



2017 CBB Staff Guide

Welcome to the Camp Buffalo Bill Staff. It is likely the hardest and most fun job you will ever have. Whether this is your first year on the staff or you are returning from previous years, please take the time to read and study this guide.

EMPLOYMENT STANDARDS

The Scout camp staff is a team that must present the best that Scouting has to offer. For many troops, their visit to Camp Buffalo Bill will be the highlight of their Scouting year. This will be the culmination of a year's worth of preparation, money earning, and planning. A large percentage of the troops visiting our camp are from out of council. This may be their only exposure to Scouting in Wyoming and its culture. We want every camper to leave with a positive feeling, knowing that they have had a great time. You will be a part of the team by:

- Participating successfully in the designated staff training and fulfilling the job requirements as specified by your supervisor.
- Maintaining a clean, well-groomed appearance, both physical and moral, at all times. This includes neat haircuts, no body piercing (earrings are okay), neat, mature facial hair or clean shaven.
- Wearing the proper uniform
- Being a registered member of the Boy Scouts of America.

GENERAL RULES

- Gambling will not be permitted on camp property.
- Immoral or pornographic material is not allowed. You will be sent home immediately if found with it. Don't bring it to camp. This also includes any electronic materials.
- All staff automobiles will be parked in the parking lot and left there during the week. Those staff members under the age of 18 must have a permission slip to ride in another person's car. The form is in this guide. Have it filled out before coming to camp. Staff must be at least 18 years old to drive other staff members (including time off).
- Only authorized staff will operate any camp vehicles. The camp director himself must give you permission.
- You must wear a seat belt while riding in any vehicle.
- Tobacco use is only allowed in designated area. Wyoming State Law prohibits the purchase and possession of tobacco by minors, therefore, you must be at least 18 to use tobacco at Camp Buffalo Bill.
- Alcohol and illegal drugs are not allowed on camp property. Anyone found under the influence of these substances will be dismissed. If you need these things, don't come to camp.
- No pets (to include fish). Pet rocks are ok but must remain on a leash or in a pet carrier at all times.
- No fireworks.
- No lasers.
- No bicycles. (Except for shooting sports & aquatics staff to get to their program areas)

RELIABILITY

All staff are required to be at each assembly in the appropriate uniform. This is the Field Uniform for Breakfast and Dinner and the Activities Uniform for Lunch. They must also be present during every meal and at opening and closing campfires. After 3 unexcused absences at these events, you will be dismissed from camp.

At 10:30PM, all staff will be in their own quarters, lights will be out and cabins quiet. Regular sleeping habits are an essential characteristic of an effective staff member.

All staff need to ask permission prior to leaving camp on weeknights or during free time on Wednesdays. Please confirm with the Program Director, YHAO Director, or Camp Director that your duties are complete for the day prior to signing out.

Camp staff are off duty from 10 AM on Saturdays through 1:30 PM on Sundays. Prior to leaving camp, they must complete assigned chores and their cabin must pass inspection. During their time off, they may stay at camp or go elsewhere as they please.

Both during the week and on weekends, all camp staff should SIGN-OUT in the Ranger's Cabin prior to leaving camp and SIGN-IN when they return.

You must staff your program area for the entire time it is scheduled to be open. All merit badge classes should last for the entire scheduled time, including Fridays. Friday is NOT a "free day" for scouts or staffers.

VISITORS

I encourage you to have visitors at camp. However, they must not interfere with the operation of the camp and must conform to the rules and regulations of the camp. All visitors must check in at the office and pay for any meals eaten at the dining hall. Extraterrestrials must present their passports from their home planet to the Camp Commissioner and the Nature Director prior to pitching tents in camp.

VIOLENCE

Violence will not be tolerated at Camp Buffalo Bill. Any staff member who injures another person, be it staff, camper or visitor, will be dismissed and escorted off the premises. Violence will not be allowed in skits or songs. Any games played by the staff must be free of violence (this includes card games such as *Magic*). Pranking is also not allowed at camp—including both pranks targetting scouts or other members of the staff. Please consult the shenanigan vs. prank flowchart if you are confused. There is a zero tolerance policy on bullying at camp.

2017 SCHEDULE

All staff should arrive at camp by 1:30 PM on Sunday, June 11 to begin staff week training. Please notify the Camp Director if you may arrive late.

