

McKee Scout Reservation



2017 Staff Manual



100 YEARS OF SCOUTING

Celebrating the Adventure ★ Continuing the Journey

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Welcome!

January 1, 2017

Dear Staff Member;

I would like to take this opportunity to welcome you to the McKee Scout Reservation Staff. This will be the 58th season for the reservation and as staff members, we are lucky to be a part of it. I want to make this opportunity a challenging, fun filled, learning experience for you.

I also want you to look to your selection as a leader by doing the best possible job serving the campers and leaders who cross your path. This job that you have agreed to do is by no means a small task. There will be many hours of fun and fellowship, but there will also be hard work that will require a strong commitment from you. It is our job to plan and deliver the Summer Camp program Scouts and Scouters expect from Boy Scout Camp.

This Staff Manual will outline some of your duties and responsibilities for the upcoming camp season and provide answers to some of the questions you may have. Please be familiar with this manual before you arrive at camp on June 10th as this information will be referred to on many occasions throughout the summer. You will be responsible for knowing and adhering to all information contained in the McKee Scout Reservation Staff Manual.

Summer Camp is one of the greatest experiences in the life of a Scout. Few times in his Scouting life equal the week he will spend under your guidance and leadership. The fun and excitement of Scouting is found at Summer Camp. A Scout is expected to be a good camper, to know his way in the woods, to swim, to handle a canoe, and to be able to save a life. The most important resource we have to accomplish these things is you, the competent, well-adjusted staff members, to share your knowledge with leaders and Scouts.

Thank you again for your commitment to Scouting. We have much to do, but I'm confident that as a staff we can reach our goals and deliver one of the best programs in our camps long history. I look forward to working with you and if there is anything I can do to help, please don't hesitate to call.

Sincerely,

Aaron Shepherd

Aaron Shepherd
Camp Director
McKee Scout Reservation

Important Dates

Staff Training Days

February 25, 2017
March 11, 2017

June 10-16 Staff Week
June 18-24 Week One
June 25-July 1 Week Two
July 2-8 Week Three
July 9-15 Week Four

Arrival

Staff Week Begins on June 10. Plan to arrive at camp no later than 12:00pm. Your first stop will be the Administration Building to check in and receive your housing assignment. Then you need to go to your tent, or cabin, and unpack. The training program will begin shortly afterward.

Departure

Each Saturday the staff will be dismissed by the Camp Director when all work for the week is finished, and all campers have been checked out. Staff will have to be back on camp on Sunday by 12:00pm.

Staff members should not expect to depart earlier than on your contracted end date, unless arrangements with the Camp Director have been agreed upon in advance.

Nights off

All Staff members will have one night off. You may leave when your program duties for the day are finished. This time will begin at 6:00 PM and **staff under 18 must be back on camp property by 11:00 PM, staff over 18 must be back by midnight, unless the Camp Director gives special permission.**

Staff Aims and Objectives

The Staff will try their absolute best to:

1. Provide every camper with a wholesome and safe experience that at least equals his high expectations.
2. Help campers develop a keen awareness and appreciation for the great outdoors and to motivate them to assume the responsibility for living in harmony with nature.
3. Help fulfill the basic objectives of the Boy Scout of America – character building, citizenship training, and physical and mental fitness.
4. Demonstrate enthusiastic Scouting spirit and good leadership.
5. Exemplify the principles of the Scout Oath and Law.
6. Promote a spirit of genuine friendliness, understanding of others, and cooperation.
7. Work as a team with the common goal of providing an atmosphere where Scouting is experienced at its best.

Introduction

This Staff Manual was prepared to help you do a better job as a Camp Staff member. You will want to become thoroughly familiar with the techniques and information it contains.

Before you arrive at camp, read the manual thoroughly so you will have a basic understanding of the following:

***Camp Policies**

***Procedures**

***Organization**

***Traditions**

***General Outline of Program**

***Emergency Procedures**

When Staff training begins, we will assume you have read this manual and that you will be ready with any questions on anything that is not clear. Be sure to be familiar with your particular responsibilities.



McKee Scout Reservation Staff Philosophy

The aim of Scouting is to build character, foster good citizenship, and develop physical, mental and moral fitness among the youth who come under its influence. In the Boy Scouts, this aim is promoted by encouraging all Scouts and Scouters to conduct their lives on the principles expressed in the Scout Oath, Scout Law, Scout Motto, and Scout Slogan. These are as follows:

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.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Scout Motto

Be Prepared.

Scout Slogan

Do a good turn daily.

The primary function of the summer camping program at McKee Scout Reservation is to provide a long-term camping experience for Scouts within the purposes and methods of the Boy Scouts of America.

Therefore, the rules that govern McKee Scout Reservation are the Scout Oath, Law, Motto, and Slogan. Every staff member is expected to commit them to memory and conduct him or herself accordingly. As a member of the camp staff you will be expected to set the example, based on these principles, for all Scouts and Scouters to follow.

