservation Director
- B. Instructs and counsels campers in the various Ecology/Conservation skills and Merit Badge subjects
- C. Maintains Ecology/Conservation program facilities and equipment in top condition
- D. Prepares everything on time, with the necessary equipment on hand for all activities
- E. Participates in camp wide events
- F. Assists in conducting and maintain an accurate opening and closing inventories
- G. Performs other duties as may be assigned by the Ecology/Conservation, Program Director, and Camp Director

Position: ECOLOGY/ CONSERVATION DIRECTOR

Qualifications:

- A. Must be 18 years of age or older
- B. Must hold a current Ecology/Conservation certification for the BSA National Camping School Ecology/Conservation Section
- C. Possess a good working knowledge of Ecology and Conservation
- D. C.P.R. and First Aid certifications
- E. Must have at least 2 complete uniforms
- F. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Program Director
- B. Understands the natural history, ecology, and conservation aspects of the camp area
- C. Responsible for ensuring all Ecology/Conservation Merit Badges and skills are taught
- D. Supervises the Ecology/Conservation staff
- E. Reviews the conservation plan of the camp
- F. Maintains on-the-ground teaching techniques to better interpret conservation concepts for boys, including nature trails, marked forestry plots, erosion control displays, soil profiles, weather stations, etc
- G. Area Directors conduct and maintain an accurate opening and closing inventories
- H. Participates in camp wide events
- I. Responsible for ordering necessary supplies from the Program Director in a timely manner
- J. Submits a written report of recommendations for improving next year's program
- K. Area Directors are to submit a closing report
- L. Performs other duties as may be assigned by the Program Director and Camp Director

**Camp Tapico Summer Camp
Job Description for Handicraft****Position: HANDICRAFT STAFF**

Qualifications:

- A. Must be 16 years of age or older
- B. Must have a work permit
- C. Must possess an understanding of and have a background in Handicraft skills
- D. C.P.R. and First Aid certifications
- E. Must have at least 2 complete uniforms
- F. Must be registered member of the Boy Scouts of America

Responsibilities:

- A. Reports directly to the Handicraft Director
- B. Serves as an instructor for the Handicraft related Merit Badges
- C. Responsible to help maintain the Handicraft Area and its equipment
- D. Assists in conducting and maintain an accurate opening and closing inventories
- E. Participate in camp wide events
- F. Performs other duties as may be assigned by the Handicraft Director, Program Director, and Camp Director

Position: BLACKSMITH

Qualifications:

- A. Must be 18 years of age or older
- B. Must possess an understanding of and have a background in Blacksmith skills
- C. C.P.R. and First Aid Certifications
- D. Must have at least 2 complete uniforms
- E. Must be registered member of the Boy Scouts of America

Responsibilities:

- A. Reports directly to the Handicraft Director
- B. Serves as an instructor for the Handicraft related Merit Badges and Blacksmith
- C. Responsible to help maintain the Blacksmith Area and its equipment
- D. Assists in conducting and maintain an accurate opening and closing inventories
- E. Participate in camp wide events
- F. Performs other duties as may be assigned by the Handicraft Director, Program Director, and Camp Director

Position: HANDICRAFT DIRECTOR

Qualifications:

- A. Must be 18 years of age or older
- B. Must possess skills in the Handicraft Area
- C. C.P.R. and First Aid certifications
- D. Must have at least 2 complete uniforms
- E. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Program Director
- B. Responsible for ensuring all Handicraft Merit Badges and skills are taught
- C. Responsible for the maintenance, accurate inventory, and proper usage of all Handicraft equipment
- D. Responsible for the neat, clean, and orderly condition of the Handicraft area and equipment
- E. Assists with camp wide events
- F. Submits a written report of recommendations for improving next year's program
- G. Area Directors are to submit a closing report
- H. Area Directors conduct and maintain an accurate opening and closing inventories
- I. Participate in camp wide events
- J. Responsible for ordering necessary supplies from the Program Director in a timely manner
- K. Performs other duties as may be assigned by the Program Director and Camp Director

**Camp Tapico Summer Camp
Job Description for Health Officer****Position: HEALTH OFFICER**

Qualifications:

- A. Must be 21 years of age or older
- B. C.P.R. and First Aid certifications
- C. Must be one of the following: physician, nurse (RN, LPR, or LVN), physician's assistant, medical student (completion of second year or more), paramedic, emergency medical technician, or American Red Cross Emergency Response, which includes CPR or National Safety Council First Aid and CPR Level 3, or Outdoor Emergency Care conducted by the Camp Physician and meet Boy Scouts of America and State of Michigan standards
- D. Must have at least 2 complete uniforms
- E. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Reports directly to the Camp Ranger
- B. Establishes and maintains a working relationship with the Camp Physician
- C. Establishes and maintains a working relationship with nearby hospitals
- D. Holds a daily sick call period, and maintains a daily medical log
- E. Handles all first aid calls. Secures the proper medical treatment for all cases
- F. In the case of serious accidents, notifies authorized personnel via the Camp Director (i.e. hospital, police, ambulance, etc)
- G. In the case of serious illness, contacts the doctor, alerts, the hospital, and arranges for transportation. Notifies health authorities if contagion is suspected and follows their instruction
- H. Fatalities- Notifies the proper authorities under the direction of the Camp Director
- I. Maintains the medical records of all persons while in camp
- J. Supervises the medical rechecks when Scouts and Leaders first arrive in camp
- K. Controls the distribution of all medications (prescribed) on camp
- L. Compiles a detailed area report concerning his/her area of responsibility
- M. Area Directors conduct and maintain an accurate opening and closing inventories
- N. Compiles an accurate list of all items used during camp. Turns this into the Camp Ranger at the end of Camp
- O. Participates in camp wide events
- P. Completes the accident/incident report for the Tall Pine Council
- Q. Completes the accident insurance forms for those needing off camp medical attention and forwards completed forms with all the required signatures to the Accounting Manager of the Tall Pine Council
- R. Maintains an inventory of all supplies and area first aid kits and makes replacements as needed in a timely manner
- S. Area Directors are to submit a closing report
- T. Performs other duties as may be assigned by the Camp Ranger and the Camp Director

**Camp Tapico Summer Camp
Job Description for International Scout**

Position: INTERNATIONAL SCOUT

Qualifications:

- A. Must be 18 years of age or older
 - B. Must have the ability to work with Scouts and Leaders
 - C. Must be cooperative and creative
 - D. C.P.R. and First Aid certifications (Offered at Camp)
 - E. Must have a working knowledge of the Scouting Program
 - F. Must have at least 2 complete uniforms
 - G. Must be fluent in the English Language
 - H. Must be a registered member of Boy Scouts
- Approved by: International Division, Boy Scouts of America

Responsibilities:

- A. Directly responsible for unit service and relaying unit needs to the Program Director
- B. Works closely with assigned campsites to see that youth and leaders are having a positive camp experience
- C. Introduce units to the Scouting program of your country
Provide help in solving unit problems related to camp
- D. Assist in the instruction of Scout craft related skills and Merit Badges
- E. Assist in the development of Scout craft area
- F. Participate in camp wide events
- G. Assists in conducting and maintain an accurate opening and closing inventories
- H. Performs other duties as may be assigned by the Program Director and Camp Director

**Camp Tapico Summer Camp
Job Description for the Kitchen**

Position: COOK STAFF

Qualifications:

- A. Must be 18 years of age or older
- B. C.P.R. and First Aid Certifications
- C. Must have at least 2 complete uniforms
- D. Must be a registered member of Boy Scouts of America

Responsibilities:

- E. Directly responsible to the Camp Cook.
- F. Assist the Camp Cook in meal preparation.
- G. Responsible for the cleaning of the kitchen, dining hall, dishes, floor, and cooking equipment.
- H. Supervises the setting of the dining hall for meals.
- I. Help keep the floors and bathrooms clean in the Administration Building.
- J. Maintain a high degree of personal cleanliness.
- K. Participate in camp wide events
- L. Assists in conducting and maintain an accurate opening and closing inventories
- M. Perform other duties as may be assigned by the Camp Cook, Business Manager and Camp Director.