Staff Week	June 11-17
Week 1	June 18-24
Week 2	June 25 – July 1
Week 3	July 2-8
Week 4*	July 10-15
Week 5	July 16-22
Week 6	July 23-29
Cub/Resident Camp	Aug 1-6

*Week 4 begins on Monday. All staff should be back at camp for the 7:20 Monday morning meeting.

Not all staff work during Cub/Resident Camp. Check your letter of employment to see your specific dates of employment. Cub/Resident Camp staff should be prepared to work Tuesday morning through Sunday morning.

QUARTERS

Cabins will be assigned according to position, age, and gender. Specific Cabin assignments will be accommodated if possible. **It is your responsibility to keep them clean and safe.** You can expect privacy in your area to the greatest extent possible with the exception that the camp director and camp health officer retain the right to enter as deemed necessary to ensure safety, health and orderly conduct. Staff quarters will be inspected by the camp director and health officer each Saturday prior to staff checkout.

Staff in each cabin should make a detailed list of the damage to their cabin when they arrive. Staff will be held responsible for any new damage to the cabin at the end of the summer. Any improvements or modifications to staff quarters must be approved by the camp director or camp ranger prior to implementation.

There will be no TVs or video games in the staff sleeping areas.

UNIFORMS

The staff will be in uniform while on duty. The official field uniform (worn to any flag ceremony) consists of the BSA venturing shirt (forest green) and gray BSA pants (substitutions of brand may be made if of similar style and color. They should look like BSA venturing uniform pants/shorts from 10' away). The official activities uniform will consist of the CBB staff shirt issued to you during staff week) and the same pants/shorts as the field uniform. The shirt will be tucked in and the uniform neat and clean. Old staff shirts or BSA t-shirts may be worn as the activity uniform shirt in instances where the regular activity shirt would be damaged or severely soiled. Non-scouting shirts (sports, superheroes, etc.) will NOT be worn in front of scouts in place of uniform. Any time we are in front of campers or there is a possibility a camper will see us, we will be in uniform. Additionally, staff are encouraged to wear official BSA socks and belt and appropriate shoes or boots. There will be no open-toed shoes worn, except while actively working in an area where they are necessary, such as aquatics or rafting.

MAIL

Your mailing address is:
Your Name - Camp Staff
Camp Buffalo Bill
870 N Fork Hwy
Cody, WY 82414

TELEPHONE

The phone in the office is not for personal use; therefore, its use is very limited. It can be used in emergency situations. There is a phone by the quartermaster's garage for personal use. This phone requires a calling card. Please be respectful of others who wish to use the phone, especially campers.

INTERNET

There is limited internet access in the Ranger's Cabin. Do NOT use the camp computer when the Camp Administration need it for Camp Business. Please only use the internet for important business (work-related email, university email, etc). YouTube, Facebook and other video/streaming sites quickly drain the bandwidth. If you kill the bandwidth for the day, you should bring the camp director a dessert of his/her choice.

ADVANCEMENT

1. The current letter of agreement between Camp Buffalo Bill and the Council Advancement Committee allows only area directors to sign merit badge cards. Staff members may check off the requirements but the director must sign them off.
2. **No camper or staff member will leave this camp with a merit badge they have not earned. You may not add or subtract from the requirements set forth in the merit badge pamphlet.**
3. If you choose to work on your own advancement during camp, do so on your time off. You do not qualify for a merit badge because you are teaching it.

WILDLIFE SAFETY

Bears. Bears can smell food, deodorant, toothpaste, shampoo, soap, soda, or anything with a smell. We call these things smellables and restrict their use. **Food or beverages are never allowed in the campsites.** We provide bear boxes where other smellables can be stored and they can be stored in vehicles.

Should (or when) a bear enters camp we will not sound a bear alert. Radios and messengers will be used to notify the camp that the bear is in the area. We will follow Forest Service guidelines on how to act with a bear present. Only designated staff will carry bear spray.

It is a crime to knowingly approach a bear closer than 100 yards. The Forest Service can issue the offender a \$5000.00 ticket and we will send them home at their own expense.

Moose. If you see a moose, consider yourself lucky, take a picture, and stay out of its area and keep campers away.

Buffalo. American Bison occasionally wander through camp. They are very unpredictable. Keep yourself and campers clear.

