

2023
GUIDE TO STAFF EXPECTATIONS



Dear Mississippi Valley Council Summer Camp Staff:

Your stay at Summer Camp this season will be rewarding, enjoyable, satisfying personally, and challenging. The Mississippi Valley Council operates Camp Eastman and Saukenauk Scout Reservation to foster the outdoor program of the Boy Scouts of America through you, the summer camp staff. Take some time to become familiar with this manual. By the end of staff training, you will be accountable for all aspects of it.

The contents of this manual include the camp rules, expectations, and tips to ensure a quality and exciting program for our customers, the Scouts who attend our camp. **No matter what position you have in camp, you will be an important part of the Scouts' enjoyment of camp.** Yes, most will look up to you and will imitate your actions. Therefore, we have chosen all of our staff members based upon their skills and qualifications.

The campers have an idea in their minds as to what camp will be like. Generally, they want to learn skills, advance in their Scouting rank, and have FUN! In order to provide fun activities to others; you have to like what you are doing. Together, we can make this happen for both the Scouts and us. Looking forward to a great summer camp season!

Whether you're helping with one camp or several, we're glad to have you part of the team. Together, we'll continue to make Mississippi Valley Council Camps the premier destination for our Scouts and those from surrounding councils.

Cordaro Boughton

Cordaro Boughton
Council Program Coordinator
Mississippi Valley Council



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**Please note that all documents and forms will
be updated on the Council website:
mississippivalleybsa.org/camps/camp-staff/**



Our Values

We are a values based program and as such we will expect all staff members to live by the values of our organization. Please be familiar with the below and strive to achieve them to the best of your ability so we can be a shining example to the Scouts we serve.

Our Mission

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

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.

The Scout Law

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

The Scout Motto

Be Prepared

The Scout 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.



Prepared. For Life.™



Our Expectations

In agreeing to work on Summer Camp staff you are affirming your commitment to conduct yourself professionally at all times, **both at and away from camp**, so that you are a credit to yourself, the Mississippi Valley Council, and the Boy Scouts of America. You are held accountable for your actions away from camp during the duration of your employment as stated on your letter of employment.

You Must:

- Be a registered member of the Boy Scouts of America
- Live your life by the values of Scouting listed on the prior page.
- Fully cooperate with the policies, program, and management of Summer Camp
- Participate successfully in the designated staff training and fulfill the job requirements specified by Summer Camp through your supervisor
- Maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment
- Submit a medical evaluation during the past 12 months using the official BSA Health and Medical Record.
- Submit all paperwork in a timely fashion. It should be understood that we will not pay for contracted time unless all paperwork and training is complete, submitted, and recorded.

All staff needs to be aware that their actions are closely scrutinized by camp participants while on and off duty, on property, in town, and online. Any impropriety or the appearance of impropriety reflects negatively on the Mississippi Valley Council and can affect your employment status.

Scout Spirit

Mississippi Valley Council Staff members are employed to serve campers and leaders. We need to make sure that the summer camp experience exceeds their high expectations. Being a camp staff member means being ready to assist willingly, whenever and wherever needed. Each staff member should constantly strive for excellence. The best staff members learn by doing and by seeking to improve themselves as the summer progresses. Each participant expects the same top-notch experience and it is up to the camp staff to see that they get it.



To Do List

Immediately Upon Being Hired

- _____ Letter of Employment signed and returned to the Council Service Center
- _____ Register as a member of the Boy Scouts of America
- _____ National Camp School Card, if applicable, As soon as you complete the course

Paperwork - Due by May 31

- _____ Staff Manual Letter of Agreement
- _____ Complete Federal W-4 – Not necessary for Volunteers or CIT's
- _____ State W-4- Not necessary for Volunteers or CIT's
- _____ IA W-4 and IL W5-NR - *For Iowa residents, this should save you from needing to submit another state tax return when filing your annual taxes.*
- _____ Federal I-9 Note: *you must bring either 1 item from List A or 1 item from List B and one item from List C (2 total items)*
- _____ Camp School Certification Card
- _____ Direct Deposit Form

Training - Due by May 31

- _____ Unlawful Harassment Training
- _____ CPR Course
- _____ Youth Protection Training (All Staff)
- _____ Youth on Youth Abuse Prevention Training (All Staff)
- _____ Weather Hazards Training (All Staff)
- _____ Wilderness First Aid Course (SSR Back Country Adventure only)
- _____ Additional training as required (NRA, Medical Degrees, etc.)

Due upon arrival to camp

- _____ BSA Annual Health and Medical Record Parts A, B, and C

Miscellaneous

- _____ Uniforms purchased (Camp Staff receive a 15% Discount)

You can find copies of all forms above at www.mississippivalleybsa.org/camps/camp-staff/

Please note, if you do not have all of the above documents and training complete, we will assume that you are volunteering your time until it is complete. You will not be paid for time served while volunteering. Please turn in the appropriate paperwork as soon as you can to avoid any issues.