Position: CAMP COOK

Qualifications:

- A. Must be 18 years of age or older
- B. Must have the ability to manage a kitchen
- C. Must be able to cook for large numbers of people
- D. Must be able to prepare a balanced menu
- E. C.P.R. and First Aid certifications
- F. Must be Servsafe certified
- G. Must have at least 2 complete uniforms
- H. Must be a registered member of Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Business Manager. In the absence of the Business Manager, responsible to the Camp Director
- B. Supervises the kitchen staff in meal preparation and clean up
- C. Prepares a balanced staff menu for approval by a dietitian at least two months in advance of camp opening
- D. Follows the approved menus when ever possible
- E. Maintains a high degree of personal cleanliness
- F. Keeps the kitchen and dining hall areas neat and clean, including all food service equipment
- G. Work with the Business Manager and Food Service Director in food ordering and budget control
- H. Meal preparation for staff members with medical or other special diet requirements will be met with the least inconvenience to the camp cook
- I. Submit a written order to the Food Service Director for supplies and food necessary for staff meals
- J. Assure that there is sufficient food available for staff during times when the kitchen does not prepare staff meals (such as Saturday evenings)
- K. Area Directors conduct and maintain an accurate opening and closing inventories
- L. Area Directors are to submit a closing report
- M. Submit a written report of recommendations and evaluations as a basis for improvement of next year's program
- N. Responsible for ordering necessary supplies from the Business Manager in a timely manner
- O. Participate in camp wide events
- P. Perform other duties as may be assigned by the Business Manager and Camp Director

**Camp Tapico Summer Camp
Job Description for Outdoor Skills**

Position: OUTDOOR SKILLS STAFF

Qualifications:

- A. Must be 16 years of age or older
- B. Must have a work permit
- C. Must possess a working knowledge of camping and outdoor skills
- D. C.P.R. and First Aid certifications
- E. Must have at least 2 complete uniforms
- F. Must be a registered member of the Boy Scout of America

Responsibilities:

- A. Directly responsible to the Outdoor Skills Director
- B. Instructs and counsels campers in Outdoor skills and outdoor Merit Badge subjects
- C. Keeps the Outdoor Skills facilities and equipment in top condition
- D. Follows a daily assignment sheet and handles demonstrations and activities scheduled along with teaching extra classes such as Totin' Chip and Fireman' Chit, etc
- E. Participate in camped events
- F. Responsible for securing food and supplies needed for program from the Outdoor Skills Director in a timely manner
- G. Assists in conducting and maintain an accurate opening and closing inventories
- H. Performs other duties as may be assigned by the Outdoor Skills Director, Program Director and Camp Director

Position: OUTDOOR SKILLS DIRECTOR

Qualifications:

- A. Must be 18 years of age or old
- B. Must have a working knowledge of the basic Outdoor skills
- C. Must understand the Boy Scout advancement program
- D. Must have a current BSA National Camp School certification from the Outdoor Skills
- E. C.P.R. and First Aid certifications
- F. Must have at least 2 complete uniforms
- G. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Program Director
- B. Responsible to ensure all Outdoor skills related Merit Badges and skills are taught
- C. Trains their staff in skills needed
- D. Oversees the First Year Camper Program (White Pine)
- E. Assist unit leadership with advancement program in their own troops
- F. Area Directors conduct and maintain an accurate opening and closing inventories
- G. Submits a written recommendation to improve next year's program
- H. Participates in camp wide events
- I. Responsible for ordering necessary supplies from the Program Director in a timely manner
- J. Area Directors are to submit a closing report
- K. Performs other duties as may be assigned by the Program Director and Camp Director

**Camp Tapico Summer Camp
Job Description for Rangers****Position: CAMP QUARTERMASTER**

Qualifications:

- A. Must be 16 years of age or older
- B. Must have a work permit
- C. C.P.R. and First Aid certifications
- D. Must have at least 2 complete uniforms
- E. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Camp Ranger
- B. Assists in conducting and maintain an accurate opening and closing inventories
- C. Keeps accurate records of all items used by troops (check in and check out procedure)
- D. Knows the condition of all equipment and takes the necessary steps to maintain items are kept in good condition
- E. Reports replacement needs of equipment to the Camp Ranger
- F. Keeps the supply room and storage facilities in clean and safe condition
- G. Establishes a complete campsite check-out/ check-in inventory and submits reports to the Camp Ranger
- H. Submits a written report of recommendations for improvements to next year's program
- I. Submits a troop check-out report to the Camp Ranger of unaccounted for or damaged equipment for which the troop is charged
- J. Courteous to all Scouts and adults
- K. Participate in camp wide events
- L. Perform other duties as assigned by the Camp Ranger and the Camp Director

Position: CUSTODIAN/ RECYCLING COORDINATOR

Qualifications:

- A. Must be 16 years of age or older
- B. Must have a work permit
- C. Must have at least 2 complete uniforms
- D. C.P.R. and First Aid certifications
- E. Must be a registered Member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Camp Ranger
- B. Participate in camp wide events when possible
- C. Clean, restock all supplies, and maintains an adequate surplus of supplies in the Shower Building and Admin Restrooms
- D. Assists with Waste disposal and recycling pickups
- E. Sort and evaluate all incoming trash and recycling
- F. Responsible for cleanliness of recycling tent area and burner area
- G. Responsible for recycling speech during check in
- H. Responsible for inspecting, evaluating, and directing campers on their check out garbage and recycling drop
- I. Assists in conducting and maintain an accurate opening and closing inventories
- J. Perform other duties as assigned by the Camp Ranger and Camp Director

Position: RANGER STAFF

Qualifications:

- A. Must be 18 years of age or older
- B. Must hold a current driver's license
- C. C.P.R. and First Aid certifications
- D. Must have at least 2 complete uniforms
- E. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Camp Ranger
- B. Assists the Camp Ranger in driving canoe trailers on canoe trips and other "deliveries and pick-ups" as needed
- C. Assists the Camp Ranger with maintenance and repairs in camp, as well as performs minor repairs and maintenance
- D. Responsible for waste disposal and recycling pick up in camp as needed
- E. Moves, repairs, and stores equipment as needed
- F. Participates in camp wide events when possible
- G. Makes recycling drop offs as directed by the Camp Ranger
- H. Assists in conducting and maintain an accurate opening and closing inventories
- I. Performs other duties as may be assigned by the Camp Ranger and the Camp Director

Position: CAMP RANGER

Qualifications:

- A. Must be 21 years of age or older
- B. Must hold a current BSA National Camping School certification from the Ranger Section
- C. C.P.R. and First Aid certifications
- D. Must hold a current driver's license
- E. Must have at least 2 complete uniforms
- F. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Reports directly to the Camp Director
- B. Responsible for the physical operation of camp when directed
- C. Total responsibility for the physical plan of the camp
- D. Responsible for camp maintenance and assist in filling requisitions for the staff
- E. Responsible for troop and patrol equipment delivery and the necessary quantity for each unit
- F. Supervises the operation of the Quartermaster, Ranger Staff, the Health Officer, and the Custodian
- G. Responsible for the security system in camp
- H. Responsible for all vehicle usage and maintenance
- I. Responsible as the fire warden in camp
- J. Area Directors conduct and maintain an accurate opening and closing inventories
- K. Responsible for camp emergency procedures
- L. Responsible for camp health and safety
- M. Manages and maintains the Camp Conservation Plan
- N. Participates in camp wide events when possible
- O. Supervises the closing of summer camp
- P. Area Directors are to submit a closing report
- Q. Responsible for ordering necessary supplies from the Business Manager and Camp Director in a timely manner
- R. Performs other duties as may be assigned by the Camp Director

**Camp Tapico Summer Camp
Job Description for Shooting Sports**

Position: ARCHERY DIRECTOR

Qualifications:

- A. Must be 18 years of age older
- B. Must be qualified for archery instruction
- C. C.P.R. and First Aid Certifications
- D. Must have at least 2 complete uniforms
- E. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Shooting Sports Director
- B. Supervises and manages the Archery Range
- C. Instructs and counsels the campers in various archery skills and Merit Badges
- D. Enforces safety rules on the Archery Ranges
- E. Keeps the Archery equipment and facilities in top condition
- F. Area Directors conduct and maintain an accurate opening and closing inventories
- G. Submits a written report of recommendations for improving next year's program
- H. Participate in camp wide events
- I. Responsible for ordering necessary supplies from the Shooting Sports Director in a timely manner
- J. Area Directors are to submit a closing report
- K. Performs other duties as may be assigned by the Shooting Sports Director, Program Director, and Camp Director

Position: RIFLE RANGE DIRECTOR

Qualifications:

- A. Must be 21 years of age older
- B. Must be familiar with Shooting Sports Equipment
- C. C.P.R. and First Aid certifications
- D. Must have at least 2 complete uniforms
- E. Must be registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Shooting Sports Director
- B. Directs the Rifle Range Program in camp, including the Rifle Range and muzzle loading
- C. Responsible for ensuring Rifle shooting Merit Badge and skills are taught
- D. Maintains the Rifle Range facilities and equipment in top condition
- E. Area Directors conduct and maintain an accurate opening and closing inventories
- F. Evaluates the effectiveness of the Rifle Range Program so as to improve throughout the summer
- G. Submits a written report of recommendations for improving next year's program
- H. Responsible for ordering necessary supplies from the Shooting Sports Director in a timely manner
- I. Participates in camp wide events
- J. Area Directors are to submit a closing report
- K. Performs other duties as may be assigned by the Shooting Sports Director, Program Director, and Camp Director

Position: SHOOTING SPORTS STAFF

Qualifications:

- A. Must be 16 years of age or older
- B. Must have a work permit
- C. C.P.R. and first Aid certifications
- D. Must be certified as an assistant instructor by the BSA National Camping School certified shooting sports director
- E. Must have at least 2 complete uniforms
- F. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Shooting Sports Director
- B. Assists in teaching the skills for all Shooting Sports related Merit Badges
- C. Maintains the Shooting Sports facilities and equipment in top condition
- D. Participate in camp wide events
- E. Assists in conducting and maintain an accurate opening and closing inventories
- F. Performs other duties as assigned by the Shooting Sports Director, Program Director, and Camp Director

Position: SHOT GUN RANGE DIRECTOR

Qualifications:

- A. Must be 21 years of age or older
- B. Must be familiar with Shooting Sports Equipment
- C. C.P.R. and First Aid certifications
- D. Must have at least 2 complete uniforms
- E. Must be registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Shooting Sports Director
- B. Directs the Shot Gun Range Program in camp
- C. Responsible for ensuring Shot Gun shooting Merit Badge and skills are taught
- D. Maintains the Shot Gun Range facilities and equipment in top condition
- E. Area Directors conduct and maintain an accurate opening and closing inventories
- F. Evaluates the effectiveness of the Shot Gun Range Program so as to improve throughout the summer
- G. Submits a written report of recommendations for improving next year's program
- H. Responsible for ordering necessary supplies from the Shooting Sports Director in a timely manner
- I. Participates in camp wide events
- J. Area Directors are to submit a closing report
- K. Performs other duties as may be assigned by the Shooting Sports Director, Program Director, and Camp Director

Position: SHOOTING SPORTS DIRECTOR

Qualifications:

- A. Must be 21 years of age older
- B. Must be familiar with Shooting Sports Equipment
- C. C.P.R. and First Aid certifications
- D. Must have at least 2 complete uniforms
- E. Must be registered member of the Boy Scouts of America

Responsibilities:

- F. Directly responsible to the Shooting Sports Director
- G. Directs the Rifle Range Program in camp, including the Rifle Range and muzzle loading
- H. Responsible for ensuring Rifle shooting Merit Badge and skills are taught
- I. Maintains the Rifle Range facilities and equipment in top condition
- J. Area Directors conduct and maintain an accurate opening and closing inventories
- K. Evaluates the effectiveness of the Rifle Range Program so as to improve throughout the summer
- L. Submits a written report of recommendations for improving next year's program
- M. Responsible for ordering necessary supplies from the Shooting Sports Director in a timely manner
- N. Participates in camp wide events
- O. Area Directors are to submit a closing report
- P. Performs other duties as may be assigned by the Shooting Sports Director, Program Director, and Camp Director

**Camp Tapico Summer Camp
Job Description for Trading Post**

Position: TRADING POST STAFF

Qualifications:

- A. Must be 16 years of age or older
- B. Must have a work permit
- C. Must have the ability to work with adults and Scouts
- D. C.P.R. and First Aid certifications
- E. Must have at least 2 complete uniforms
- F. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Trading Post Director and Business Manager
- B. Assist in opening and closing the Trading Post on schedule
- C. Assist in conducting and maintain an accurate opening and closing inventories
- D. Assist in completing inventory at least once a week
- E. Assist in keeping inventory neat, clean, and shelves stocked
- F. Assist in keeping trash containers (inside and outside) empty and clean
- G. Participate in camp wide events
- H. Assist in business transactions of the Trading Post
- I. Courteous to all customers
- J. Perform other duties as may be assigned by the Trading Post Manager, Business Manager, and Camp Director

Position: TRADING POST MANAGER

Qualifications:

- A. Must be 18 years of age or older
- B. Must be able to work with adults and Scouts
- C. C.P.R. and First Aid certifications
- D. Must have at least 2 complete uniforms
- E. Must be a registered member of the Boy Scouts of America

Responsibilities:

- A. Directly responsible to the Business Manager. In the absence of the Business Manager, responsible to the Asst Business Manager
- B. Follow and maintain the policies of the Tall Pine Council, Boy Scouts of America, and local, state, and federal laws
- C. Open and close the Trading Post on schedule
- D. Train and supervise Trading Post Staff
- E. Maintain accurate records of income, expenditures and inventories, submitting a written report to the Business Manager each Saturday
- F. Maintain supplies in agreed upon quantities
- G. Completely responsible for all business transactions in the Trading Post
- H. Receive \$200 petty cash. \$30 is for the candy register, \$70 for store register, and \$100 for change
- I. Prepare nightly check out and balance his/her account with the Business Manager, holding out \$100 for start up and \$100 petty cash. Receive a written receipt for the money turned in
- J. Prepare an accurate opening inventory of all merchandise in accordance with the requirements of the Tall Pine Council Accounting Manager
- K. Sort and package pre-order sales as directed by the Camp Director
- L. Conduct and inventory at least once each week to be turned into the Business Manager on Saturday
- M. Assure only the Trading Post Manager, Trading Post Staff, Business Manager or Assistant Business Manager will operate the cash register
- N. All transactions are in cash, check, gift certificates, Visa, American Express, Discover, or Master Charge. The only exceptions are staff charges and Scoutmaster approved troop charges
- O. Empty and wash out trash containers inside and outside the Trading Post as needed
- P. Dust or wash off stock and merchandise every other day or more often if needed
- Q. Sweep and mop floors as needed
- R. Rotate stock or change its location if it is not selling
- S. Assure that items are sold only over the front counter in the proper manner
- T. Keep candy and ice cream monies separate from store sales
- U. Be in charge of pop machines, which includes collecting the money from each machine, recording amounts, and turning in with the daily Trading Post deposits
- V. Courtesy to all customers

- W. Receive a Trading Post Requisition Form, completely filled out and signed by the Camp Director, Program Director, Business Manager or Assistant Business Manager for program area supplies. Requisitions once filled, are priced with cost and retail and turned into the Business Manager each day
- X. Do not accept checks for cash. If a person needs cash, the Business Manager will handle it

- Y. Participate in camp wide events. If Director desires at Fire Bowl, make popcorn and prepare a traveling Trading Post, (see enclosed directions)
- Z. Organize merit badges and sell every Friday
- AA. Accept a current year round Trading Post inventory by signing for it from the year round Camp Ranger. Check the inventory and then forward the original to the Tall Pine Council Accounting Manager. Keep a copy for your records
- BB. Prepare written orders for ice cream, soda pop, and candy supplies in accordance with needs. Submit the order to the Business Manager for ordering in accordance with the written ordering schedule
- CC. Upon receiving supply order, check the order for correctness and quantities. Add items and quantities to your weekly inventory sheets. Turn packing slips and invoices in to the Business Manager daily
- DD. Maintain an adequate inventory of all supplies without having an excuse
- EE. Submit a written report at the close of camp that includes a complete, accurate inventory and evaluation of all Trading Post staff members, along with suggestions for improving next year's program
- FF. Perform other duties as may be assigned by the Business Manager and Camp Director

CONTRACTS

Contracted service agreements are required of all Staff and Volunteers. You should retain a copy of your contract for reference. Contained within this legal document is the position you have been hired for, contract dates, pay rate, and conditions of employment. In becoming a member of the Camp Tapico Summer Camp Staff, you are an employee of the Tall Pine Council, Boy Scouts of America, and are subject to the rules and regulations of the Boy Scouts of America, the Tall Pine Council, and Camp Tapico. It is imperative that you, and a legal guardian if under 18, become familiar with this agreement. The Tall Pine Council and camp management will be firm in requiring adherence to all rules and regulations. Failure to comply with these policies will result in a reprimand and/or dismissal.

SALARIES AND PAY SCHEDULE

Your housing and meals for your summer camp employment are also considered part of your compensation. Your salary is subject to city, state and federal withholding taxes, as well as Social Security and Medicare. Such deductions will be made from your salary payments in accordance with the provisions of these tax laws. Staff will be paid four times during the summer. **Your first check is contingent upon all contract paperwork being returned before June 1.** Staff is reminded that any outstanding balances due to the camp may be deducted from their paycheck. **It is imperative that all contract financial agreements are to remain confidential.**