INTRUDERS

Our camp is on Forest Service property and is a public place. The permit we have with the Forest Service doesn't allow us to forbid others from coming into camp. We can stop them from driving onto the camp but if they chose to walk, they can do so. However, they are not allowed in any buildings, campsites, or program areas. Anyone in a building, campsite, or program area must have a nametag issued by the camp director, a wristband or a visitors tag. If you come upon a person who is not a camper or staff member and who doesn't display the appropriate identification, notify the camp director immediately. The camp director will monitor the visitor's actions and whereabouts while they are here.

DOCUMENTATION

Our Director of Camp Operations, Andrew Allgeier, should have your application on file. The rest of the paper work should be sent to him at the Council Office as soon as possible. You are not an employee and your job is available to someone else until the following paperwork is on file:

- Letter of Employment (contract)
- W-4 Form & Direct Deposit form w/ cancelled check- **This is Mandatory**
- I-9 Form and copies of the two supporting documents
- Travel permission form (for youth staff)

Bring the following to camp when you arrive:

- BSA Medical form (bring it to camp with **PARTS A,B, and C COMPLETED!**)
- Proof of BSA youth protection training which is still valid (within 24 months)
- Proof of weather hazards training
- Proof of Unlawful Workplace Harassment Prevention Training

KITCHEN / MEALS

You are expected to be at all meals. Exceptions will be considered on a case by case basis. On weekends you are on your own for meals. Some leftovers will be available in the kitchen each weekend. Keep in mind the use of the kitchen on weekends is a privilege that will be taken away if you leave the kitchen a mess. Any and all dirty dishes must be done at the end of each day. There is a staff refrigerator for your personal perishable food items. Please label your own items, or others may consume them.

If you have special dietary needs, please consult with head cook during staff week so that accommodations can be made throughout the summer.

Troop guides will sit with their troops during meals when they are not serving. All staff are encouraged to eat their meals with troops.

LAUNDRY

Camp staff may use laundry facilities in the Shower-house building. It is your responsibility to bring your own laundry detergents. Please remove your clothing from the washers and dryers promptly so that others can use the machines. Do NOT use other's laundry supplies without permission! Do NOT use the washing machines or dryers between 9:30 PM and 7 AM. Be respectful of those who have accommodations in the Shower-house building. Please wash your clothes and uniforms regularly to maintain a neat appearance.

SHOWER TIMES

A scout is clean. Please bathe regularly. Don't be the stinky staffer. Camp staff must respect the posted schedules on the shower-house. Even on weekends and during staff week, junior staff and senior staff should **never** be in the showers at the same time. In case of emergency, there is a shower available in the laundry room and in the ranger's cabin.

EQUAL OPPORTUNITY STATEMENT

The Greater Wyoming Council provides programs and services to children without regard to race, color, national origin, sex age or disability. However, if you have concerns or complaints regarding discrimination issues, there is a system in place to do so. Your first point of contact is the camp director at the phone number and address in this guide. Should that fail to resolve the issue or if the issue is with the camp director, contact the Scout Executive at the phone number and address in this guide. Further assistance is available at the Western Region Office. Call the Greater Wyoming Council for phone numbers and address.

TRADING POST

The camp has a trading post with sundry items and snacks. When making purchases at the trading post, follow these rules:

- ⇒ There will be no credit or tabs.
- ⇒ You must abide by the bear restrictions on food purchased. (If you aren't standing on concrete, you shouldn't have any food.)
- ⇒ Plan your visit to the trading post so that it doesn't interfere with peak camper visits and your job.

The trading post is not a social club. Do not plan to gather there to visit with other staff members.

CAMP EMERGENCY PROCEDURES

This is a brief description of Camp Buffalo Bill's emergency procedures and safety guidelines. The *Guide to Safe Scouting* and *Camp Health and Safety Manual* have precedence over this guide. The Incident Command Staff will refer to the Incident Commander, Operations Chief, Ground Operations, Transport Operations, and Division Chiefs.

Camp Bell Signals - Continuous ringing indicates all staff and campers are to assemble at the dining facility. If assembly at the dining facility is not possible due to safety, please assemble in the parking lot.

Fatality - If there should ever be a serious accident or fatality at Camp Buffalo Bill involving camp personnel or campers, the Scout Executive, Matt Myers, will be the sole source of information released to anyone. That means you are not to talk about it to the press or anyone else except to refer them to the Scout Executive.