Troops come to camp to take advantage of the outdoor programs provided by a well-trained, experienced staff. But the primary reason that Scouts and Leaders come to camp is to have fun. If it's not fun, it's not scouting. As a staff member you must have a positive attitude, and take summer camp seriously. However, also remember that it should be fun for you as well. There is a great satisfaction in working with youth, helping them develop their knowledge, skills and abilities and in being a positive influence in their lives. Being on the McKee Staff is an adventure, and hopefully a rewarding experience that will make you a better person.

Purpose of McKee Scout Reservation Summer Camp

McKee Scout Reservation is the Blue Grass Council's outdoor educational center. Its purpose is to provide leadership training on the outdoor Scouting program. Camp should also demonstrate the best conservation practices.

Since Camp McKee is the laboratory of Scouting, Scouts work together to learn the best methods that Scouting can offer to develop better units, qualified Scouters, and skilled, self-reliant boys and young men. Here, a boy learns how to live in democracy by working in the patrol and troop.

Scout Method of Camping

The ideal method of Scout camping is the chartered Troop or unit camping successfully under its own leadership. The purpose of the summer camp is to provide experiences for the unit that will make it better able to plan and conduct its own program. The services of the camp staff, therefore, are of a counseling, coaching, and supervisory nature. In council operated camps units should learn to promote and conduct aquatics, nature programs, games, and the patrol method. Our success as a camp is measured by the extent to which the unit has learned the following:

- ◆ **To stand on its own two feet**
- ◆ **To acquire or stimulate a new interest**
- ◆ **To use its boy leaders**
- ◆ **To strengthen the individual boy**
- ◆ **To train its instructors in various skills**

The Boy in Scout Camp

We, as the Camp Staff, must keep foremost in our minds that we are here to serve the boy, without him there would be no need for us. The boy has many interests. We must attempt to reach him in as many ways as possible. There will be occasions when the boy will want to do some things completely on his own. Perhaps he wants to sit and watch the clouds go by, hang a fishing pole in the water, or just take a walk around camp. Our planning should allow him the time and opportunity to do so if he wishes.

Then too, he may want something to do with just a few of his friends. Maybe he wants to go on a hike, or go boating or swimming with a couple of his buddies. Then there will be times when he wants to go out with his own patrol and have some fun or do some advancement. Or perhaps his patrol wants to challenge another patrol to a scout craft contest or game of volleyball.

There will also be occasions when the boy will want to participate in activities with his whole unit. Perhaps it will be a water carnival activity, day hike, campfire, or scavenger hunt.

Remember, we as a camp staff need to provide opportunities and activities for all scouts, patrols, and troops with a well-balanced program.

Everyone is Important

All staff jobs are important. If the job weren't necessary and important we wouldn't have asked you to do it. We have ONE STAFF, a cohesive unit working together to meet the goals of our customers, the scouts and leaders coming to our camp. You hold a position on the Reservation staff because you have leadership ability plus ability in a specialized field. Try to better these skills throughout the summer. Your ability-growth makes you a more valuable member of the staff. Talk over your ideas with others. From their experience you may find valuable suggestions- all of us want you to do a better job no matter what area in which you serve.

Your special job is very important. So is every other job in camp. A problem in one area could be a problem for everyone and reflects badly on all of us. We must respect everyone's work and lend a hand if needed. At camp we live closely and at times, we can wear on each other, so think before you speak or act. We must all work at living with each other- camp is a training for us as we learn to respect each other's rights, property, skills, and faults.

You may find yourself transferred from one job to another as time dictates. All we ask is that you do the best job you can in any task. Every single job at camp is necessary, and whatever you are asked to do is important. In fact, chances are that the person asking you has done the same job before too. There is no job beneath the dignity of any staff member... or unworthy of a staff's best effort.

Purpose of Camp Program Activities

In our camp program activities, we have a unique opportunity to achieve the following objectives. There is no better place than the outdoors to teach appreciation of the resources that have made America great and which must be maintained if America is to remain strong and free. All our activities- Outdoor Skills, Aquatics, Field Sports, COPE, Handicraft, and Dan Beard- are directly related to the conservation of our natural and human resources.

Outdoor Skills

- ◆ To help Scouts develop an interest and acquire a proficiency in the basic skills of Outdoor Skills
- ◆ To teach Scouts to appreciate and understand the out-of-doors by making the best use of their own facilities and their natural surroundings.
- ◆ To train units in the skills of Outdoor Skills and Woodcraft so that they will be qualified to camp successfully on their own.
- ◆ To provide proper knowledge of health and safety practices and to create an environment in which boys may develop healthy mental attitudes to the end that personal fitness may become a reality.

AQUATICS

- ◆ To aid Scouts to be skillful about and at home in the water, relaxed and confident in their ability to swim.
- ◆ To instruct Scouts in methods of self-preservation, water safety, aiding others when necessary, and caring for aquatics equipment.
- ◆ To give all Scouts fun in and on the water and promote activities that will have recreational value in life.
- ◆ To make better use of facilities for aquatic sports such as fishing, swimming, sailing, and boat and canoe trips.
- ◆ To develop coordinated and strong bodies
- ◆ To help units carry on a year round aquatics program that is safe, including instruction in swimming, boating, and rescue methods.

