

Leader Responsibilities
Job Description and Agreement

Name: _____ Phone # _____

Day(s): WED THUR FRI (please circle)

Please check the following that apply. Your signature at the bottom indicates that you will uphold all camp rules and policies (which will be reviewed at the orientation meeting) and that you understand your role that you have so generously volunteered for.

_____ Program Leader: This person designs the activities for a specific program (i.e., crafts, nature). They will be at camp all four days. They are responsible for obtaining the supplies needed. They will be reimbursed for items they bought, if approved by the program director(s). This person will play a key role in planning a quality program for the Day Camp.

_____ Program Assistants: This person assists the program leader during the camp. This assistant must attend Day Camp Training and Orientation. This person may help in planning if desired.

_____ First Aid: This person will be responsible for the health records of all campers. This includes staff, leaders, and cubs. They will perform first aid as needed. This person will need to attend the Day Camp Training and Orientation. They will also maintain two first aid logs, one for leaders and one for Cubs.

_____ Walking Leaders: These people will maintain the individual cubs in an assigned den. They will lead the boys to each program area and assist the program leader in presenting the program. It is the goal of the program director to keep the cubs with familiar leaders. At Day Camp, you may be responsible for a few of another pack's Cubs or you may be mixed with another pack including leaders and boys. It is mandatory that we follow the 2-deep leadership rule at all times. If for some reason you are not able to attend camp as planned, you must send a substitute. It is not up to the program staff to provide den leadership, just organize it. You will be required to go to Day Camp Training and Orientation. We will provide you with the majority of your supplies, but there will be a list of a few things that you will be asked to bring.

_____ Administrative and Program Directors: These people are responsible for administrating and planning the entire Day camp. These people must be certified by a National BSA Day Camp School and will provide the Day Camp Training and Orientation.

_____ Junior Walking Leader (13 and under) Assists Walking Leaders, buddy up with campers going to bathroom, health lodge, ect. Assist where needed.

Please initial the blank beside the job description that applies to you, check the statement below that applies to you, and attach your health form.

_____ I am a registered Scout Leader of Unit _____ .

_____ I am an adult attending Day Camp,

Signature: _____ Date: _____