Accident - The staff member at the scene will assume immediate responsibility for the situation. He may begin or continue first aid measures or he may exercise his right not to do first aid. The Health Officer and Camp Director will be notified by two-way radio or runner as soon as possible. Upon arrival, the Health Officer will assume responsibility and take control of the situation. Any fatality or major accident where there is the possibility of loss of life, eyesight or severed limb, the Scout Executive will notify the parents. In the event of a broken bone, or any trip to an outside medical facility, the Camp Director will notify the parents.

Mass Casualty Incident – All staff members will be notified of the nature of the incident, as well as a location to meet, and send scouts to.

- Incident Command Post will be established in the Ranger's Cabin.
- Incident Command Staff will meet in the Rangers Cabin Staff Room to establish objectives.
- Task forces will be assigned to tasks including: First Aid/Triage, Transport to Staging, Scene Control.
- Operations, Division Chiefs, and Task Forces will respond to scene and begin operation.
- Safety Officer will respond to scene and monitor the safety of responding units.
- Following scene size up, Incident Command, Transport Officer and Planning Section Chief will decide upon a staging area and need for additional resources (Air med-evac, number of ambulances, etc)
- Logistics will plan for lodging and additional resources necessary should evacuation be needed.
- In the case of evacuation: All visiting troops must check out when leaving, and check in at the meeting point.
- Incident Command and Operations will be transferred to on arriving medical and fire units.
- Staff and Scout Masters will debrief following the clearing of all incident personal.
- All troop questions, concerns, and troop control will be done by the Troop Liaison Officer.

Fire - In case of fire, the person spotting the fire must report it immediately to the camp office and Camp Director. The Camp Director will activate the Incident Command System, and assume incident command. The Camp Ranger, acting as fire warden, will lead any fire-fighting efforts of the camp staff. If the situation warrants, the Camp Director will ring the bell and evacuate the camp.

- Incident Command Post will be established in the Ranger's Cabin.

- Planning will need to notify the appropriate agencies of the incident.
- Logistics will plan for lodging and additional resources necessary should evacuation be needed.
- In the case of evacuation: All visiting troops must check out when leaving, and check in at the meeting point.
- Incident Command and Operations will be transferred to arriving fire units.
- All troop questions, concerns, and troop control will be done by the Troop Liaison Officer.

Severe Storm - The Camp Director will be notified immediately of severe weather by any person who sees it. He will contact the local sheriff's department or the NOAA to determine the seriousness of the storm. The staff will assemble in the dining facility and from there notify the campsites of the storm and proper precautions for it. If the storm warrants, the Camp Director will assemble the campers in the dining facility until the storm passes. Anytime the Aquatics director sees or is notified of lightening in the area, he/she will suspend waterfront activities until 1/2 hour after the lightning has passed.

- The Incident Command Staff will meet in the Ranger's Cabin.
- Logistics will plan for lodging and additional resources necessary should evacuation be needed.
- In the case of evacuation: All visiting troops must check out when leaving, and check in at the meeting point.
- All troop questions, concerns, and troop control will be done by the Troop Liaison Officer.

Missing Person - Upon notification of a missing person, the Camp Director will assemble the Incident Command Staff at the Tate Building Upstairs. He will then assign the task forces to search the campsites and the last known location of the person. Should that fail, the bell will be sounded and all troops will assemble at the dining facility with the intention of the lost person responding to the bell. If that is unsuccessful, the Sheriff will be contacted and a wider search initiated.

- Incident command will be established in the Tate Building, planning will be in the Ranger's Cabin office, and logistics in the Ranger's Cabin Staff Office.
- Incident Command Staff will meet in Incident Command to establish objectives.
- Task forces will be assigned search areas and dispatched accordingly.
- Incident Command will be transferred to Park County Search and Rescue Incident Command upon arrival.
- All troop questions, concerns, and troop control will be done by the Troop Liaison Officer.

High temperatures are unexpected at Camp Buffalo Bill. However, during the warmer days it is necessary to encourage campers and staff to drink plenty of water.

The mountain south of the high trail is off limits to staff and campers as is the river north of camp.

Sinkholes are not found at Camp Buffalo Bill.

No cliffs are found at Camp Buffalo Bill outside the off limit areas.

See the Wildlife Plan for rules and procedures for wildlife concerns.

Should a swift water emergency arise from a person violating the off limit rule, the Park County Search and Rescue will be called immediately. They will conduct any rescue attempt in swift water.