COPE/CLIMBING

- ◆ To instruct Scouts in proper, safe methods of rappelling and climbing
- ◆ To develop self-confidence, teamwork, strong minds, and strong bodies
- ◆ To instruct unit leaders in the value of the Climb on Safely program

Field SPORTS

- ◆ To provide advanced skills that add color and a change of pace to the camping program
- ◆ To teach the skills of various merit badge and hobby interest that help boys and men build a life long interest in the out-of-doors: archery, rifle and shotgun shooting
- ◆ To provide program resources that enrich the year-round program of Scout units

HANDICRAFTS

- ◆ To answer the creative urge of a boy to make something with his own hands
- ◆ To provide a practical means where boys may improve the physical environment by making things of beauty or usefulness for themselves or others
- ◆ To learn patience, self-expression, and coordination of mind and muscle
- ◆ To teach the skills of various merit badge and hobby interest in learning how to make use of nature's materials
- ◆ To train units in skills that can become program interests in the year-round program, giving them a grounding in the scope of handicrafts, materials to work with, methods of teaching and improvisation

ECOLOGY/CONSERVATION

- ◆ To help boys develop the right kinds of attitudes regarding the importance of natural resources and their wise use. These resources are of little value except as they contribute to the health, welfare, and happiness of man. We must show boys that these resources are to be used, but used intelligently and in such a way that they will always contribute to man's well being.
- ◆ To contribute to the rebuilding and wise use of America's resources by actual work on the land, in forests, and along its waterways
- ◆ To carry out such activities as erosion control, forest-fire detection and prevention, and wildlife habitat improvement, so that boys learn some of the techniques necessary to the continued productivity of these resources.

General Staff Information

BEFORE YOU LEAVE HOME FOR CAMP

- ◆ Have physical examination on the Boy Scouts approved health form parts A,B,C, complete personal information on form and get parents signature (if under 18).
- ◆ If under 18, have parents complete and sign permission slip for you to leave camp on night off and on Saturday with someone beside parent
- ◆ Obtain needed uniform parts from Council Scout Shop. Discount will be given for items purchased for personal use.

WHAT TO BRING WITH YOU

- ◆ Two or more complete summer Scout uniforms including: Scout shorts or long pants, uniform shirt with proper insignia, Scout socks, Scout belt
- ◆ Sheets, blankets, pillowcases, and/or sleeping bag
- ◆ Sleeping bag for overnights (discuss with area director)
- ◆ Rainwear and boots
- ◆ Extra shoes
- ◆ Shower Shoes (for shared bathroom facilities)
- ◆ Other clothing for cool nights/mornings, grubby work, night off, and swimming
- ◆ Flashlight and insect/tick repellent
- ◆ Laundry detergent and dirty clothes bag (free self-serve washer and dryer use provided on site)
- ◆ Alarm clock
- ◆ Other items to be comfortable
- ◆ Personal Hygiene items
- ◆ Towels
- ◆ Notebooks, pens, pencils
- ◆ Program area materials (discuss with area director)
- ◆ Backpack/Day pack
- ◆ Flashlight
- ◆ Bug Repellant
- ◆ Water bottle
- ◆ Sunscreen

ITEMS NOT TO BRING

- ◆ Pets
- ◆ Large electrical appliances
- ◆ Large pieces of furniture
- ◆ Fixed blade knives, personal firearms
- ◆ Fireworks
- ◆ Literature or videos of questionable taste
- ◆ A bad attitude
- ◆ Anything conflicting with Camp policies (if you are unsure, check with director)

Remember that stereos, TV's, movies, etc. should never interfere with your camp duties. Stereos, video games, and TV's should only be heard within your staff tent or cabin and NEVER taken into the program areas. If this becomes a problem you will be asked to leave those items at home, or they will be confiscated until the completion of camp. Don't bring valuables to camp even though we will all be good scouts, camp will not be responsible for any lost or stolen personal articles.

BSA MEMBERSHIP

All staff members **must** be registered members of the Boy Scouts of America. Those not previously registered staff will join Venture Crew 204, chartered to the Blue Grass Council BSA.

APPEARANCE

All Staff members are expected to present a neat and clean appearance at all times. Hair, mustaches, and beards will be kept neat, clean, and trimmed at all times. Remember, beards and mustaches cannot be started while at camp. Hair will be kept its normal color. Jewelry should only be worn in a tasteful manner, reflecting the ideals and principles of Scouting.

UNIFORMS

You are expected to be in the appropriate Scout uniform at all times. As a staff we will set the example of the proper uniform to our campers and leaders. Class A is to be worn daily at flag retreat and dinner, and Class B is to be worn at all other times. All uniforms must be neat and clean. Exception is made for Aquatics staff in their program area where class B will be red trunks or swim suit and staff T-shirt. Also All staff will be required to wear a Staff ID at all times identifying themselves to others as camp staff. This is part of our overall safety procedures for camp. These will be provided to you during staff week.