A Scout is Clean - Expectations

Appearance

- **Personal cleanliness and hygiene** are required. Staff must shower frequently and encourage participants to do the same
- **Correct Uniform** that is clean and properly fitted
- **Beards & hair styles** must be well kept, clean, and show evidence of grooming
- **Jewelry, piercings, and tattoos** must be appropriate to the Scouting setting and age group that you are working with.
- **The Camp Director** has final say of what is appropriate for camp. When in doubt, please double check with your director.

Dress Code

Official Scout Field Uniform: Tan official BSA uniform shirt, official green shorts/pants, Scout belt (webbed or leather), Scout Socks (not white activity socks), and closed-toed shoes. This is to be worn any time deemed appropriate by the Camp Director and Program Director.

Official Scout Activity Uniform: official green shorts/pants, Scout belt (webbed or leather), Scout Socks (not white activity socks), and closed-toed shoes. Shirts allowed will be the red Camp Staff shirt, the current year's Camp t-shirt for either property or cub program, or a collared Scout polo of any variety. When not in Field Uniform, all staff must wear the official Activity Uniform. Staff will receive two staff t-shirts. Additional shirts will be available to purchase at camp or via pre-order.

Shoes: Closed-toe shoes are required at all times. Exceptions are made for some aquatics activities.

Hats: If a hat is worn at camp, it must be an official BSA, Scouting, or Summer Camp hat.



Living Quarters

Living quarters are provided and assigned during your dates of employment. Use of MVC housing does not constitute a lease or rental agreement. To protect the property, camp management will conduct routine housing inspections. You will be sharing housing with at least one staff member, so please limit your personal gear. **The Camp Director makes all housing assignments.**

Bedding is not provided. Staff must provide their own linens, sleeping bags, blankets, pillows, and towels. Most staff will have cots. Camp furnishings cannot be moved into or out of your quarters without permission by the camp director. Moving things without permission may be grounds for termination.



Camp Staff Equipment List

REQUIRED:

- Official Scout Shorts/Pants – 2 or 3 pairs
- Official Scout Shirt with proper insignia
- Scout Belt with Scout Buckle (web or leather)
- Staff T-shirt (2 provided)
- Official Scout Socks (5 – 6 pairs)
- Casual Shoes, Hiking Boots (no sandals or open toe shoes, no crocs)

ADDITIONAL PERSONAL EQUIPMENT:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Bedding | <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Duffel bags |
| <input type="checkbox"/> Raingear | <input type="checkbox"/> Swimsuits | <input type="checkbox"/> Sweater/Jacket |
| <input type="checkbox"/> Flashlights | <input type="checkbox"/> Alarm clock | <input type="checkbox"/> Personal Hygiene |
| <input type="checkbox"/> Undergarments | <input type="checkbox"/> Sun screen | <input type="checkbox"/> Required Documents |
| <input type="checkbox"/> Toiletries | <input type="checkbox"/> Bug spray | <input type="checkbox"/> Lesson Plans for Merit |
| <input type="checkbox"/> Watch | <input type="checkbox"/> Laundry bags | Badges |



Arriving at Camp

You will receive a letter/communication from your Camp Director informing you of your arrival expectations at camp.



Leaving Camp Property

14 and 15 Year Olds: are not allowed to leave camp during the week without a parent or guardian.

16 and 17 Year Olds: can have someone 21 years or older drive them out of camp provided that youth protections guidelines are followed and **written** parental consent is given. They may also drive themselves with no other passengers other than parents or guardians.

18 Years or Older: may drive anyone else above the age of 18 out of camp.

21 Years or Older: may drive anyone out of camp provided that youth protection guidelines are followed and **written** parental consent is given for all staff under 18.



Termination of Employment

Violation of the trust placed in you, related to the following items, may result in the termination of your employment. All violations will be noted in the individual's personnel file. A verbal warning is given for the first infraction. Upon the second infraction, a written warning is given. The third infraction will result in immediate dismissal. The severity of the infraction, however, will determine the action taken. The following actions will cause a staff member to be reprimanded; or may result in immediate termination of employment.

- Insufficient job performance
- Violation of the alcohol, tobacco, or drug policies
- Theft of camp or another person's property
- Unauthorized or personal use of camp vehicles
- Engaging in horseplay when using camp radios
- Violation of the law, including traffic violations
- Tardiness or absence from work
- Gross misconduct, fighting, or insubordination
- Failure to wear proper uniform or maintain acceptable appearance
- Willful damage to BSA property, including graffiti
- Soliciting funds, sale of property or use of camp facilities for personal gain
- Personal use of camp business telephones without permission
- Use or possession of personal firearms
- Use of fireworks or explosives
- Carelessness or deliberate failure to observe safety measures
- Tampering with fire equipment, smoke detectors, fire alarms, or fire extinguishers
- Harassment of any person regardless gender. Inappropriate conduct or language, profanity, verbal and or physical confrontation of guests or staff
- Abuse of a child or anyone else including another staff member
- Cohabitation by unmarried couples
- Entry of living quarters that are not your own without permission
- Not staying night in your assigned living quarters
- Personal Displays of Affection
- Violation of Youth Protection policies

Employment may be terminated by resignation, discharge for cause, reduction in work force, or upon completion of original employment agreement.