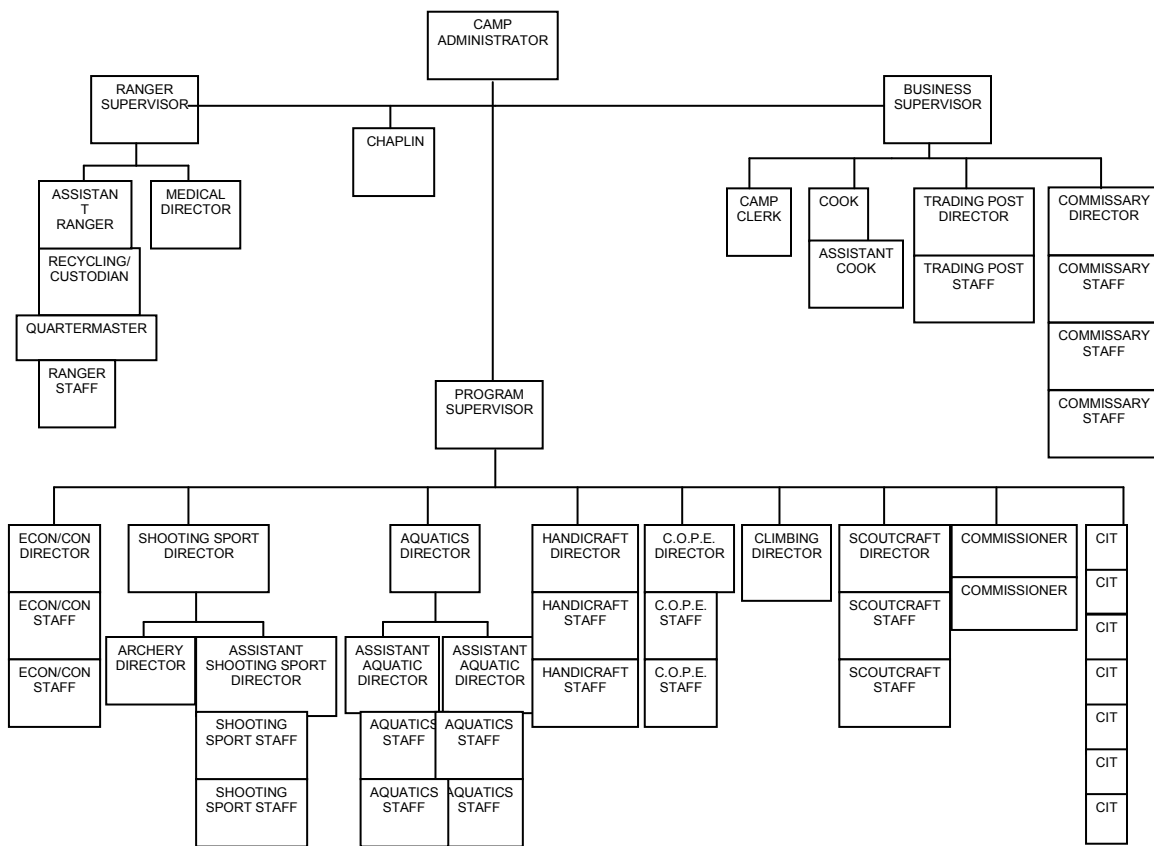
PRE-EMPLOYMENT DOCUMENTATION

Please return these documents to the Scout Service Center no later than a month before camp starts.

- 2 copies of signed Staff Contract
- Completed Employment Eligibility Verification Form (I-9 form with copies of supporting documents (ie: SS#, Drivers License, etc.)
- Copy of social Security Card
- Copy of Photo Identification
- Completed Federal Tax Form
- Completed State Tax Form
- Completed City Tax Form (if you live in the city of Flint)
- Michigan New Hire Form
- Completed Annual Health and Medical Record (you may bring with you to camp)
- Signed Behavior Management Policy
- Signed Staff Member Code of Conduct
- Shirt Size
- Name you would like on your Staff hat
- Completed 3 Reference Forms
- Signed Staff Guide Acknowledgement Form (appendix 1-A)
- Completed Direct Deposit Form
- Copies of Vehicle Registration and insurance (if you will be taking a vehicle to camp)
- Permission to have Vehicle in Camp (if under 18)
- Permission to Leave Camp (if under 18)
- Work permit, if under the age of 18 (contact your school)
- National Camp School Certifications if you have them
- Completed 194 Central Registry Form (if 18 or older)

COMMUNICATIONS IN CAMP/ FLOW CHART

Effective communication is an essential component to any summer camp operation. The flow chart below illustrates the manner in which the Staff passes information that is of the “need to know” nature. It is also the way we conduct the day-to-day decision-making in camp. Day to day information, problems and concerns, and many decisions flow up and down the chain, however final say in these matters is to be dispensed only by the camp administrative team. We will make every effort to follow the chain of command at all times. Staff Members should expect that the chain of command will be broken in emergency situations and in situations that pose a threat to the health and safety of Campers and Staff Members.



CAMP CALENDAR & SCHEDULES

Camp is quickly approaching and there are some dates that are important to the Camp Tapico Staff. Please review the Important Dates for the 2012 Camp Calendar. All day-to-day activities at Camp Tapico are driven by the 2012 Program Schedule. Please become familiar with this schedule, since it will be your schedule for the summer. Within the overall program, there is a specific schedule for the Merit Badge program. Program personnel should become familiar with your area's schedule prior to camp (see Appendix 3). Further information may be found by consulting the **2012 Camp Tapico Staff group on Facebook.com**.

2012 Camp Calendar

January 14	Join 2012 Camp Tapico group on facebook.com
January 14	Register as a member of Venture Crew 1950
April 1	Complete all online training and documentation sent to Camp
April 20-22	CPR/First Aid training at Camp Tapico
May 2	Leaders Orientation 7:00 p.m.
May 18-20	Spring Conclave - Order of the Arrow
June 1	All contracts and employment paperwork due
June 13	Cabinet Reports to Camp
June 15	Area Directors Report to Camp
June 17	General Staff Reports to Camp (Complete Field Uniform by 1:00pm.)
June 18-23	Staff Training Week
June 23	Week 1 Early Arrivals
June 24 –June 30	Boy Scout Summer Camp – Week 1
June 26	National Visitation - Boy Scout Summer Camp
June 30	Week 2 Early Arrivals
July 1-July 7	Boy Scout Summer Camp – Week 2
July 7	Week 3 Early Arrivals
July 13	Staff Evaluations
July 8-14	Boy Scout Summer Camp – Week 3
July 14	Week 4 Early Arrivals
July 15-21	Boy Scout Summer Camp – Week 4
July 21	Week 5 Early Arrivals
July 22-28	Boy Scout Summer Camp – Week 5
July 29- Aug 1	Camp Shutdown
July 30	Camp Tapico Summer Camp Staff - Final Evaluations
July 31	Staff Appreciation
Aug 1	Staff Departs (on/or before)
T.B.A	Michigan Camp Licensing Consultant to inspect camp

STAFF TIME OFF

Time off for Staff Members will be arranged by the camp director and your director. On Saturdays all Members of the Staff will participate in camp change over for the new week. Once change over duties are completed Staff Members are released until 10:00 a.m. Sunday. All Staff Members are expected to be in attendance for the morning flag ceremony following their time off. A Staff check-in and check-out will be maintained in the Camp Administration Building. All Staff Members must sign-out before leaving camp, and sign-in upon return. Staff Members under the age of 18 must provide written permission from their parent/guardian to leave camp on their time off. Staff Members under the age of 18 must also secure permission from a Camp Administrator.

STAFF VISITORS

Visitors of Staff Members are welcome during your time off, and at the Friday Night Campfire. The Staff Member **MUST GIVE THE CAMP DIRECTOR TWO WEEKS NOTICE OF THEIR VISITOR OR VISITORS.** Having visitors during work hours is not encouraged. The camp director must approve all arrangements for persons visiting during work hours, in advance. Meals for visitors cannot be guaranteed. Prices for these are available at the clerk's desk. All visitors are welcome to camp, however, visitors are not allowed in any troop campsite, shower house, program area or staff area without advance permission of the camp director or designee. All visitors must check-in and check-out at the Administration Building. **REMEMBER PETS ARE NOT ALLOWED IN CAMP.** Housing or camping is not available without a fee.

HOUSING

Whether you are assigned to a building or a tent, your assigned area must remain neat and clean at all times. Staff Members will be expected to maintain the cleanliness of their living quarters. If you are unsure as to what to bring to camp, please refer to the Staff Member Equipment List (**Appendix 2 pages 1&2**). The personal belongings of Staff Members are not covered for fire or other risk under the insurance policies of the Tall Pine Council, Boy Scouts of America. Should Staff Members desire such protection, it is suggested that you contact your personal insurance agent. The Camp Director or designee will make all housing assignments.

CERTAIN ITEMS ARE PROHIBITED IN CAMP because they pose a serious health hazard to the campers: BB guns, bean shooters, fireworks (of any type), explosives, alcoholic beverages, illegal non-prescription drugs, pornographic materials, slingshots, and other missile-launching devices. Possession or use of the above-mentioned items is grounds for immediate dismissal. Additional items that constitute a threat to the safety of the camp community will be designated by the camp director and supervisors and removed at once.

PERSONAL FIREARMS AND BOWS AT CAMP

Campers: No Campers, Visitors or Non-Volunteers will be allowed to bring up or use their own personal firearms or bows. If the situation arises that a Camper, Visitor or Non-Volunteer arrives on camp with a bow or firearm, it will be delivered to the Shooting Sports Director, where it will be locked up until they leave, and where upon it will be returned to them.