<u>Field Uniform</u>	<u>Activity Uniform</u>
Scout Shirt	Staff T-shirt or staff golf shirt
Scout Shorts	Scout Shorts
Scout Socks	Scout Socks
Scout Belt	Scout Belt
Staff Hat	Staff Hat

CONTRACTS, SALARIES, AND PAY PERIODS

Each Staff member must sign, (if under 18 parents must also sign), and return an employment contract to the Camp Director. These will be kept on file in the Administration building. This contract is a business agreement to perform certain duties for the good of the total camp program. It is expected that each staff member will perform these duties to the best of his or her ability. If a problem arises that a staff member finds impossible to solve on his own, then his area director should be contacted. If necessary, the Program Director or Camp Director may be consulted.

Your salary will be paid by payroll check only, every 2 weeks, and will be subject to applicable taxes and Social Security payments as required by law. Remember, it is important, as in any job, to regard your salary as confidential. Any discussion of your salary on your part is indiscriminate and would demonstrate a lack of maturity and judgment as well as a lack of regard for staff morale.

The last check will be issued only after you have been checked out of your housing unit and program area, and any amounts due to Camp have been settled.

ATTITUDE

You need to develop and maintain a cooperative attitude with your fellow co-workers. Staff pranks, hazing, or name-calling will not be tolerated. Remember, a Scout is Cheerful, complaining in the presence of campers and unit leaders will not be tolerated. Take any troubles or concerns to your staff leader, the Program Director, or Camp Director. We will practice an open door policy. You must make sure that concerns are handled with professionalism.

STAFF VISITORS IN CAMP

Your family is always welcome to visit you at camp. Your friends may visit only if you have secured permission from the Camp Director. All visitors must follow all camp rules and register at the Administration Building immediately upon arrival at camp. Visitors may only observe you while you are working. Only family members may visit you in your housing unit. Unrelated guests are never permitted in staff housing. Visitors must sign out upon departure.

TOBACCO PRODUCTS

The use of tobacco products by staff members under 18 years of age will not be permitted. This is not only Camp McKee rule, but also Kentucky State Law. No one will use tobacco products while on duty, in program or activity areas around camp, or in the presence of youth campers. Use by those over 18 will only be allowed in designated areas and after the staff member is off duty. The use of chewing, or other "smokeless" tobacco products is prohibited at camp.

ALCOHOL AND ILLEGAL DRUGS

Zero tolerance. Possession, consumption, or being under the influence of illegal drugs and/or alcohol, including beer, is strictly forbidden and will lead to an immediate termination of employment. Parents and/or appropriate authorities may be notified. All prescription drugs must be checked in with the Camp Health Director.

TIME OFF

It is understood that you will be on duty full time during your period of employment; from the noon, Sunday staff meetings until the Saturday camp closing each week (generally about noon). You will be free to leave camp on Saturday as soon

as the camp is cleared, and any special assignments you have been given are completed. You are to sign out at the Administration Building, stating where you are going, and whom you are going with.

If you choose, you may remain in camp on the weekends. Meals will not be served unless there are left overs from the week, and use of program area equipment will be at the discretion of the particular program area director.

Staff will normally be given one evening off per week at the discretion of the Camp Director. Each Program area will have a specific night off, so that the entire staff is not gone any one evening. This time will begin at 6:00 PM and staff under 18 must be back on camp property by 11:00 PM, staff over 18 must be back by midnight, unless the Camp Director gives special permission.

STAFF VEHICLES

Staff member vehicles will remain in the parking lot except when given specific instructions by the Camp Director, Program Director, or Ranger, or when leaving camp property on the weekend or night off. Staff members will not allow anyone to drive their vehicle, or loan it to any other person. All Staff members under 18 must have permission from the Camp Director to bring their car to camp. All Staff members under 18 who have a vehicle in camp must provide the camp written instructions from their parents/guardians on the use of the vehicle during time off. Anyone under 15 will not leave camp unless with their parent/guardian.

Vehicle passengers must ride in a seat with a seatbelt fastened at all times while riding on camp property or riding to and from camp.

Permission is required from the Camp Director, or Ranger for anyone to drive a Camp Vehicle. The procedure for using a camp vehicle is as follows:

1. Obtain permission
2. Sign out keys
3. Use vehicle only as prescribed
4. Return vehicle to appropriate parking lot.
5. Log time and miles used.
6. Sign in keys and report any problems with vehicle.

As per the Guide to Safe Scouting, "**The beds of trucks or trailers must never be used for carrying passengers.**" This applies at all times to all people, campers, leaders, and staff. Seatbelts are required and must be worn by all passengers in any motor vehicle.

BEING ON TIME

Do not forget that we are at camp to serve its youth and leaders. We must be on time for every scheduled activity. Being on time does not mean arriving at 9:00 for a class set to begin at 9:00. It means arriving a minimum of 10 minutes beforehand in order to set up your area and greet Scouts as they arrive. Remember, to be on time is to be late, to be early is to be on time.

PHONE AND ADDRESS

The camp phone is for business and emergency use only. Long distance calls placed from camp must be made with a calling card or collect and are at the discretion of the Program or Camp Director. Staff members will not be called away from their job for incoming calls unless it is an emergency. Cell phones and pagers may be brought to

camp, but they are to be used only after the program day is complete. Campers are not to use the camp phone unless accompanied by their leader.