Safe Equipment Operation

The following restriction pertain to operating equipment at this camp:

- The pump house is off limits to all persons except the camp director and the ranger. They are the only

- ones trained to operate the pumps.
- Vehicles.
 - ⇒ All vehicles will be operated within BSA guidelines and state regulations.
 - ⇒ All occupants will use seat belts.
 - ⇒ No one will ride in the back of any truck, on the tailgate, or on a trailer.
 - ⇒ The Camp Director will approve any drivers for camp vehicles.
 - ⇒ A person must be at least 18 years old and a licensed driver to operate any camp vehicle. He or she must be at least 21 years old to operate a camp vehicle with passengers.
 - ⇒ Vehicles are not allowed in the campsites (the only exceptions are the camp truck and 4x4).
 - ⇒ Oil, transmission fluid, brake fluid and tire pressure will be checked at each refueling.
- Only the cook and assistant cook will operate the floor mixer and slicer.

The propane tank is off limits to all campers and staff. If a leak is detected, the person finding the leak will notify the Camp Director. The Camp Director will clear the area, call the fire department and the propane company. The area will remain clear until the fire department determines it is safe to reenter.

CAMP DIRECTOR

Requirements:

The Boy Scout Resident Director should be a responsible and capable person. Be at least 21 years old, preferably over 25, and have two year's experience as an adult camp staff member and be currently National Camp School certified in Camp Management. Must live on site and have no other duties assigned. Registered in the Boy Scouts of America.

Responsibilities:

The camp director must accept complete responsibility for the management and operation of the camp. The camp director may delegate supervision of certain employees to key staff members.

Specific Duties:

Supervise or monitor:

- All purchasing, storage, and preparation of food
- Trading Post operations
- Meet on site National Standards within his jurisdiction
- Selection of competent staff
- Understand all jobs in camp
- Sound and effective program
- Staff training
- Staff performance
- Policies, rules and regulations.

PROGRAM DIRECTOR

Requirements:

The program director must be at least 21 years old, have an ability to get along with others, be able to delegate and coordinate, have good knowledge of all phases of a good camp program and be currently National Camp school certified as a program manager. Must live on site and have no other duties. Must be registered in the Boy Scouts of America.

Responsibilities:

The program director determines the program well in advance, directs the overall program, and evaluates the program.

Specific Duties:

- Develop a coordinated weekly program
- Meet with program staff as needed
- Evaluate the effectiveness of the program staff
- Submit an inventory of all program equipment prior to camp and at camp closing
- Operate within the budget
- Help determine program supply needs for the next year

- Understand all jobs in camp
- Evaluate the program to see that it is sound and effective
- Train staff

CAMP COOK

Requirements:

Be at least 21 years old and have working knowledge and experience of food service operations. Be registered with the Boy Scouts of America.

Responsibilities:

- Prepare 3 meals a day using a grill, convection oven and standard ovens. These meals, for the most part, will not be heat and serve
- Ensure the kitchen is clean and safe
- Ensure the health codes for Wyoming are followed.
- Order supplies and food.

RANGER / QUARTERMASTER

Requirements:

Be at least 18 years old and have skills and knowledge to handle the maintenance requirements at camp. Be registered in the Boy Scouts of America.

Responsibilities:

- Be responsible for the proper function of all facilities such as water supply, sewer, hot water storage, heating, camp vehicles, ranges and kitchen equipment, electrical equipment and lighting.
- Issue and account for supplies and equipment
- Maintain fire fighting equipment
- Establish and maintain an inventory of supplies and equipment

CAMP HEALTH OFFICER

Requirements:

Be at least 21 years old, be a responsible adult, and have current certification in Red Cross Advanced First Aid and emergency care or be licensed in one of the following areas:

- Physician
- Registered or Practical Nurse
- Physician's Assistant
- Medical Student
- Paramedic or emergency medical technician.

The health officer must be approved by the council's camp physician, have no other duties and be registered in the Boy Scouts of America.

Specific Duties:

- Administer first aid for injuries and illnesses
- Perform medical rechecks
- Maintain first aid logs
- Annotate daily hot and cold charts throughout camp
- Accompany serious injury cases to the hospital
- Assist the camp director with health and welfare inspections of staff quarters
- Other duties as assigned that pertain to health needs in camp.

ASSISTANT COOK

Requirements:

Be at least 18 years old and have some knowledge of food service operations. Be registered with the Boy Scouts of America.