Staff or Volunteers: Staff and Volunteers will be allowed to bring up and use their own personal firearms and bows under the following conditions:

1. If the firearms or bows have been checked in with the Shooting Sports Director, and the firearms or bows must be registered to the Staff or Volunteers.
2. The firearms or bows and ammunition will be stored at the range block houses.
3. The firearms or bows will only be used during times in which Scouts are not there. They can be used during off time, when designated by the Shooting Sports Director, and only when the Shooting Sports Director is present.

The Shooting Sports Director reserves the right to revoke the privilege of using personal firearms and bows at any time, to any and all individuals.

ALCOHOLIC BEVERAGES, NON-PRESCRIPTION AND ILLEGAL DRUGS ARE PROHIBITED ON CAMP TAPICO PROPERTY.

POSSESSION OF TOBACCO PRODUCTS BY STAFF MEMBERS UNDER THE AGE OF 18 IS AGAINST THE LAW. STAFF MEMBERS VIOLATING THIS LAW WILL BE DEALT WITH ACCORDINGLY.

ANY INDIVIDUAL CONTRIBUTING TO THE DELINQUENCY OF A MINOR IS IN VIOLATION OF THE LAW OF THE STATE OF MICHIGAN AND WILL BE DEALT WITH ACCORDINGLY.

CAMP TAPICO IS A SMOKE FREE FACILITY.

QUIET HOURS

Quiet hours for both Staff and Campers will begin each evening at 10:30 p.m. Campers must be in their campsites at this time unless they are participating in an after hours program. Quiet hours will be observed throughout camp until reveille the next morning.

MAIL

Mail is received at camp daily. All mail received will be placed in the Staff Members mailbox that day. Your mail should be addressed as follows:

Camp Tapico
Attn Staffer: Your Name
2408 Camp Tapico Road, NE
Kalkaska, MI 49646-9582

E-MAIL

Camp does not provide e-mail access.

TELEPHONE

Barring extenuating circumstances, Camp Tapico telephones are not authorized for personal/private usage. However, in case of emergency we encourage each Staff Member to share the camp phone number with their parents/guardians.

Business Phone: **231-258-9302**

Camp Fax: **231-258-0824**

Camp provides an outgoing phone line for Staff and Campers for collect or prepaid calls. Staff Members may use this phone only during none working hours. Campers may only use this phone with permission of their Unit Leaders. This phone is located on the porch of the Administration Building.

CELL PHONE USE AND TEXTING DURING WORKING HOURS IS PROHIBITED.**STAFF MEALS**

Our Staff Cook has a tremendous task to prepare and serve our meals in a timely and tasteful manner. Certain health standards must be rigidly enforced. Therefore, unless specifically authorized by the Commissary Director and Camp Cook, Staff Members are **not permitted in the commissary or kitchen respectively**. Opinions as to the quality, quantity, or variety of the food should be brought to the attention of the Camp Director or Business Manager in private. You will be expected to set the example in conduct and manners. Meals will be available 3 times a day at the following times. Saturday and Sunday meals will be available on an altered schedule:

- 7:30-8:15 a.m. Walk in breakfast
- 12:00 noon Lunch
- 6:00 p.m. Dinner
- Staff Members will be provided a cracker barrel from time to time

In the event you are asked to eat a meal with a troop, a 24-hour notice is required to both the Camp Cook and Commissary Director.

STAFF EVALUATIONS

The personal growth of each Staff Member is of the utmost importance to the Camp Director and Area Directors. The performance of each Staff Member will be evaluated at least twice during the summer, near the end of the second camp week and at the end of camp. A Staff Evaluation Form will be used, and you will be asked to assist in the appraisal. These evaluations will occur in a formal conference with your director.

CAMP TAPICO STAFF EVALUATION FORM

Tall Pine Council, Boy Scouts of America

Staff Member _____ Position _____

Please use the following rating scale for all items listed below:

- 4 – Exceeds Standards
- 3 – Meets Standards
- 2 – Below Standards
- 1 – Unacceptable

Personal Management Skills

- _____ On time for flag ceremonies
- _____ On time for all programs and camp-wide events
- _____ Wears the appropriate uniform for all programs and camp-wide events
- _____ Practices good personal hygiene
- _____ Attends and participates in camp-wide events
- _____ Demonstrates initiative
- _____ Accepts constructive criticism
- _____ Shows interest and enthusiasm in their work
- _____ Satisfactorily completes assigned tasks
- _____ Uses their time efficiently
- _____ Performs duties in a safe manner

Teamwork Skills

- _____ Follows direction of supervisor
- _____ Works well with others
- _____ Participates in the team process on equipment moves, campfires, etc.
- _____ Uses the team approach to identify problems and generate solutions
- _____ Has the ability to cope with change

Organizational Skills

- _____ Completes appropriate documentation for their duties in a timely manner
- _____ Delegates duties and responsibilities effectively
- _____ Communicates effectively with Scouts, staff, and adults
- _____ Makes requests for supplies and or needs in a timely manner
- _____ Uses appropriate documentation to make requests

Overall Performance

Based on this evaluation, circle the category that best represents this staff member's performance:

Outstanding Above Average Average Below Average Unsatisfactory

Supervisor's Signature _____ Date _____

Staff Member's Signature _____ Date _____

Copies to: Staff member, Personnel File *Check One:* *Mid Season* *Final*

Final Evaluation Only: Recommendation for next summer- Rehire Do not rehire

APPEARANCE OF THE CAMP & STAFF

A clean camp is the objective at Camp Tapico. Staff Members are encouraged to pick up trash whenever and wherever they find it as an example to the Scouts. Littering on the part of staff Members will not be tolerated.

Appearance of the Staff Member will set the tone for the appearance of each Camper. Hair must be worn in a clean and neat manner. Beards or sideburns may be worn. Staff Members will be expected to shower, brush their teeth daily and to keep their clothing clean.

Appearance, both in and out of the camp is a reflection of the individual Staff Member, as well as the Tall Pine Council, Boy Scouts of America. If you have specific questions about grooming, please consult the Camp Director and/or your Supervisor.

SHOWER FACILITIES

Camp Tapico has 2 shower facilities, one located across the parade field from the administration building, and the other located on the main trail near Frontier campsite. Typically Staff uses the showers near the Administration Building. There is a male and female side of the building and shower times are divided between youth and adults. These are the shower times:

CENTRAL SHOWER

**OPEN AIR SHOWER
(NO FEMALES)**

ADULT	6:30-7:30 am & pm	YOUTH	6:30-7:30 am & pm
YOUTH	7:30-8:30 am & pm	ADULT	7:30-8:30 am & pm
ADULT	8:30-9:30 am & pm	YOUTH	8:30-9:30 am & pm
CLOSED	9:30-10:30 am & pm	ADULT	9:30-10:30 am & pm
ADULT	10:30-11:30 am & pm	YOUTH	10:30-11:30 am & pm
YOUTH	11:30-12:30 am & pm	ADULT	11:30-12:30 am & pm

Tall Pine Council	2012 Staff Guide	Boy Scouts of America
ADULT 12:30-1:30 am & pm	YOUTH 12:30-1:30 am & pm	
YOUTH 1:30-2:30 am & pm	ADULT 1:30-2:30 am & pm	
ADULT 2:30-3:30 am & pm	YOUTH 2:30-3:30 am & pm	
YOUTH 3:30-4:30 am & pm	CLOSED 3:30-4:30 am & pm	
ADULT 4:30-5:30 am & pm	YOUTH 4:30-5:30 am & pm	
YOUTH 5:30-6:30 am & pm	ADULT 5:30-6:30 am & pm	

UNIFORMS

At camp you are required to be in the appropriate uniform at all times. During Staff Week you will learn which uniforms are indicated for any and all camp activities. See page 33 of the 2012 Boy Scout Handbook for appropriate uniform.

Clothing advocating tobacco, alcohol, drugs, and other inappropriate content will not be permitted on camp.

LAUNDRY SERVICES

Washing clothes is one of those necessary evils of camp life. Every effort will be made to maintain the washing and drying facilities located at the main shower (near the Administration Building). For Staff usage there are clothes lines available in front of the main shower. Please obtain instructions on how to properly wash and dry your clothes. **If there are clothes in the washer move them to the dryer, if there are clothes in the dryer, fold them.**

RECREATION & STAFF ADVANCEMENT

Recreation is important in the life of each Staff Member. Although you should be available for emergencies 24 hours a day, work is not all there is to do at Camp Tapico. You will have spare time, and you should be prepared to take advantage of this. Advancement by Staff Members is expected. Generally, only those merit badges appropriate for summer camp will be offered. However, if an approved merit badge counselor for non-camp merit badges is on Staff, you may work on these and other advancement activities in your spare time, remembering that your primary responsibility is to the Campers.