Restricted Behavior

Use of Tobacco Products:

Any person under the age of 18 caught using tobacco products, including smokeless tobacco and e-cigarettes, and vape, will be subject to a reprimand by the Camp Director which may include termination. The designated smoking area is the camp parking lot outside of view of Scouts. Remember, you are the role model!

Alcohol and Drug Abuse:

Intoxicated behavior or a hangover that renders a staff member ineffective at work, contact with any illegal drugs, using alcoholic beverages at camp or away from camp (in uniform), drinking and driving, or assisting underage staff to obtain alcoholic beverages will be subject to a reprimand by the Camp Director which may include termination.

Cell Phones:

In a digital age where many of our Scouts have cell phone, we encourage the use of these devices for Scouts to take pictures of things they are doing, using apps like Google Lense to identify things, or utilizing the camp's fire-walled internet for research. Please use your own phone responsibly and do not let them become a distraction for your work.

Gratuities and Commercial Enterprise:

Staff members are prohibited from accepting gifts, gratuities, tips, money, or favors in return for service rendered as a staff member. Under no circumstances should staff members solicit any of the above considerations. The only exception to the policy is when a unit leader offers a small token (non-monetary) of appreciation to a staff member such as a t-shirt, patch, etc.

Sexism, Racism, Put Downs:

Every staff member has the right to his or her dignity and to be respected by other people. Each of us want to be treated with respect as we do our job. Each of us needs to increase our sensitivity toward what may be perceived as offensive or unwelcome to other people.

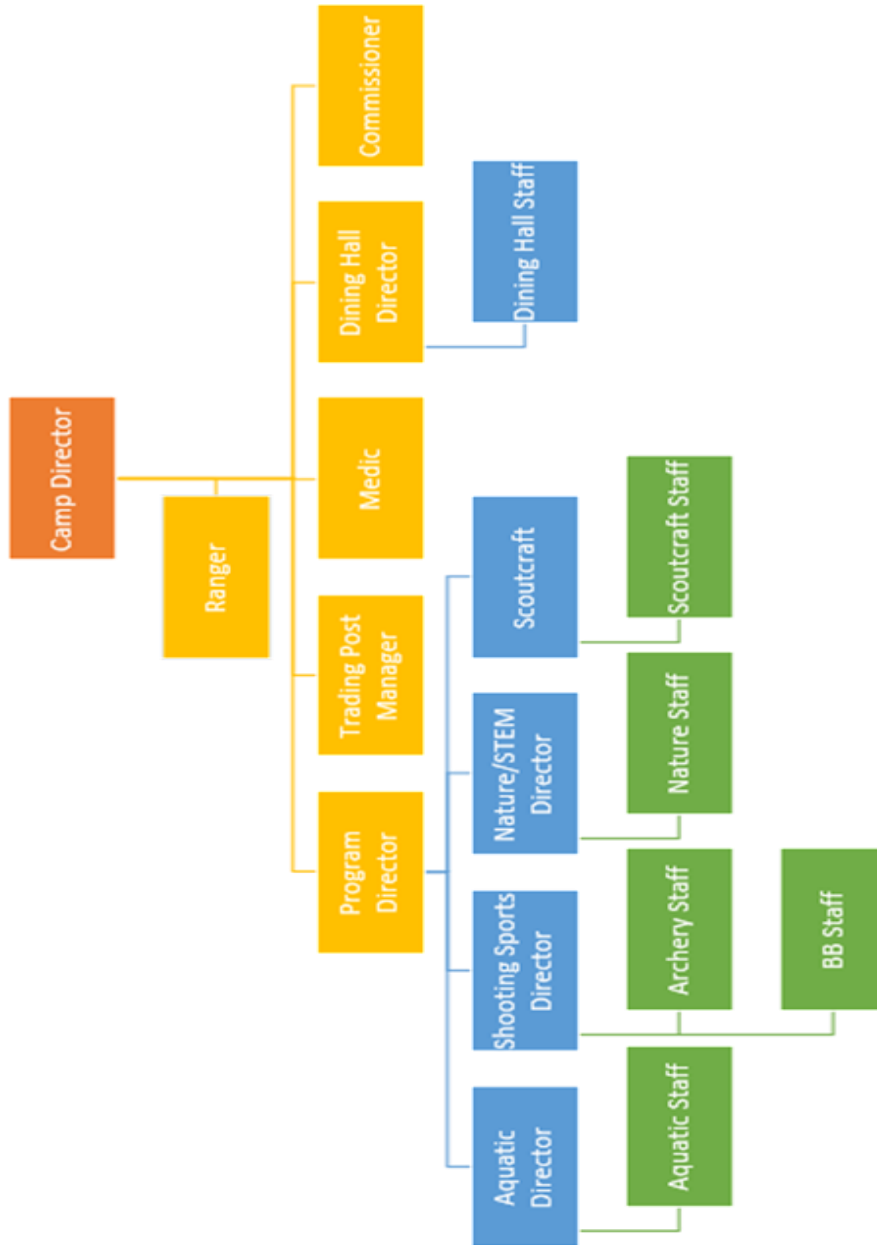
Sexual Harassment:

Sexual Harassment is any form of inappropriate, abusive, threatening actions towards another person that are sexual in nature. Complaints on these manners should be immediately reported to the Camp Director.

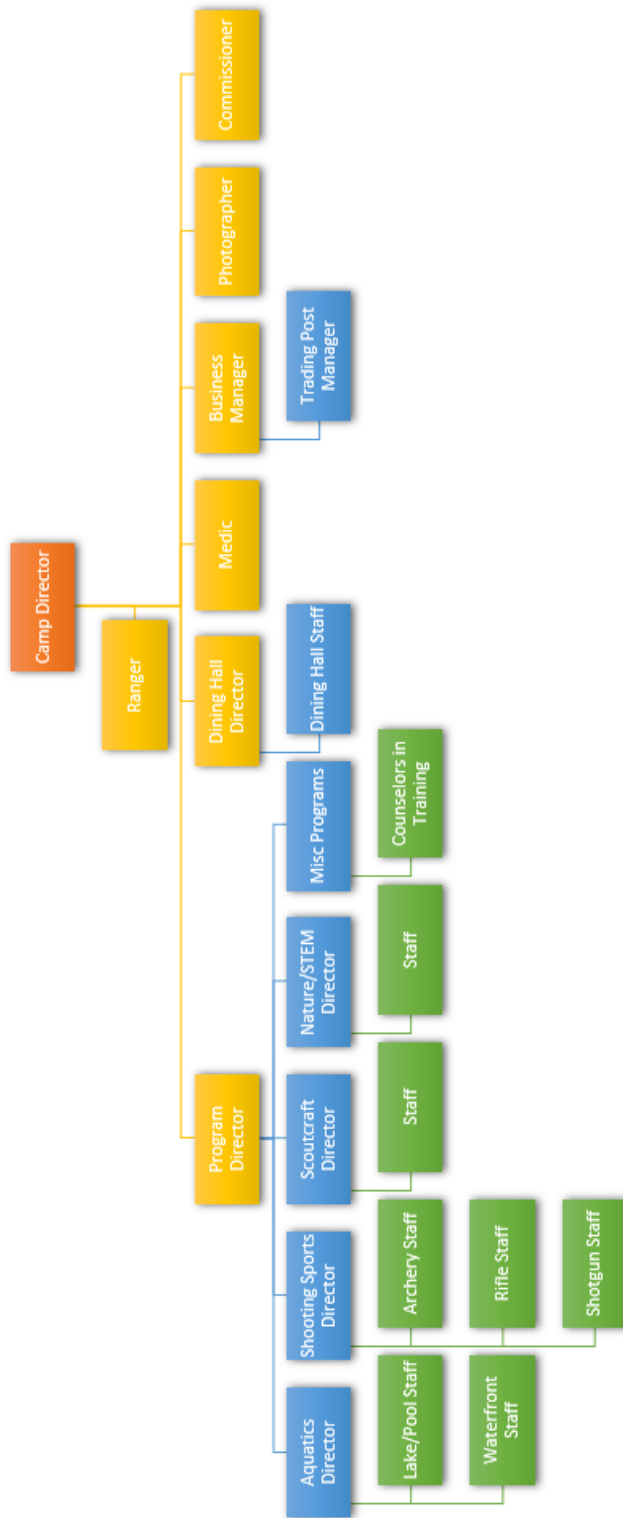


Organizational Charts

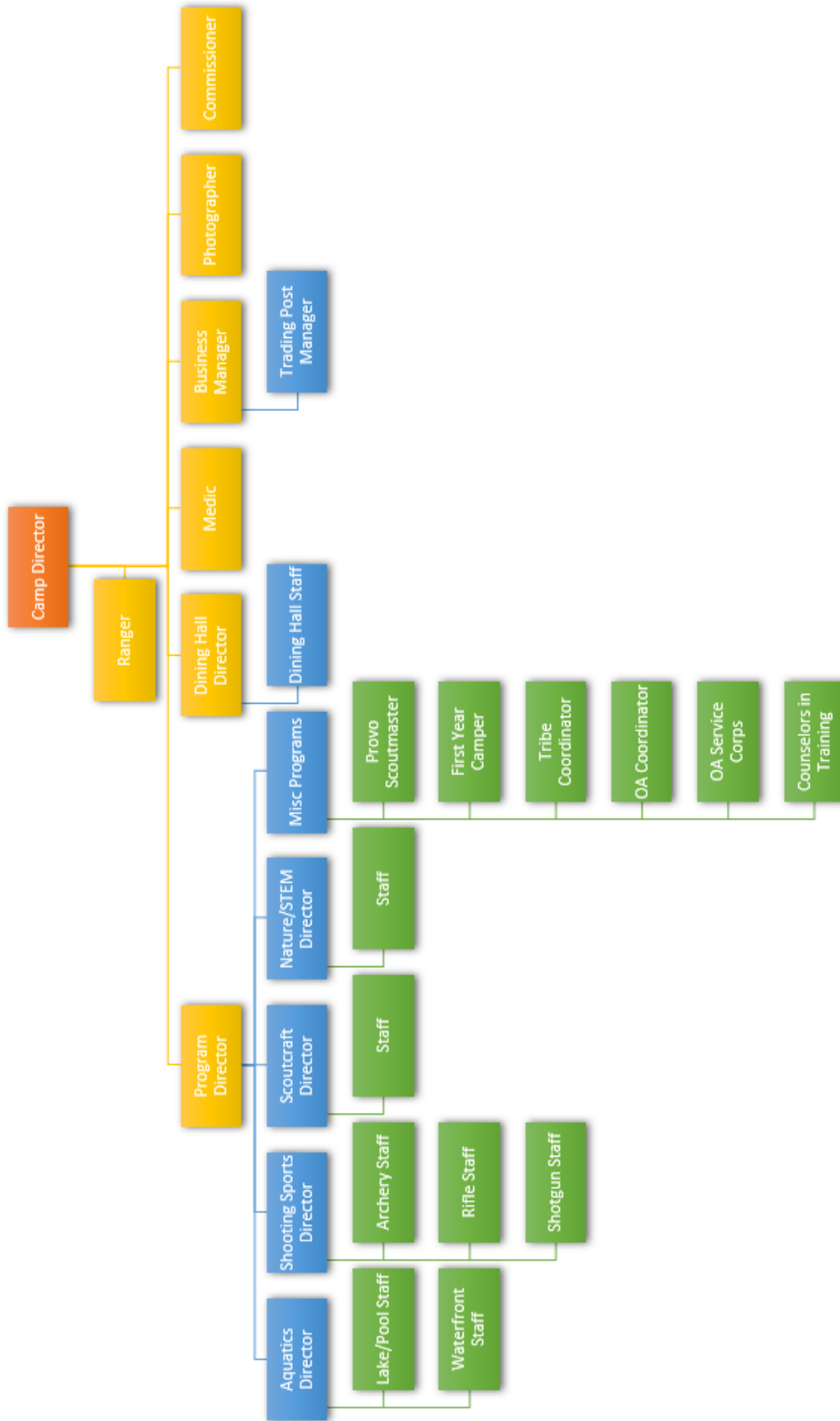
Cub Scout Adventure



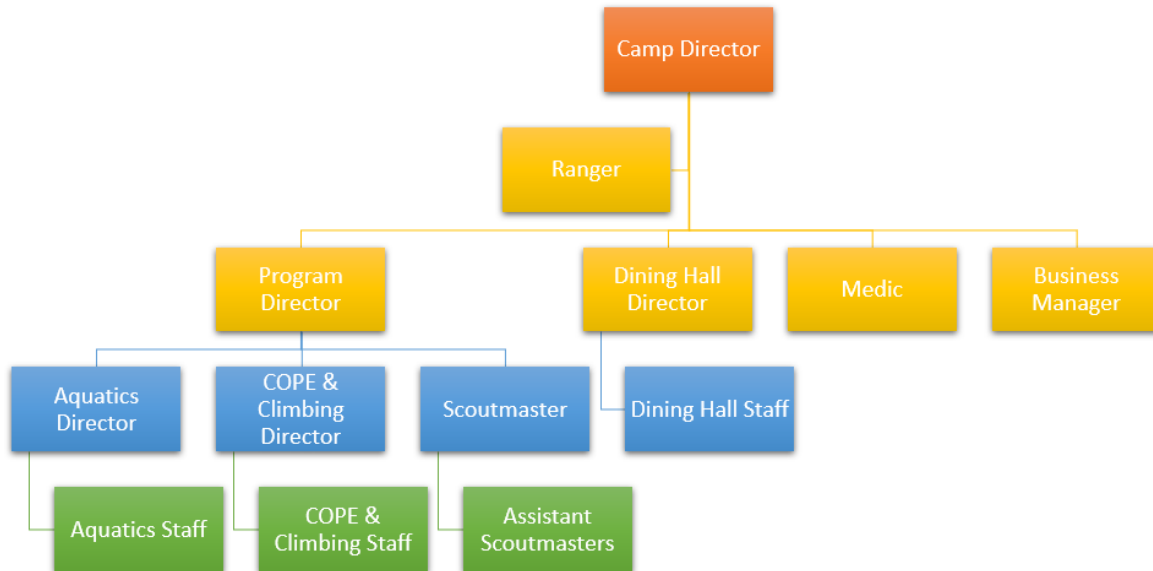
Webelos Adventure



Troop Summer Camp



SSR Back Country Adventure





Job Descriptions

Aquatics Director

- Be properly certified as required by BSA
- Supervise the Pool, Waterfront, & Lakefront Staff (and CITs when assigned by Program Director)
- Responsible for set-up of pool and instruction/training of all Aquatic staff
- Maintain SAFETY and HEALTH guidelines for all activities
- Know pool emergency procedures and practice procedures with Staff and Ranger
- Maintain housekeeping chores of the pool, dressing rooms, showers and restrooms of the pool
- Keep pool records in pool maintenance book
- Work with Waterfront Director in accordance with NCAP policies
- Other responsibilities and duties as assigned

Aquatics Staff

- Be properly certified as required by BSA
- Counsel/instruct skills being taught in pool area
- Assist Aquatic Director in carrying out ALL program duties and record keeping
- Assist in maintaining the cleanliness of the Pool House bathrooms
- Other responsibilities and duties as assigned

Archery Director

- Be 18 years of age or older and hold proper certification as outlined by Standards of the BSA
- Be properly certified by BSA
- Supervise the Archery Staff (and CITs when assigned by Program Director)
- Develop appropriate instruction in Archery target shooting
- Lead and supervise instruction during program time