Mail sent to you while at camp should be addressed to:

Your Name, Staff
McKee Scout Reservation
8695 Levee Rd.
Jeffersonville, KY 40337

Phone: (Emergency Only)
(859) 498-1328

TRADING POST

Staff members will have the same privileges in the Trading Post as campers. **Staff will not be allowed to have a charge account at the Trading Post.** Only those staff members assigned to work in the Trading Post will be allowed behind the counter. The only exception is the Camp Director or Ranger.

USE OF THE KITCHEN

Only the staff member assigned to the kitchen will be allowed in the kitchen, refrigerators, or pantries, and only then in performance of their duties. All others will not go in the kitchen unless asked by the Cook, Camp Director, Program Director, or Ranger. **Camp staff members will not eat in the kitchen.**

STAFF USE OF PROGRAM AREAS/EQUIPMENT

If your schedule permits, you are welcome to use the program areas and camp equipment by arrangement of the Area Director and Camp Director. Remember, campers come first!

MEALS

If a staff member fails to eat properly, he/she will be unable to perform his/her responsibilities with a high degree of efficiency. For this reason, and others, all staff members will be at all meals, on time, and properly dressed. Proper table manners, food distribution, and courtesy are all marks of mature staff.

CAMPWIDE ACTIVITIES AND CAMPFIRES

Camp wide games and activities will be offered at various times throughout the week. All Staff members are required to take part in these activities as directed by the Program Director or area director responsible for that program. Campfire programs will be conducted on Sunday and Fridays evenings. Staff is expected to attend and take an active part in both.

SUNDAY CHECK-IN PROCEDURES

Staff members will have definite assignments on a rotating basis to assist in the Sunday afternoon check-in procedure. These assignments will be made at the Sunday 12:30pm staff meeting.

DISCIPLINE

Discipline of campers is the responsibility of unit leaders and camp management. Staff members will not discipline campers unless it is a manner of personal safety. Report all needs for discipline through the chain of command. We enforce safety, not discipline.

CHILD ABUSE & HAZING OF CAMPERS OR STAFF

The McKee Scout Reservation is a "safe haven" for all staff members, campers, and visitors. Any form of child abuse either observed by or reported to a staff member must be immediately relayed to the Camp Director for further action. Hazing of Scouts and other Staff members is not tolerated in any form, will result in immediate termination of employment, and could result in legal action.

STAFF HOUSING/AREAS

Adequate living quarters are provided for each staff member. It is expected that they will be kept in a clean and livable condition. You will be assigned living quarters with a mattress and bed, staff will be responsible for damage to or defacement of living quarters.

The following applies to all staff areas:

- ◆ Hours for quiet time must be observed. You must be quiet if you are near sleeping areas after 10:00pm.
- ◆ Due to electrical limitations, only approved electrical equipment will be used. Confirm this with Camp Director before you bring equipment.
- ◆ **Any change in housing assignments must be approved by the Camp Director.**
- ◆ No campers are allowed in the Staff Areas.
- ◆ No overnight guests are allowed in the Staff Area or cabins.

INSPECTIONS

The Camp Ranger, Camp Director, and/or Camp Commissioner will periodically inspect living quarters. It is expected that staff members will keep their areas clean and orderly. Due to the Zero Tolerance policy, a search can be done any time through your cabin or tent and personal belongings. You may be asked to unlock your locked storage.

Emergency Procedures

EMERGENCY CALL

The general emergency call will be the blast of a loud bullhorn from the OA building. We will practice this during staff week. Listen to the horn, for the number of blasts, secure your area, and report immediately to the arena or the Dining Hall.

FIRE

- ◆ Evacuate tent, building, or area immediately. Stay Calm!
- ◆ Immediately contact the Program Director or Camp Director. They will assess the situation and call the appropriate authorities
- ◆ If needed, the emergency bullhorn will **sound single long blasts and all staff and troops will report to assembly in the arena**
- ◆ The Program Director will coordinate activity from the arena

MEDICAL

- ◆ Administer first aid. Stay Calm! Call, radio, or send a runner to the Health Lodge to get the Health Officer
- ◆ The Health Officer will direct first aid and send accident victim to hospital or order a call to EMS
- ◆ Notify Camp Director when the situation is serious. He will notify the proper authorities.

CHILD ABUSE

- ◆ Suspected child abuse- whether physical, mental, emotional, or sexual- should be reported to the Camp Director, or if he is not present, the Program Director. You should not try to seek proof yourself.
- ◆ Don't speak of the subject with anyone else

WEATHER EMERGENCY (ELECTRICAL STORM, TORNADO)

- ◆ In the event of a weather emergency, the bullhorn will **sound two short blasts and repeat. Upon hearing this, direct leaders and campers to the dining hall for an assembly inside.**
- ◆ Remove everyone from waterfront area including all boats and swimmers. In the event of thunder, the Waterfront Director will clear the Waterfront area until the thunder has cleared.
- ◆ Program Director will assemble staff and take any action if necessary.