VEHICLES IN CAMP

Transportation to and from Camp Tapico Summer Camp is the responsibility of each Staff Member. You must be 18 years of age or older to transport another Staff Member in your vehicle. Those Staff wishing to bring a vehicle must have a current driver’s license, certificate of insurance. Staff under the age of 18 who will not have a vehicle in camp will be required to have a Parental Permission Slip to ride with another Staff Member. A specific area on camp will be designated “**Staff Parking.**” All speed limits must be obeyed. **At no time is any Staff Member allowed to borrow and use another Staff Member’s vehicle. Youth protection guidelines must be followed at all times.**

ADDITIONAL DUTIES

You have been hired to perform a particular service in camp. However, as indicated in your contract, providing the best possible program to our Scouts means you may be assigned additional duties. For instance, Area Directors will be asked to complete area books, opening/closing reports, inventories, etc. and supporting Staff will be expected to assist in those duties as directed. The following is a list of command performances and duties, where all Staff Members are expected to participate.

- Events or activities that require **all Staff** to participate in full uniform (except for those with pre-approved time off).
- All flag ceremonies (in the appropriate uniform)
- All check ins and outs
- Equipment moves
- Scout's own service
- Campfires
- Camp wide events
- Tour Guiding
- Service to the camp, clean-up and repairs
- **If a troop invites you to a meal and you accept the invitation, you need to make sure that you are there.**
- C.I.T.'s cannot leave camp during their time at camp. However, parents may come Saturday afternoon and pick-up their son/or daughter and take them off camp. C.I.T.'s must be back by 10:00 a.m. Sunday.
- Punctuality will be expected of each Staff Member. Staff Members are to be on time for all appointments, instructional periods, and flag ceremonies.
- All other duties assigned by the Camp Director.

STAFF LOUNGE

A staff lounge will be set aside for "leisure time" activities such as letter writing, relaxing, etc. The Staff Lounge will be under the direction of the Staff Mayor.

COUNSELOR IN TRAINING PROGRAM (C.I.T.)**Purpose of having Counselor-in-training at camp:**

- To train and help develop qualified Scouts to become members of the Camp Staff.

Objectives of the C.I.T. Program: Through their service at camp, we empower each C.I.T. to:

- Demonstrate the ability to work in groups.
- Participate in camp programs as a Staff Member.
- Participate in multiple program areas.
- Demonstrate a responsible nature in the completion of all tasks.
- Completion of two merit badges or other Scouting awards during the training period.
- Demonstrate an understanding of the overall operation.
- Demonstrate effective communication and teaching strategies.
- Will be trained and demonstrate effective communication with Staff and Scouts alike.
- Demonstrate the ability to learn from and become stronger through service, recognition and constructive criticism.
- Have fun and feel a part of the Camp Staff.

RULES AND REGULATIONS

Tall Pine Council's Camp Tapico is operated under the rules and regulations of the National Council, Boy Scouts of America, the State of Michigan, and Kalkaska County. If at any time you would like to "know, why", we will do our best to explain the regulations and the purpose behind them. Please direct your questions to the Camp Director.

NATIONAL STANDARDS

There are National Standards by which the Boy Scouts of America evaluate camps each year. As a Staff Member, you should be aware of these National Standards, and any other standards pertinent to your area in camp.

STATE LAWS

The State of Michigan requires children's camps, under Public Act 116, 1973, Effective Mar. 29, 1974 ;-- Am. 1994, Act 209, Effective Jan. 1, 1995 ;-- Am. 1997, Act 165, Effective Mar. 31, 1998, to provide written procedures for Behavior Management, Child and Adult Protection Plans, and Health Service Policy. These written procedures are to be provided to every Staff Member and Troop Leader.

Public Act 116**Pertaining to all Staff Members and Troop Leaders**

Public Act 116 of 1973 provides for the licensing of children's camps.

Administration rules adopted by the joint legislative committee on administrative rules on May 4, 2009 require written procedures on the following items be provided to every Staff Member and Troop Leader.

R400.11113 Behavior Management.

- Rule 113
- (1) A camp shall have and follow a written camper behavior management policy.
 - (2) A camp shall include in the policy methods for the positive behavior management of campers.
 - (3) A camp shall include in the policy a statement that a camper shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.
 - (4) A camp shall furnished a copy of the policy to all staff members and troop leaders.

R400.11115 Child and Adult Protection Plan.

- Rule 115
- (1) A camp shall develop and follow a written plan to assure compliance with 1975 Act No. 238 MCL722.621, and known as the Child Protection Law, and section 11 to 11f and 14 of PA No. 280 of MCL 400.11 to 400.11f and 400.14, and known as the Adult Protection Law.
 - (2) The plan shall cover all of the following areas:
 - (a) Reporting responsibilities.
 - (b) Confidentiality.
 - (c) Isolation of an alleged perpetrator from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

R400.11119 Health Service Policy.

Rule 119

- (1) A camp shall have and follow a written health service policy that is appropriate to the population served and the environment of the campsite.
- (2) A camp shall establish the health service policy in consultation with, and reviewed annually by, a licensed physician.
- (3) A camp's health service policy shall cover all of the following subjects:
 - (a) Procedures for campers health screening.
 - (b) Arrangements for on-call health care consultation services.
 - (c) Arrangements for emergency health care services and emergency transportation to an emergency health care facility.
 - (d) First-aid and health care supplies.
 - (e) The storage and administration of prescription and nonprescription drugs and medications.
 - (f) Medical procedures for camper trips away from a campsite.
 - (g) Procedures for daily observation of each camper is physical state.
 - (h) Procedures for prompt and responsive notification of the camper is authorized person.
 - (i) Health officer staffing.
 - (j) Procedures for preventing disease transmission universal precautions equivalent to the procedures in the American Red Cross manual number 655107, which is adopted by reference in R400.11103.

STAFF POLICIES RELATED TO RULES 113,115 and 119

R400.11113 See pages 12-16 on behavior management policies. No camper shall be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to ridicule, threat, corporal punishment, excessive physical exercise or excessive restraint.

R400.11115 1. It is mandatory that any staff member or volunteer report to the camp director any actual or suspected case of child abuse or neglect immediately. The camp director, who if after investigation finds abuse or neglect shall immediately by phone report to the Department of Human Services and file a written report within 72 hours. "THIS IS THE RESPONSIBILITY OF ALL STAFF MEMBERS AND VOLUNTEER LEADERS."
 2. Reporting must be done with the utmost confidentiality.
 3. Any alleged perpetrator must be separated from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

R400.11119 Each staff member and volunteer leader must be alert at all times to each camper's physical state. Any observed change should be reported to the camp director for the appropriate action. This can easily be done at swim time (cuts, bruises, etc.) and at mealtime for behavioral patterns.

12. M-4 The camp administration has written procedures in practice to address possible intrusion of unauthorized persons onto the campsite. These procedures include;

- Periodic review of security concerns regarding the site
- A method for easily distinguishing visitors from participants (campers, leaders, staff members)
- Training for staff, and campers when appropriate, about steps to take in such instances. A written plan is developed to insure that resident youth and adult guests, including family members, are identified, have supervision, and interact with campers and other staff members following council policy.

1. Wristbands will be used to identify campers and visitors.
2. Staff members are provided with identification badges

13. M-5 There are written procedures in practice regarding:
- Release of campers who are minors to a parent or to persons other than the legal parent or guardian.
 - Verification of absentees or “no-shows” with the camp leader at check in/registration time.
 1. Release of campers will follow the procedure outlined on the wall chart in the administration building. Proof of identification will be required.
 2. Absentees or “no-shows” will be verified against the camp roster with the troop leader upon check-in.

Tall Pine Council
Boy Scouts of America
Policy Statement

Section: Health and Safety Policy 1

Subject: Camper Behavioral Management

Date Adopted: December 15, 2010

Issued By: Council Executive Board

Responsibility: Camp Director

Review: Annually

References: Department of Human Services
Division of Child Welfare Licensing
Children’s and Adult Foster Care Camps
Part 1-General Provisions
R400.11113(Rule 113)

- Rule 113**
- (1) A camp shall have and follow a written camper and staff member behavior management policy.**
 - (2) A camp shall include in the policy, methods for the positive behavior management of campers and staff members.**
 - (3) A camp shall include in the policy a statement that camper’s and staff members shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.**
 - (4) A camp shall furnish a copy of the policy to all staff members.**

Section A

1. All campers shall have the Camp's behavioral and program policies discussed with them on opening day by the staff in the particular area and on the first day of program in that area. Emergency procedures will be given to the unit adult leadership to share with their Scouts and the entire camp will be briefed on the siren sounding procedure during orientation.
2. At the above mentioned times, consequences for not following expectations will be discussed:

<ul style="list-style-type: none"> Borrowing without permission Bullying Campers seeking revenge Can't keep hands to self Destruction of property Difficulty paying attention Difficulties with hygiene Doesn't want to try new activities Fear Fear of failure Fighting Fights over possessions Following rules Going into restricted areas Hazing Homesickness 	<ul style="list-style-type: none"> Inappropriate touching Issues of power and control Leaving things a mess Lighting matches Lying Name-calling and unkind remarks Pushing and shoving Refusing to cooperate Sharing Smoking Staying up late Stealing Swearing, profanity, talking dirty Temper tantrums Testing the limits Inappropriate comments to adults (talking back)
--	---
3. Acceptable consequences for campers not following expectations are:
 - A. **Time Out**
 1. A camper will be asked to sit quietly for one to five minutes depending on the severity of the behavior.
 2. The camper is asked to think about why he earned the time-out during the quiet time.
 3. The staff person will come over and cognitively get the camper off the time-out by asking the camper two specific questions; what did you do to earn the time-out? What can you do differently in that situation to avoid earning time-outs from now on?
 - B. **Restriction of Activity**
 1. If a camper continues to inappropriately behave after two time-outs, the camper consequence can include sitting out part-time or the whole length of the activity.
 2. The camper will be informed as to why he has been restricted before the loss of activity time.
 3. The camper will be talked to after the activity to help him cognitively understand, just like a time-out.
 - C. **Clean Appropriate Designated Facility**

Instead of losing activity time, the same format as above shall be followed except the camper shall clean a designated area. Area directors must approve this action.