Responsibilities:

- Prepare and service the salad bar
- Assist with meal preparation and clean-up
- Other duties as assigned by the cook.

CAMP COMMISSIONER

Requirements:

Be at least 18 years old and registered in the Boy Scouts of America.

Responsibilities:

- Greet troops and leaders upon arrival in camp and help them get settled.
- Ensure troops get a camp orientation including a tour of the camp, camp traditions, rules, program, and policies.
- Assist troops with program planning and help with general problems and moral.
- Assist in adult leader training.
- Assist in merit badge counseling program.
- Assist in camp-wide events and shares responsibility for camp-wide events, campfires, and programs.
- Supervise the troop guide program.
- Perform other duties as needed.

OUTDOOR SKILLS DIRECTOR

Requirements:

Be at least 18 years old and have basic skills and knowledge of Scoutcraft. Be registered with the Boy Scouts of America

Responsibilities:

- Train and supervise the staff assigned to the skills area
- Keep inventory of equipment assigned to this area
- Provide input for next year's equipment needs.
- Coordinate the Wilderness Survival Hike.

FIRST YEAR DIRECTOR

Requirements:

Be at least 18 years old and registered in the Boy Scouts of America.

Responsibilities:

- Conduct the First Year Program.
- Maintain an inventory of program supplies.
- Coordinate First Year Program activities, including the Thursday evening campfire and a mealtime flag ceremony

MULTIMEDIA ARTS DIRECTOR

Requirements:

Be at least 18 years old and have basic skills and knowledge of the Multimedia Arts area. Be registered with the Boy Scouts of America

Responsibilities:

- Train and supervise staff assigned to this area
- Coordinate and provide instruction in the handicraft area
- Keep an inventory of area equipment
- Provide input for next year's equipment needs.

NATURE DIRECTOR

Requirements:

Be at least 18 years old and have a current certificate from the National Camp School as an Ecology/Conservation director or have training in conducting an outdoor ecology education program. Registered with the Boy Scouts of America.

Specific Duties:

- Supervise and train staff assigned to his area
- Obtain camp conservation plan and coordinate conservation projects with units
- Know conservation aspects of the camp area
- Coordinate overall conservation program in camp
- Help units interpret conservation advancement guidelines
- Keep an inventory of ecology/conservation equipment
- Assist units in planning a year round conservation program
- Provide input for next year's equipment needs.

LIVING HISTORY DIRECTOR

Requirements:

Be at least 18 years old and have basic skills and knowledge of Living History and Metalwork. Be registered with the Boy Scouts of America

Responsibilities:

Supervise the Metalwork program

Specific Duties:

- Train and supervise the staff assigned to the Living History area
- Keep inventory of equipment assigned to this area
- Provide input for next year's equipment needs.

AQUATICS DIRECTOR

Requirements:

Be at least 21 years old and have a current National Camp school certification in aquatics. Have current CPR, basic life support certification from the American Red Cross or the American Heart Association, have current first aid certification. Be registered in the Boy Scouts of America.

Responsibilities:

Prepare a well rounded aquatics program. Enforce national aquatics policies in camp. Live on site and have no other responsibilities.

Specific Duties:

- Coordinate the aquatics program with the general camp program
- Train and supervise of aquatic staff
- Keep inventory of aquatics equipment
- Provide unit leader training
- Provide input for next year's equipment needs

SHOOTING SPORTS DIRECTOR

Requirements:

Be at least 21 years old and have a current National Camp school certification in shooting sports. Be registered in the Boy Scouts of America.

Responsibilities:

Prepare a well rounded shooting sports program. Enforce safety policies in camp. Live on site and have no other responsibilities.

Specific Duties:

- Coordinate the shooting sports program with the general camp program
- Train and supervise of shooting sports staff
- Keep inventory of equipment
- Provide input for next year's equipment needs

ARCHERY DIRECTOR

Requirements:

Be at least 18 years old and have basic skills and knowledge of archery Be registered in the Boy Scouts of America.

Specific Duties:

- Coordinate the archery program
- Train and supervise of archery staff
- Keep inventory of equipment
- Provide input for next year's equipment needs

YHAO PROGRAM DIRECTOR

Requirements:

Be at least 21 years old and have knowledge of rock climbing, white water and hiking.