- Instruct and supervise free time shooting
- Ensure that range safety is observed in both instruction and physical range set up
- Service all bows and arrows as needed
- Other responsibilities and duties as assigned

Automotive Director

- Supervise the Automotive Staff (and CITs when assigned by Program Director)
- Responsible for set-up of Remote Control (RC) Race Car area and instruction/training of automotive staff
- Repair cars and track when broken

- Develop and implement a plan for RC Car instruction that will minimize broken cars and horseplay
- Other responsibilities and duties as assigned

BB Gun Director

- Be 21 years of age or older and hold proper certification as outlined by Standards of the BSA
- Be properly certified by BSA
- Supervise the BB Gun Staff (and CITs when assigned by Program Director)
- Develop appropriate instruction in BB gun shooting
- Lead and supervise instruction during program time
- Instruct and supervise free time shooting
- Ensure that range safety is observed in both instruction and physical range set up
- Service all guns and equipment as needed
- Other responsibilities and duties as assigned

Business Manager

- Be properly certified as required by BSA
- Be familiar with and have an understanding of the policies and standards for camping as established by the National and Local Council
- Supervise the Trading Post
- Organize and oversee camp check-in
- Collect money and process receipts for camp fees, guest meals, and Trading Post
- Make Bank Deposits & supply runs as necessary
- Collect staff paperwork & record it appropriately. The council service center will handle this process until arrival at camp.
- Camp Newsletter