D. Area Director Conference with Scoutmaster

If the behavioral problems continue after instituting the above measures a conference is to be held with the camper's Scoutmaster by the Area Director or his/her designee. The staff member is to become more aware of the camper's background and to try and develop a plan for working with the camper. NO PART OF THIS PLAN WILL BE IN VIOLATION OF THE POLICIES AND/OR LAWS OF THE TALL PINE COUNCIL, BOY SCOUTS OF AMERICA, MICHIGAN DEPARTMENT OF HUMAN SERVICES, AND ANY OTHER APPLICABLE AGENCY.

E. Conference with Camp Director

1. If behavioral problems continue and the consequences are not affective, the camper should be sent to the Camp Director.
2. Any major incident such as having contraband (weapons other than a pocket knife, alcohol, drugs, tobacco) refusing to participate in activities or meals, stealing, running away, slander, hostile action towards another person, or inappropriate touching of another camper must be reported immediately to the Camp Director.
3. The camper should be sent directly to the Camp Director, or if the camper refuses to go, the Camp Director will go to the camper. The unit leader will be sent for at this time.
4. The staff member should immediately fill out a Major Incident Report and submit it to the Camp Director or his designee.
5. If the situation warrants, (abuse, legal action, and other reasons as determined) the Camp Director will notify the Scout executive.

Section B

The Area Directors shall inform the Camp Director, or his designee, of all Major Incident Reports immediately, and all other significant behavioral problems with campers.

Section C

Enforce all broken expectations at all times without malice. Be consistent in application.

Section D

Application of all consequences is to be done in a uniform and consistent manner.

Section E

At no time is discipline to include depriving a camper of sleep or food, placing a camper alone without supervision, observation and interaction or subjecting a camper to ridicule, threat, corporal punishment, or excessive physical exercise or excessive restraint, physical, verbal, and/or emotional abuse is not tolerated at any Tall Pine Council camps

Section F

A periodic evaluation of program/staff/camper groups to insure that the camp environment is not contributing to behavior problems will be made.

Section G

GROUP CONSEQUENCE: Group discipline is to be used only when it is apparent that the vast majority of the campers/troop are involved in the infraction. The Camp Director (or designee) is to be informed of any group consequence before it begins. It is far better to keep the violators sitting to one side at the activity

Developmental Characteristics of Children**Seven, Eight, Nine, and Ten Years Olds**

- Usually in second through fifth grades.
- Very enthusiastic, hardly ever bored.
- Not self-conscious; will participate in activities easily, enjoy dramatics, dressing up, story telling.
- Short attention span; ½ hour activities are best; longer projects should be spread over several days or weeks; short sessions in garden and berry picking can be productive.
- Tires quickly and can get easily discouraged.
- Curious; eager to learn about new things and explore; interested in animals, though may be a little frightened.
- Usually have a large number of friends; friendships generally are not long- lasting.
- Beginning to form clubs and groups.
- Usually away from home for the first time; still very tied to parents; insecurity may be expressed in bedwetting or thumb sucking during first few days.
- Seeks out companionship, direction and approval of adults; will seldom take direction from peers; will do almost anything if it is with an adult; usually very helpful.
- Coordination and skill development is primitive; has trouble doing fine muscle or precise tasks.
- Developing self-reliance and self-confidence.
- Learning through roles, observing adults; mimic the actions and roles of adults important to them.
- Easily motivated through the fun approach.
- Restless about bedtimes; often fidgety when first lying down.
- Likes repetition; often enjoy the same songs, foods, and activities.
- Not time conscious: has little conception of them.
- Too much excitement or activity can make them nervous or feel overwhelmed.
- Tends to believe, accept statements, stories as literally true; undeveloped ability to discriminate between fact and fiction; often believe that fantasy characters are real.
- Need close supervision in hygiene and personal appearance.

Eleven, Twelve and Thirteen Year Olds

- Usually in sixth through eighth grades.
- Period of great physiological development.
- Very peer oriented; like their own age group; cluster in same age, same sex cliques; prefer group activities to individual ones.
- Beginning interest in opposite sex; consciousness of dress and grooming, fearful of actual interaction with opposite sex.
- Developing fine motor skills and coordination.
- Secrets and mystery are important; important to be in the “in” group.
- Curious; eager for information; beginning to think logically; can understand the importance and responsibility of being a group member.
- Beginning to be self-conscious about participating in some activities.
- Enjoy physical activities.
- Longer attention span; can concentrate on activities for longer periods; can work on projects individually or with peers.
- Conscious of fairness and equal division of work and adult attention.
- Developing a sense of humor.
- Able to plan and make decisions individually and democratically in a group; enjoy planning and organizing activities such as pow-wows.
- Excited and enthusiastic about learning to care for themselves; enjoy cooking and other small camp activities.
- Need close supervision in hygienic and personal appearance.
- Conscious of privileges of older campers.
- Enjoy talking about themselves, homes and families.

Fourteen to Sixteen Year Olds

- Usually in ninth through eleventh grades.
- Can be tremendous difference between ages.
- Periods of self-exploration-who am I? Where and how do I fit in?
- Peer relationships and acceptance are important- may try to conform to group.
- Interested in learning about relations with opposite sex; sex education.

- Approach to opposite sex done in groups-security in numbers.
- Slow physical pace.
- Can be moody.
- Wants to experience new things; need to do routine things in different ways.
- Wants to be self-reliant and independent; often claim privileges but not ready for or willing to take on responsibilities.
- Able to decide upon, plan, and organize group's activities.
- Like to socialize, talk with other group members.
- Value peer evaluation over parental/counselor evaluation.
- Want to consider counselors as friends rather than parents; wanting to break away from parents.
- Self-conscious, don't want to appear as if they don't know the answer; don't want to be embarrassed.
- Able to evaluate selves/group/activities.
- Able to participate in extended projects for longer periods of time.
- Concerned with physical appearance, hair, clothes, etc.
- Open to and interested in discussing controversial and moral issues (i.e. marriage, pregnancy, sexuality).
- Tend to think that they can take care of themselves/know what is best for themselves.

YOUTH PROTECTION

All camp staff members are required by state law to be observant for signs of possible child abuse and neglect. Any such suspicions must be reported only to the Camp Director. They are not to be discussed in camp. If the Camp Director feels it to be appropriate, he may isolate the alleged perpetrator and will report the situation to the Scout executive. The Scout executive must then report it to the Department of Human Services. None of this is to say that we will be scrutinizing unit leader's relationships with their Scouts, but it is sobering to realize that the prevalence of child abuse and neglect in our society suggests that there may be a Scout in your troop who needs help. We are all required, legally and morally, to be ready to help.