BLOOD/BODY FLUID EMERGENCIES

- ◆ In emergencies where contact with blood or body fluids of the victim is possible, universal precautions must be taken. Refer to materials included in the Universal Precautions and Blood borne Pathogens Exposure Control Plan.
- ◆ Always protect yourself from contact with blood and body fluids of accident victims. The camp Health Officer is the designated person who should handle these types of emergencies.
- ◆ In cases where blood is involved in an accident, use the latex gloves that are provided in the first aid kit in each area. You may have the accident victim hold

direct pressure on the affected area if he is able; this will prevent you from contact.

- ◆ In cases where CPR and/or rescue breathing are needed, use the one-way valve masks that are provided in the first aid kit in each area.

LOST PERSON/ LOST SWIMMER

- ◆ Send a runner immediately to the lost person's campsite to see if they are there. Notify Camp Director with results immediately
- ◆ The Camp Director will **sound the bullhorn with one long blast, signaling a camp wide assembly in the arena**, if the person has still not been located
- ◆ The Camp Director will coordinate a camp wide search if the person is still not found
- ◆ If a lost swimmer, the Waterfront Director will coordinate the search efforts in and around the Waterfront. Capable staff swimmers and campers may be called upon to assist.
- ◆ Only the Camp Director or Program Director will cancel a Lost Person drill, and only the Waterfront Director will cancel a Lost Swimmer drill.

Methods of Instruction

Remember that all learning takes place through the five senses:

- ◆ Sight
- ◆ Hearing
- ◆ Touch
- ◆ Smell
- ◆ Taste

Here at Camp McKee we use the EDGE method of instruction:

Explain
Demonstrate
Guide
Enable

The more of these elements that you can bring into play through your instruction; the better the information or skill will be learned

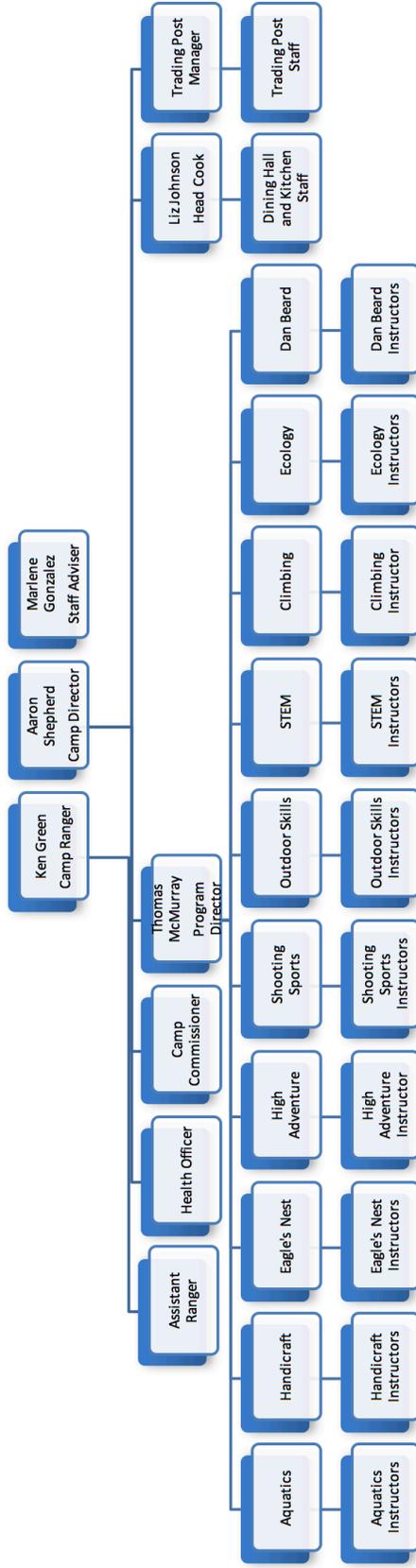
Try some of the following methods:

- ◆ Explain and demonstrate one step and then let the Scouts try it. A chance to try each step as it is demonstrated will fix it in the Scout's mind and keep the session active
- ◆ Select a Scout to demonstrate and then correct his errors
- ◆ Errors exaggerated and dramatized, followed by the correct method will add humor and interest
- ◆ KING-SIZED training aids are helpful in giving all an opportunity to see
- ◆ Intersperse short games and contests upon completion of a given skill
- ◆ Make full use of posters, signs and displays to keep visual interest
- ◆ When a lecture is necessary, make it short and simple. 3-5 minutes max at a time
- ◆ Print legibly all information on Merit Badge Grid Sheet

Blue cards are only to be signed by the area directors. All information must be filled out and the cards submitted by the MB instructor to the area directors by 7:00pm on Thursday evening for them to verify all information, and sign.

Accurate Class Rosters are to be maintained for each class every week. These are to include the name of each Scout, his Troop number, Campsite, days attended class, and all requirements met. These will be checked and verified by the area directors and given to the Program Director by 5:00pm each day. They will remain at the camp for 1 year.

