

1981 WINTER CAMP POSITIONS DESCRIPTIONS

DIRECTOR:

CLASS I

QUALIFICATIONS: Must have attended at least three previous Winter Camps; shall have successfully held a leadership position at a previous Winter Camp; must be at least a Brotherhood member.

DESCRIPTION:

1. Responsible for entire Winter camp operation.
2. Hires and Directs Winter Camp staff.
3. Arranges transportation for humans and properties to and from Winter Camp.
4. Initiates special projects as necessary.
5. Prepares final report of Winter Camp.

FOOD DIRECTOR:

CLASS II

QUALIFICATIONS: Must have at least two previous Winter Camp experiences; must have considerable experience in menu planning, food preparation, and kitchen leadership; must be licensed by the Winter Camp Licensing Bureau.

DESCRIPTION:

1. Hires staff to prepare, set-up, and clean-up all meals.
2. Responsible for care and order of kitchen area.
3. Prepares menu and purchases food for Winter Camp.
4. Exercises final authority over all food matters.
5. Works to use foodstuffs to eliminate waste, yet provides attractive appetizing meals.

HEALTH DIRECTOR:

CLASS II

QUALIFICATIONS: Must have at least one previous Winter Camp experience; shall have earned the merit badges in first aid, emergency preparedness and safety, or shall hold an unexpired Red Cross first aid card; shall be licensed by the Winter Camp Licensing Bureau.

Description:

1. Responsible for first aid treatment and determines need for additional treatment.
2. Hires additional staff to help as necessary.
3. Performs daily inspections of kitchen, dining, and latrine areas and may suspend use of these areas if unsafe or unsanitary conditions exist.
4. Collects fees and uses them for expenses.
5. May suggest fines to security department for individuals or departments violating safety or sanitation rules.
6. Checks all activities for safety and may discontinue them if unsafe conditions prevail.
7. Must secure sufficient first aid equipment.

FINANCE DIRECTOR:

CLASS II

QUALIFICATIONS: Must have at least two previous Winter camp experiences; must maintain a high scholastic average in mathematics; must be neat and organized.

DESCRIPTION:

1. Maintains and controls Winter Camp funds, both internal and external.
2. Hires staff to assist in finance department.
3. Collects all fees for computer use, trading post, lodging, etc.
4. Collects money from security department for fines.
5. Allocates money to activity department for casino night.
6. Prepares daily financial reports.
7. Prints and allocates currency.
8. Issues and collects loans.

ACTIVITIES DIRECTOR:

CLASS II

QUALIFICATIONS: Should have at least one previous Winter Camp experience; should be chapter activities chairman; must have experience planning and conducting Scout activities.

DESCRIPTION:

1. Responsible for planning and conducting all activities including meal themes.
2. Hires staff to help run events.
3. Gathers members and starts events according to schedule.
4. Interprets rule disputes for events.
5. Properly uses and returns equipment.
6. Provides ideas, materials, and support for free time activities.

MAINTENANCE DIRECTOR:

CLASS III

QUALIFICATIONS: Must have at least one previous Winter Camp experience; must have working knowledge of janitorial skills, carpentry, electricity, plumbing and heating.

DESCRIPTION:

1. Responsible for maintenance program of cabins and grounds.
2. Hires and directs maintenance staff.
3. PERforms daily cabin clean-up of floors, walls, cielings, windows, and fixtures.
4. Sweeps and inspects dining room floor after meals.
5. Provides electrical service as needed.
6. Maintains comfortable cabin climate.
7. Responsible for interior and exterior decorations including Christmas ornaments.
8. Performs final clean-up at close of Winter Camp.
9. Suggests fines to security department for disorderliness or filth.

TRAINING DIRECTOR:

CLASS III

QUALIFICATIONS: Must have considerable experience in O-A operations; must be a past or present O-A officer; must be able to plan and conduct effective training sessions.

DESCRIPTION:

1. Hires staff and conducts scheduled training program.
2. Provides O-A resources and reference materials.
3. Provides short training theme programs throughout Winter Camp.
4. Conducts computer training classes.

LIBRARIAN:

CLASS III

QUALIFICATIONS: Must have a knowledge of the dewey decimal and Library of Congress classification systems, as well as a knowledge of common authors, titles, and publications; should hold the Reading Merit Badge.

DESCRIPTION:

1. Maintains complete book selections, archives, and historical records.
2. Maintains selections of records, tapes, and software.
3. Checks out materials and collects fines as necessary.
4. Hires staff to assist as needed.
5. Collects information for future reference.
6. Serves as court recorder.

RELIGIOUS DIRECTOR:

CLASS IV

QUALIFICATIONS: Must maintain a sufficient knowledge of Western religions; must be acquainted with the Bible and its use; must demonstrate public speaking ability.

DESCRIPTION:

1. Conducts Sunday religious service.
2. Provides grace at meals.
3. Provides a "Thought for the Day" at the first meal of each day.
4. Provides counseling services.

STAFF POSITIONS:

CLASS III - IV

QUALIFICATIONS: Will be established by department heads.

DESCRIPTION: Will be established by department heads.

---- PAY SCALE ----

CLASS I	\$1000
CLASS II	\$800
CLASS III	\$600
CLASS IV	\$500
CLASS V	\$400