Specific Duties:

- Direct the rock climbing area
- Direct the white water program
- Establish an out-post hike and camp
- Maintain an inventory of program equipment
- Provide equipment needs for next year
- Supervise the High Adventure staff.
- Maintain a safe program

TRADING POST MANAGER

Requirements:

Be at least 18 years old and registered in the Boy Scouts of America.

Responsibilities:

- Open and close the trading post according to the established schedule
- Keep accurate records of income, expenditures, inventories, and report them to the camp director
- Maintain inventories that have been established for the trading post.

JUNIOR STAFF

Requirements:

Be at least 15 years old and registered in the Boy Scouts of America.

Responsibilities:

- Assist his or her assigned area director with that area's program.
- Assist in all camp-wide activities (i.e. Flag ceremonies, campfires, camp-wide games, song, and skits).
- Help maintain and clean the camp and facilities.
- Participate in the Troop Guide program.

KITCHEN STAFF

Requirements:

Be at least 15 years old and registered in the Boy Scouts of America.

Responsibilities:

- Must be at least 15 years old
- Assist the head and assistant cooks in preparation of and cleanup after of meals
- Supports the kitchen with dishwashing and general cleaning
- Assist with unloading, shelving, & inventory of food
- Help support front of house during meal times

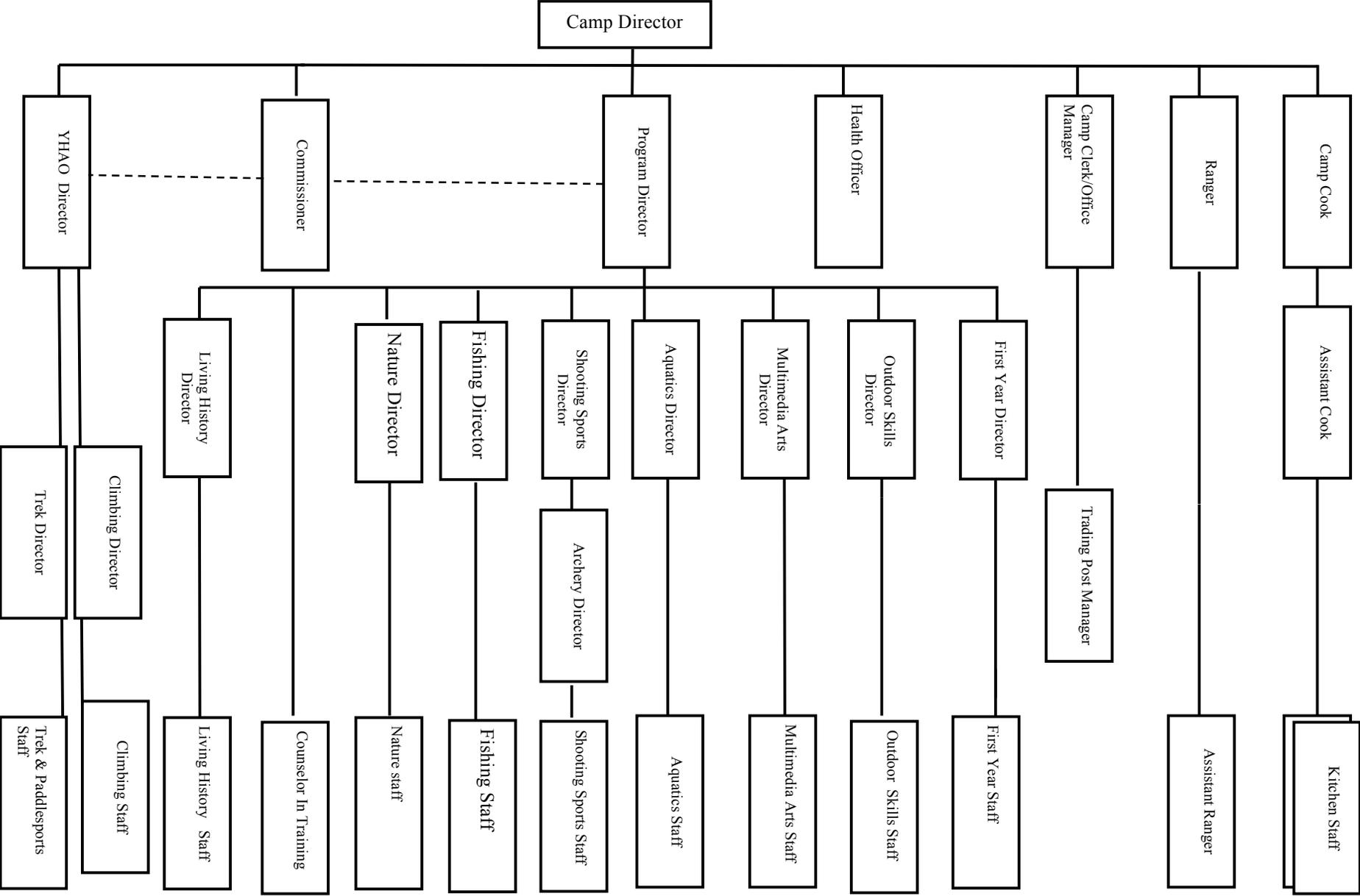
Must be at least 15, preferably 16 years old