- Other responsibilities and duties as assigned

Camp Director

- Be properly certified as required by BSA
- Be familiar with and have an understanding of the policies and standards for camping as established by the National and Local Council
- Be familiar with Scouting and its program, advancement, and guide to safe scouting
- Manage camp budget
- Maintain records and monies as required for business operations of the camp – such as:
 - Maintain petty cash
 - Deposit monies in accordance with council policies and supply copies of receipts to council Controller
 - Transmit all invoices and authorization to pay forms to Council Service Center for the Council Controller to process in a timely fashion
 - Review First Aid Log books daily for common occurrences in reports
- Train the staff for their jobs in camp
- Conduct staff reviews regarding job performance and recommend dismissals to the Scout Executive.
- Be knowledgeable of who enters and leaves camp
- Manage the staff & set the camp culture

- Ensure Youth Protection Guidelines are followed and emphasized
- Provide basis for improving the next year program through a written report with recommendations at the end of camp
- Other responsibilities and duties as assigned

Campsite Counselors

- Meet & Greet the units assigned to your Campsite
- Help your unit get situated in Camp
- Stop by 1x times a day to check on the unit. Assist them with their needs.
- Guide them through the camp orientation.
- Other responsibilities and duties as assigned

Chaplain

- Be 21 years of age or older
- Plan and put on a Religious service for each session
- Fill in for Camp Commissioner if one is not on staff
- Other responsibilities and duties as assigned

