



BOY SCOUTS OF AMERICA®
SAM HOUSTON AREA COUNCIL

Job Descriptions prepared for Camp Strake

Climbing Director

- Live the Scout Oath and Law.
- Supervises operations of the Climbing Area.
- Supervises all employees of the Climbing Area.
- Reports to the Program Director.
- Attend National Camp School and be a certified BSA Climbing Director.
- Provide a copy of this certification to the Camp Director.
- Reports any "close calls" to the Program Director and Camp Director.
- Maintains the standards of a certified BSA Climbing Area.
- Responsible for ensuring that an accurate written inventory is maintained.
Pre-camp/opening Inventory
Post-camp/closing Inventory
- Responsible for Climbing area security and safety.
- Ensures that all Climbing area related equipment is in good run order.
- Proposes the next season's purchases and quantities of those purchases in writing to the Camp Director at the end of current season.
- Maintain a clean, orderly and inviting area.
- Ensures that quality merit badge instruction is provided for participants and that merit badge standards are kept for individuals.
- Delivers accurate records of advancements to the Business Manager.
- Answer advancement question of unit leaders.
- Coordinates with Program Director and Area Directors to have a working knowledge other programs and how they relate to the whole camp program.
- Maintains a positive attitude towards all campers and leaders at all times.
- Wear the official BSA uniform properly.
- All other duties as assigned by Camp Director.





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Aquatics Director

- Live the Scout Oath and Law.
- Supervises operations of the Aquatics Area.
- Supervises all employees of the Aquatics Area.
- Reports to the Program Director.
- Attend national camp school and be a certified BSA Aquatics Director.
- Provide a copy of this certification to the Camp Director.
- Reports any "close calls" to the Program Director and Camp Director.
- Maintains the standards of a certified BSA Aquatics Area.
- Responsible for ensuring that an accurate written inventory is maintained.
 - Pre-camp/opening Inventory
 - Post-camp/closing Inventory
- Responsible for Aquatics Area Security and Safety.
- Ensures that all Aquatics Area related equipment is in good run order.
- Proposes the next season's purchases and quantities of those purchases in writing to the Camp Director at the end of current season.
- Maintain a clean, orderly and inviting area.
- Ensures that quality merit badge instruction is provided for participants and that merit badge standards are kept for individuals.
- Delivers accurate records of advancements to the Business Manager.
- Answer advancement question of unit leaders.
- Coordinates with Program Director and Area Directors to have a working knowledge other programs and how they relate to the whole camp program.
- Maintains a positive attitude towards all campers and leaders at all times.
- Wear the official BSA uniform properly.
- All other duties as assigned by Camp Director.





Responsibilities of the Camp Business Manager

The Camp Business Manager is responsible to the Camp Director for the coordination and operation of all monetary aspects of the Summer Camp Program, in accordance with the policies and standards of the Boy Scouts of America and the Sam Houston Area Council. This position is responsible to manage the Camp's business concerns. The Business Manager should have a good working knowledge of the Camp Operations and the Aims and Methods of the Boy Scouts of America. The Business Manager should have a background in the handling of money (cash, check, and ledger) to include working within a budget. Ability to manage business concerns of Camp.

The Business Manager must:

1. Be a minimum of 18 years of age. (preferably over 21).
2. Be or willing to become a registered member of the Boy Scouts of America.
3. Must have a valid current driver's license.
4. Have the ability and desire to work in a camp setting.
5. Have good character, integrity, adaptability and enthusiasm.

Specific duties of the Business Manager are as follows:

1. Pay or supervise payment of all camp bills as approved by the Camp Director.
2. Fill out proper tax forms (I-9 and W-4) for all camp employees and turn it in to the Account Specialist at the Cockrell Service Center.
3. Receive and/or account for all accounts receivable.
4. Set up and maintain a petty cash system.
5. Prepare meaningful financial statement for the Camp Director, the Council Accountant and the Scout Executive.
6. Handle all financial accounting on registration day, including receipts, bank deposits and other financial records.
7. Supervise sales and inventory of the Camp Trading Post.
8. Process orders for Camp supplies.
9. Purchase supplies as needed from local merchants.
10. Prepare bank reconciliations.
11. To keep all budgetary monies secure always, to include putting all funds into the safe at the end of each day and any other times that it may be appropriate.
12. To turn over all records to the Camp Director for personal review at the request.
13. To communicate to the Camp Director any discrepancies in the funds, budget or other business operations of camp.
14. These are not the only duties to be performed. Some duties maybe assigned and other duties maybe assigned as required by the Camp Director.
15. Supervising and training Trading Post.
16. Establishing hours of operation in cooperation with the Camp Director, posting them and strictly adhering to them throughout the Camp Season. Changes in hours of operation must be cleared through the Camp Director.
17. Keeping the Trading Post and the grounds around it orderly and clean.
18. Receipts counted and logged in the book daily.
19. Ensuring the security of the Trading Post during the hours of operation, as well as when it is closed.
20. Immediate reporting to the Camp Director of any stock discrepancies or suspected theft.
21. Written report to the Camp Director on damaged merchandise before disposing of it.
22. Provide the Camp Director with the inventory book, along with a written report including suggestions for improvements in all areas, before the end of the camp season.
23. Abiding by the Camp rules set forth in the Staff Guide.