2017 Camp McKee Organizational Chart



Job Descriptions

Camp Director

- Reports to: Scout Executive, Council Program Specialist.
- Requirements: Responsible adult over 25, previous camp staff experience, National Camp School certified, Lives on camp property during Summer Camp Season, financially minded.
- Responsible for: Overall management and safe operation of camp.
- Duties: Camp Leader's guide development
Plans Merit Badge schedule
Staff training
Camp Staff meetings
Makes sure camp meets all applicable National Standards and federal, state, and local codes.
Trains and supervises trading post and dining hall staff
Develops and follows camp operating budget

Program Director

- Reports to: Camp Director
- Requirements: Minimum 21 years old, ability to delegate, gets along well with others, National Camp School certified in Program, lives on camp property during summer camp season.
- Responsible for: All program related aspects of camp including, but not limited to, training and supervising program area staff.
- Duties: Develop weekly camp program including; campfires, mealtime programs, camp-wide games, evening activities, evaluate performance of program area staff, keep up to date program equipment inventory, operate within program budget, train program staff, and lead daily SPL meetings.

Camp Ranger

- Reports to: Camp Director, Scout Executive, And Council Program Specialist
- Requirements: Minimum 21 years old, ability to operate camp equipment and perform various forms of general maintenance. Must be able to work well with volunteers and staff throughout the camp.

Responsible for: Up-keep of camp equipment, facilities, and purchasing of supplies directly related to camp maintenance. Makes sure camp properties are neat in appearance and safe.

Duties: Remove campsite and other facility trash tri-weekly, or when otherwise needed, oversees mowing and landscape maintenance, provides tools and materials for conservation or camp improvement projects, oversees campsite equipment placement and care, supervises maintenance area, makes needed repairs to buildings and equipment, maintains inventory of needed parts and materials. Makes sure all safety regulations (OSHA, etc.) are followed at all times. Other duties as assigned by Camp Director.

Assistant Ranger

Reports to: Camp Director, Camp Ranger

Requirements: Minimum 18 years old must be able to operate lawn care equipment and camp vehicles.

Responsible for: Care of camp grounds and landscaping.

Duties: Mow all areas of cultivated grass, trim around buildings, fences, and walkways. Assist volunteers in these areas. Assist Camp Ranger in removal of campsite and other facility trash. Other duties as assigned by Camp Director.

Camp Commissioner

Reports to: Camp Director

Requirements: Minimum 18 years old, registered Scouter with knowledge of scouting programs.

Responsible for: Creating a high moral among Troops in camp, campsite inspections, training unit leaders in the importance of Troop camping and the Patrol method, interprets national policies and regulations relating to Troops in camp.

Duties: Leads daily campsite inspections, keeps records of Honor Leader, Camper, Troop, and Patrol awards, judges Wednesday night chili and cobbler cook-off, acts as liaison between units and Camp Staff, provides immediate help in solving unit problems in camp, serves as an information source on Camp programs and activities.

Health Officer

Reports to: Camp Director

Requirements: Responsible, minimum 21 years old, holds current certification in one or more of the following; First Responder, EMT, Paramedic, MD, RN, Nurse Practitioner, Physicians Assistant, or must be at least a 2nd year Med. School student.

Responsible for: Overall health and safety of camp. Cares for non-life threatening injuries and evaluates need for professional attention. Cleanliness of Health Lodge.

Duties: keeps First Aid Logs for Campers and Staff (two separate logs) up to date, monitors daily Dining Hall hot/cold charts, administers First Aid when needed, assists in teaching First Aid and Emergency Preparedness Merit Badges, is available at all times either in Health Lodge or by radio, performs check-in medical evaluations, accompanies individuals to hospital if needed, maintains security of First Aid logs, Staff and Camper Health Forms.

Head Cook

Reports to: Camp Director

Requirements: Responsible, minimum 21 years old, holds current food manager's card valid in Montgomery County.

Responsible for: Providing safe, nutritious meals for Campers and Staff, maintains a safe, friendly environment for food preparation, serving, and clean up.

Duties: As a dietitian, or with the assistance of a dietitian, develops a healthy menu, generates food orders, verifies and signs for food deliveries, maintains an inventory of food and paper products, oversees the preparation of all meals, oversees the cleaning of all kitchen equipment and area, supervises the kitchen staff and Dining Hall Steward.

Dining Hall Steward

Reports to: Head Cook

Requirements: Minimum 18 years old, holds current food handler's card valid in Montgomery County.

Responsible for: Cleaning of dining hall, rest rooms, surrounding area

Duties: Supervises Troops in entering and sitting in Dining Hall. Supervises Troops and volunteers in cleaning of Dining Hall, rest rooms, decks, and surrounding grounds. Assists the kitchen staff (as directed by head cook) in food preparation and serving, and cleaning of the kitchen area.

Trading Post Manager

Reports to: Camp Business Manager

Requirements: Responsible, minimum 21 years old must be able to oversee cash transactions and maintain accurate records.

Responsible for: Maintaining a reasonable inventory of products and supplies, accounting for all cash received, keeping the trading post and surrounding area neat, clean, and safe, keeping food service items clean and operational, keeping trading post open reasonable hours.

Duties: Keep a running inventory of products and supplies, make regular orders through Camp Director, train and supervise staff in operation and care of trading post equipment, keep shelves and machines stocked, count and turn in money to Camp Director after close of each business day. Monitor trading post and surrounding area for litter and keep clean. Report damaged equipment to Camp Director or Camp Ranger as soon as it is detected.