Commissioner

- Be familiar with Scouting and its program
- Submit a detailed assessment to be input into the Commissioner Tools
- Review comments of leaders regarding camp operations with the Camp Director and Program Director
- If possible, be currently certified in the Commissioner section of National Camping School
- Assist the Program Director by ensuring that the leaders and campers have and understand schedules, program activities and camp wide activities
- Help unit leaders and campers have a successful camp experience through person coaching, training and effectively using program staff by the following:
 - Provide immediate help in specific and urgent problem solving
 - Interpret policies and regulations of the camp to leaders and campers
 - Build spirit and enthusiasm into campers and leaders
- Other responsibilities and duties as assigned

COPE/Climbing Director

- Be 21 years of age or older and hold proper certification as outlined by Standards of the BSA
- Be properly certified by BSA
- Supervise the program staff (and CITs when assigned by Program Director)
- Develop appropriate instruction
- Lead and supervise instruction during program time
- Instruct and supervise free time activities
- Ensure that safety is observed in both instruction and physical set up
- Service all equipment as needed
- Other responsibilities and duties as assigned

Counselor-In-Training (CIT)

- Participate in staff meetings
- Adhere to ALL policies and requirements as stated in the Camp Staff Guide
- Carry out responsibilities in area assigned
- Be willing to learn
- Other responsibilities and duties as assigned

Dining Hall Director

- Supervise Dining Hall Staff
- Responsible for entire Commissary and Dining Hall operation
- Supervise the inventory, storage, rotation and disposal of all food in the Commissary
- Responsible for the food preparation and serving meals on time. Maintain accurate records of products used for preparation of meals
- Wear cap or hair net and see that those that are assigned to the area do the same
- Maintain all health and safety standards in Dining Hall, Kitchen and Storage area
- Assist Camp Director in food ordering, so as not to run short for any meal and avoid excess
- Maintain accurate records by meals of quantities used for campers served
- Other responsibilities and duties as assigned

Dining Hall Staff

- Assist the Dining Hall Director with food preparation and serving
- Maintain hot and cold charts daily, including temperature records for freezers/refrigerators
- Maintain milk count by meals and keep milk dispenser full
- Give unit orientation on check-in day of Dining Hall operations and any “special” duties needed from the units that are in camp
- Organize, supervise and assist with Unit clean-up of Dining Hall after each meal
- Sweep and wet mop Dining Hall AFTER each meal
- Other responsibilities and duties as assigned

Honor Society Coordinator

- Tribe
 - Responsible for the recruitment, onboarding, education, and retention of Honor Society members.
 - Works with current Chiefs council to develop best practices for current and future members including the induction of co-ed scouts.
 - Plans and coordinates all honor society ceremonies for ordeal, brotherhood, and Neolin honors.
 - Maintains equipment and honor society rings for use.
 - Must maintain a positive scouting attitude and adhere to the scout oath and law.
 - Selection is made by the current youth chief under advisement from current honor society adult advisors. Approved for hire by the Camp Director.
 - Collect and submit Call Out Waivers.
 - This was written and submitted by TST Leadership Aric Creelman in 12/2021
 - Other responsibilities and duties as assigned.

- Order of the Arrow
 - Responsible for coordinating the weekly Order of the Arrow Call Out Ceremony
 - Responsible for collecting and recording paperwork as necessary
 - Responsible for working with the Camp Director in processing out-of-council call out paperwork
 - Responsible for coordinating fellowship, service, and educational activities at camp
 - Assist with the Order of the Arrow Service Corps.
 - Other responsibilities and duties as assigned.

Health Officer

- Responsible for Health Lodge Operations
- Be properly certified as to BSA Standards and the State of Illinois
- Conduct medical screening of staff, leaders and campers, and have one or two staff members assist on check-in-day
- Make recommendation on eliminating potential health problems to Camp Director
- Issue Aquatic Buddy tags to staff, campers and leaders that have their BSA health forms properly signed and on file in the camp Health Lodge
- Maintain accurate and neat records including all health forms, first aid log and accident reports, which are to be reviewed at least once each camp session with Camp Director
- Maintain temperature records for refrigerator/freezer in Health Lodge
- Keep track of campers and staff with special health-related needs and report these to the Camp Director, and also, to the staff on a HIPAA COMPLIANT NEED-TO-KNOW-ONLY basis
- Secure and maintain medications in accordance with NCAP standards
- Responsible for set-up, organization and cleanliness of the Health Lodge
- Return medical forms to leaders of the campers when units check out of camp
- Other responsibilities and duties as assigned

Instructor Director

- Supervise the Instructor Staff (and CITs when assigned by Program Director)
- Responsible for set-up and take-down of program areas and instruction/training of Staff
- Other responsibilities and duties as assigned