COUNSELOR IN TRAINING

The Counselors-in-Training (CITs) program gives 14 year olds a varied experience at camp, usually for 3-4 weeks of the summer. CITs will work for three of the five program hours in a program area. The CIT may work on his own advancement in the remaining sessions. He will participate in all camp programs as a staff member and will subject to the same rules and policies as the paid staff. However, he is not paid. While the CIT should be encouraged to participate in program and work towards camp goals, he is not a lower echelon employee who should do unwanted jobs.

The program director will develop an individual training plan for each CIT, placing the CIT's interests and talents before the needs of the camp. Each responsible area director will ensure that the CIT is provided meaningful work. The director will also counsel the CIT on his performance to facilitate personal growth..

STAFF ORGANIZATION CHART



2017 Camp Buffalo Bill
Staff Statement of Understanding and Code of Conduct

Statement of Understanding: All staff members, both youth and adult, are selected based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities. By signing the letter of appointment, all adult staff members as well as youth staff members and their parents or guardians agree to the conditions of the Statement of Understanding and Code of Conduct as a condition of participation, with the further understanding that serious misconduct or infraction of rules and regulations may result in termination and expulsion from camp. Each staff member is responsible for his or her own behavior. All staff members are expected to abide by the Code of Conduct as follows:

1. I will be guided by the Scout Oath and Scout Law and will obey all U.S. federal laws, as well as local and state laws.
2. I will set a good example by keeping myself neatly dressed and presentable.
3. I will attend all scheduled programs and participate as required in cooperation with other staff members and leaders.
4. I agree to follow the camp check-in and check-out procedures and to observe camp quiet hours.
5. I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will adhere to all camp recycling policies and regulations. I will do my share to prevent littering of the campgrounds and agree to follow the principles of Leave No Trace.
6. I understand that the possession or consumption of alcoholic beverages or illegal drugs or misuse of prescribed drugs is prohibited at camp. I understand that the purchase, possession, or consumption of alcoholic beverages off council property must comply with state and federal law and must not affect my job performance. I understand that only adults (age 18+) may use tobacco products and only within designated areas.
7. Serious and/or repetitive behavior violations including cheating, stealing, dishonesty, swearing, fighting, and cursing may result in termination or disciplinary action.
8. I understand that gambling of any form is prohibited.
9. I understand that possession of lasers of any type and possession or detonation of fireworks are prohibited.
10. Neither the camp nor the BSA local council will be responsible for loss, breakage, or theft of my personal items. I will label all my personal items and check items of value at the direction of staff leaders. Theft on my part will be grounds for termination and expulsion from camp.
11. I will use camp equipment in a safe manner and for its intended purpose and will return the equipment in good condition.
12. I understand that staff members are prohibited from having firearms and weapons in their possession or on camp property, in accordance with U.S., local, and state laws.
13. I understand the importance of following BSA's Youth Protection and safety policies and will follow those guidelines and report all violations that come to my attention.
14. Hazing has no place in Scout camp, nor does running the gauntlet, belt lines, or similar physical punishment. As a staff member I agree to prevent and stop all hazing activities.
15. I will respect diversity—whether the differences be in physical characteristics or in perspectives.
16. I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents, and outside vendors.
17. I have the responsibility to report instances of discrimination or harassment (directed at me or at others) to the camp director or the Scout executive.
18. I will comply with this Code of Conduct and the policies printed in the Camp Staff Handbook. Any violation may result in expulsion from the camp at my own expense. I understand that all such decisions will be final.

Staff Signature: _____ Date: _____

Parent Signature (if staff is a minor) _____ Date: _____