Camp Tapico Guidelines

The following established guidelines are to be followed while you are in camp:

- Personal conduct should always reflect the Scout Oath and Scout Law. Harassment of Campers or Staff Members whether physical, mental, or verbal, will not be tolerated. Swearing or the use of vulgar language, the gross infractions of our Staff policies, the violation of any federal state, or local statute, or the disregard for the rights of others will necessitate immediate dismissal.
- No flames in tents or tree houses
- Staff use of program areas and equipment is encouraged for off-duty Staff Members during normal program hours. All safety rules must be observed, and there must be no interference with the regular camp program. Permission of the Area Director must be obtained.
- Although Camp Tapico Summer s\Staff Members are encouraged to explore Camp Tapico and its surrounding wilderness, the nature of some areas requires limited access to them. Special permission is required to enter the following areas:
 - C.O.P.E. and Climbing/Rappelling tower
 - Waterfront (Beach) and boating
 - Shooting sports areas
 - Kitchen and commissary areas
 - Staff housing
 - Individual work areas
- Camp vehicles will be operated by Adult Staff Members specifically authorized by the Camp Ranger. Operation shall conform to the State Laws of Michigan, the policies of the Boy Scouts of America and Tall Pine Council. Such operation shall embrace the following principles:
 - All speed limits must be obeyed. Vehicle speed limit in camp on the main road from Camp Sign to the Ranger House is 25 miles per hour. The speed in camp must not exceed 10 miles per hour.
 - Passengers are never transported in the bed of a truck
 - No more than three people are permitted in a truck cab
 - Safety belts must always be worn
- Sale of articles by a Camp Staff Member to a camper, either directly or indirectly, is prohibited. Sale of items to other Staff Members are permitted - provided that fair value is returned for whatever money is received and with prior approval of the Camp Director.
- Respect the privacy of your neighbors. Do not enter another troop's campsite or a Staff Member's quarters unless invited.
- Gambling is not permitted in the Boy Scouts of America. The Staff will be expected to adhere to this policy and set the example for Campers.
- **No "moonlight swimming or boating".**
- Closed toe shoes must be worn at all times to prevent stone bruises, cuts, and thorn punctures. Exceptions: beach & showers.
- It is the responsibility of all Adult Leaders and Staff Members to be aware on a daily basis, of each Camper's physical condition. Any changes in appearance, appetite, activity level or health habits are to be reported to the Camp Director.

Wildlife and plant life abounds at Camp Tapico and are to be enjoyed by all. They are a natural resource to be protected. The harming of any animal and/or the removal of any animal or plant from camp is forbidden. The cutting down of trees is prohibited without advance approval of the Camp Ranger.

Camp Tapico Emergency Procedures

In the event of a camp emergency, each staff member must adhere to the following guidelines. The Camp Tapico Emergency Procedures will be reviewed during staff week.

- **All personnel in camp (staff members, leaders, and campers) must be familiar with the Camp Emergency Procedures.**
- **In the event of an emergency, all personnel will immediately respond to the specific situation as outlined in the Camp Tapico Emergency Procedures.**

In the event of one of the following situations, the Camp Tapico Emergency Action Coordination Team will begin emergency procedures.

- Serious Accident
- Fire
- Lost Swimmer / Boater
- Severe Weather
- Lost Camper

In an emergency situation, the Camp Emergency Action Coordination Team will assemble at the camp Administration Building. The team will coordinate actions, issue orders, conduct calls as necessary, and release information to the public, following established Boy Scouts of America and State of Michigan policies. The team will include the following personnel.

- Camp Director
- Program Director
- Health Officer
- Camp Ranger
- Business Manager
- Camp Chaplain

Campers will be notified of an emergency via siren signals or air horn blasts.

- | | |
|--|------------|
| • Severe weather / tornado warning | One Blast |
| • Fire | One Blast |
| • Lost swimmer / boater | One Blast |
| • Serious accident / lost camper | One Blast |
| • All Clear | Two Blasts |
| <ul style="list-style-type: none"> • In the event of a power outage or an alarm malfunction, an air horn will be the replacement and a runner will notify you. | |

Upon hearing the emergency signal noted above, all staff members will assemble in the parade field along the pine trees by the central shower sign. All campers and leaders are to report back to their campsites.

- **The camp clerk will take head count.**

Basic Rules to Follow in the Event of a Serious Accident in Camp

- If a victim cannot walk on his own, **do not** move the victim.
- At least two members (staff, youth, adult) must stay with the victim and perform the following as needed: administer first aid, stop bleeding, administer artificial respiration, administer C.P.R., treat for shock, and make the victim comfortable.
- Reassurance is important too.
- At least two members (staff, youth, adult) must care for the rest of the members and lead the members away from the victim.
- A person must be appointed who acts as the “runner”. This “runner” is dispatched to the Health Lodge to seek help. He needs to be able to relay the following information:

- | | |
|----------------------------|---------------------------|
| • What Happened? | • When it Happen? |
| • Who it Happen To? | • Where it Happen? |
| • How it Happen? | |

- The health officer will determine whether or not to call for an ambulance and will then proceed to the accident scene. The "runner" must wait for the ambulance (if called) to direct it to the scene.
- Upon arrival of the ambulance, the victim is turned over to the ambulance crew and their instructions must be followed.
- The troop leader, or for staff the camp director or his designee must accompany the victim to the hospital. The victim's health form should also accompany him.
- Upon arrival at the hospital emergency room, the unit leader must call the victim's parents (or guardians) to seek permission for treatment.
- The camp director or designee must inform the Scout executive of the accident.
- If in doubt as to the condition of the patient, always treat as an emergency!

Minor Injuries

Administer basic first-aid and transport the victim immediately to the Health lodge. Always inform the Health Officer of the assistance (first-aid, etc.) administered.

Illness

The Health lodge is open for sick calls at the following times:

- 9:00 – 11:45 A.M.
- 2:00 – 5:00 P.M.
- 7:00 – 9:00 P.M.
- Emergencies at any time.

Extreme Heat and Humidity

- In the event of extreme heat and/or humidity, Scouts should restrict their physical activity to cooler times of the day.
- Physical activity should be short in duration with frequent periods of rest.
- Scouts should increase their water intake and take preventative measures to protect their skin.
- Preventative steps for sunstroke and dehydration will be stressed when necessary.
- Limit hiking time to 20 minutes rest as necessary in the shade.

Severe Weather

Severe weather includes heavy thunderstorms, tornado watches (tornado possible), tornado warning (tornado sighted) and lightning.

Severe Storm or Tornado Warning

- The camp ranger or designee will sound the severe storm alarm. Issue verbal instructions to the campers or staff members.
- All campers and staff members are to seek shelter in the immediate low ground areas or the storm shelter attached to the commissary.
- Campers and staff members are to remain in the low ground areas or the storm shelter attached to the commissary, until the "all clear" signal is sounded.
- The camp ranger or designee will sound the "all clear" signal.
- Campers must report to their campsites upon receiving the "all clear" signal and remain there until released by a staff member.
- The staff members must report to the Administration Building upon receiving the "all clear" signal.

Lightning

- Seek shelter in a low-lying area, away from overhead wires.
- Avoid contact with water or metal.
- If you are on the lake with severe lightning:
- A "clear the lake" signal will be sounded. Proceed to shore and remove boat from water. Move away from the boat and the water. Seek shelter.
- Avoid contact with metal and overhead wires.

Fire

- The camp ranger or designee will sound the fire alarm. Issue verbal directions to the campers or staff members.
- All campers must report to their campsites.
- The troop leader must conduct a roll call of his/her campers.
- Staff member will come to your campsite to check your roll call.
- The camp ranger or designee will sound the "all clear" signal.
- All of the staff members must report to the Administration Building.
- Campers must remain in their campsites until the "all clear" signal is sounded.

Lost Camper

- Advise the camp office immediately.
- Find out where the lost camper was last seen.
- Check the lost camper's campsite.
- Organize a search party and send a staff member to the outbound areas.
- After sufficient time has elapsed, notify the Sheriff's Department.
- Call the Coast Guard and request helicopter surveillance.
- Continue the search for the lost camper until found.
- After sufficient time has elapsed, notify the lost camper's parents'.
- **The camp director or designee will determine when to notify the lost camper's parents.**

Lost Camper Search Procedure

Once verification of a lost camper is made, the staff will be mobilized. Determination of where the person was last seen is made. The camp ranger will coordinate the lost person searches with the assistance of the camp staff and unit leaders as necessary.

- Search the troop's campsite and the immediate surrounding areas.
- Teams of 3 will be sent to search the campsite areas. Teams leave under the control of adults only.
- Know your destinations, search areas, and the times of return.
- Search teams should carry the following:
Flashlights, canteens, blankets, rope, first-aid kits, and suitable personal clothing.
- Teams should have the missing person's name, troop number, home address, and phone number.
- If recovery is not made quickly, the camp director or designee will request outside assistance.

Lost Swimmer / Boater Verification

- The lost swimmer/boater is identified by name.
- The lifeguard calls for a buddy check and orders all persons out of the water.
- The name of the missing person is called loudly. The changing area and the latrine are checked.
- One person is dispatched to the missing person's campsite for a check there. If the missing person is found, explain the merits of the buddy system to the missing person and his buddy.

Lost Swimmer / Boater Search Procedure

The Aquatics staff immediately enacts their plan for a lost swimmer/boater search. If this is not productive, the camp ranger or designee will sound the siren for a lost swimmer/boater search.

- The siren sounds.
- All adults and campers must return to their campsites. The unit leaders must conduct a head count of their campers and everyone remains in their campsite.
- Report your count to the camp staff member who comes to your campsite.
- All available staff members must report to the waterfront to assist in the search as described by the camp and State of Michigan policies.
- Adults and campers must remain in their campsites until the "all clear" signal is sounded.

Earthquake

In the event of an earthquake, you are to proceed immediately to an open area. The major risk of injury during an earthquake is as a result of falling objects. Be aware of overhead power lines and trees. Exit any buildings if possible.