Nature/STEM Director

- Supervise the Nature Staff (and CITs when assigned by Program Director)
- Responsible for the Nature program area operation including Astronomy and the Night Hikes
- Be familiar with and promote conservation projects in camp
- Responsible for set-up and take-down of Nature area and instruction/training of Nature Staff
- Treat animals, birds, insects and reptiles in a humane manner
- Treat trees, plants and flowers in a conservation-minded manner
- Other responsibilities and duties as assigned

Program Director

- Be properly certified as required by BSA
- Be familiar with and have an understanding of the policies and standards for camping as established by the National and Local Council
- Be familiar with Scouting and its achievements and electives
- Direct the overall program of the camp
- Supervise all instructors and counselors in the Program areas
- Plan and oversee camp wide activities
- Be prepared for rain or rough weather with alternate activity plans
- Approve lesson plans from area directors
- Responsible for Counselor-In-Training (CIT) Program
- Provide basis for improving the next year program through a written report with recommendations at the end of camp
- Work with the Business Manager to create rotation groups
- If Camp Director is short, carry a milk create at all times for him/her to stand upon when needed for announcements or high cabinets.
- Other responsibilities and duties as assigned

Program Staff

Applies to: Instructors, Scoutcraft, STEM, Nature, Aquatics, Green Bar, Shooting Sports, COPE/Climbing, and others as deemed by the Camp Director

- Teach the merit badges, adventures, skills, or activities as assigned by the area director and program director.
- Assist with additional camp programs as necessary
- File paperwork and keep records as necessary and instructed
- Other responsibilities and duties as assigned

Provo Scoutmaster & Assistant Scoutmasters

- Be 21 years of age or older
- Be responsible for the Provisional Scout Troop
- Be trained as a Scoutmaster
- Coordinate the care and support of the Troop with the Provo Assistant Scoutmasters
- Coordinate medicine distribution with the camp medic
- Work with the youth leadership to elect a Senior Patrol Leader, Assistant Senior Patrol, Patrol Leaders, and other youth positions of responsibility as needed.
- Ensure Youth Protection policies are observed
- Other responsibilities and duties as assigned

Scoutcraft Director

- Supervise the Scoutcraft Staff (and CITs when assigned by Program Director)
- Responsible for the entire Scoutcraft program area operation
- Responsible for set-up and take-down of Scoutcraft area and instruction/training of Scoutcraft Staff

- Other responsibilities and duties as assigned

Shooting Sports Director

- Be 21 years of age or older and hold proper certification as outlined by Standards of the BSA
- Be properly certified by BSA
- Supervise the Shooting Sports staff (and CITs when assigned by Program Director)
- Develop appropriate instruction for all shooting activities
- Lead and supervise instruction during program time
- Instruct and supervise free time shooting
- Ensure that range safety is observed in both instruction and physical range set up
- Service all guns and equipment as needed
- Other responsibilities and duties as assigned

Trading Post Manager

- Responsible for entire Trading Post operation
- Maintain accurate and neat daily inventories and profit/loss analysis for all Trading Post sales items – turn in at the end of each camp session
- Develop and maintain theme oriented Trading Post displays, counter and sales activities.
- With the Business Manager, count daily income and receipts
- Prepare and submit to the Business Manager an opening, mid-summer, and closing inventory of all Trading Post items and preparation of shipment back of any remaining inventory.
- Maintain cleanliness of Trading Post and its grounds
- Submit order requests to the Business Manager so that adequate inventory can be maintained throughout the camp season
- Responsible for keeping soda and ice machines filled
- With the Business Manager, schedule, post, and follow the hours of operation for the Trading Post
- If help is needed, clear any other staff member with the Camp Director
- When not in camp, leave Trading Post Keys with Business Manager
- Other responsibilities and duties as assigned

Waterfront Director

- Be properly certified as required by BSA
- Supervise the Waterfront Staff (and CITs when assigned by Program Director)
- Responsible for set-up of waterfront and instruction/training of all Waterfront staff
- Maintain SAFETY and HEALTH guidelines for all activities
- Know waterfront emergency procedures and practice procedures with Staff and Ranger
- Maintain the waterfront equipment and report any equipment problems to Camp Director
- Other responsibilities and duties as assigned



2023 Letter of Agreement

I acknowledge receipt of the 2023 Camp Staff Guide, rules, regulations, restricted behavior, and policies. **I have read it and understand it.** I further understand that this manual is not intended to create any contractual rights in favor of myself or the Mississippi Valley Council.

I understand that the Mississippi Valley Council reserves the right to change any of the provisions at any time and in any manner, it believes to be in the best interest of the Boy Scouts of America.

I agree to abide by the Staff Understandings stated in this manual. I understand that these guidelines are set to make Camp enjoyable for everyone, and I am expected to follow them during my employment at Camp Eastman and Saukenauk Scout Reservation.

Any violation may result in expulsion from the camp at my expense. I understand that all such decisions will be final.

Name (Print)

Signature (Signed)

Date

Parent's Signature (if under 18)

Date