Aquatics Director

Reports to: Program Director

Requirements: Responsible, minimum 21 years old, holds Aquatics certification from National Camping School, holds current CPR certification.

Responsible for: Overall Aquatics program at camp enforces national standards for aquatics as well as Safe Swim Defense and

Safety Afloat. Safety of participants involved in Aquatics program.

Duties: Supervise Aquatics area staff, lead adult training in Safe Swim Defense and Safety Afloat weekly, hold and promote Water Carnival, Keep Ranger up to date on needed repairs on equipment, keep accurate inventory of equipment and reports needs to Program Director, leads BSA Lifeguard training program, keep Aquatics area clean. Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

Shooting Sports Director

Reports to: Program Director

Requirements: Responsible, minimum 21 years old, holds current certification in Shooting Sports from a National Camping School

Responsible for: Supervises Archery, Rifle, and Shotgun ranges, the archery instructor, and rifle range assistant.

Duties: Maintenance of rifles, shotguns, and bows, trains Shooting Sports staff, keeps accurate camp opening and closing equipment inventory, responsible for safe storage of shooting equipment and ammunition, marks off safe area around ranges, makes sure national safety standards are met and maintained. Keeps shooting ranges clean. Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

Outdoor Skills Director

Reports to: Program Director

Requirements: Minimum 18 years old, Thorough knowledge of and proficiency in Outdoor skills, holds current certification in Outdoor Skills from a National Camping School

Responsible for: Supervises Outdoor Skills area and area staff.

Duties: Insures knowledge and teaching ability of staff in required Scoutcraft skills, keeps up to date, weekly inventory of equipment, develops plan for Camping and Wilderness Survival overnights and informs Program Director of menu needs, develops, with Program Director, a plan for camp

wide patrol competitions in Outdoor skills. Keeps Outdoor Skills area neat, clean, and safe. Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

STEM Director

Reports to: Program Director

Requirements: Minimum 18 years old, Thorough knowledge of and proficiency in in STEM disciplines or has other training or experience in the fields of science, technology, engineering and mathematics.

Responsible for: Coordinating STEM NOVA awards and other STEM merit badges that are taught at camp. Is responsible for all equipment in this area and its safekeeping including inventory.

Duties: Insures staff are properly trained and prepared to teach STEM skills. Maintains the safety of the area during experiments or projects. All chemicals are properly stored. Design, setup, and maintenance of the STEM Center area. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

Climbing Director

Reports to: Program Director

Requirements: Minimum 21 years old, Camp School certified in climbing, physically able to complete tasks associated with climbing, able to work well with people

Responsible for: Supervise set up and operation of climbing tower and natural climbing routes following all National Standards, supervises Climbing Assistant.

Duties: Maintains up to date logs for necessary equipment. Set up and takedown of climbing tower. Ensures Climb on Safely practices are followed. Keeps accurate inventory of equipment. Keep climbing areas (tower and natural rock) clean, neat, and safe. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

COPE Director

Reports to: Program Director

Requirements: Minimum 21 years old, Camp School certified in COPE, physically able to complete tasks associated with COPE, able to work well with people

Responsible for: Supervise set up and operation of COPE area and natural climbing routes following all National Standards, supervises COPE Assistant.

Duties: Maintains up to date logs for necessary equipment. Supervise the COPE low and high courses. Ensures Climb on Safely practices are followed. Keeps accurate inventory of equipment. Keep COPE areas clean, neat, and safe. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

Ecology/Conservation Director

Reports to: Program Director

Requirements: Minimum 18 years old, trained in conducting and outdoor ecology program or who has other specialized training in the fields of forestry, soil and water conservation, fish and wildlife management, ecology or other related fields.

Responsible for: Coordinates ecology and conservation programs at summer camp. Works with federal and state agencies to provide support to program. Coordinates service projects at camp, supervise ecology staff.

Duties: Obtain Camp Conservation Plan from Ranger and work with him to develop conservation project plans for units. Maintain safe and healthy habitats for any animals kept in captivity. Design, setup and maintenance of nature trail. Keep Ecology area clean, neat, and safe. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

Dan Beard Director

Reports to: Program Director

Requirements: Minimum 21 years old, knowledge of Scouting program, patrol method, outdoor skills, and works well with younger Scouts.

Responsible for: Operation of First Year Camper program, supervises Baden Powell program staff.

Duties: Works with aquatics director to supply Scouts opportunities to complete 2nd and 1st class swim requirements. Enlists help of unit leaders for program instruction. Keep inventory of program area equipment, advises Program Director of needs. Ensures training of B.P. area staff in BSA patrol method. Insures opportunities for day hikes and Troop moral within B.P. area. Keeps the B.P. area clean, neat, and safe. Provides the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

High Adventure Director

Reports to: Program Director

Requirements: Minimum 21 years old, first AID/CPR trained, physically able to complete tasks associated with high adventure program, and team oriented.

Responsible for: Operation of high adventure program.

Duties: Work with the program and camp director to schedule required high adventure program plans. Will provide feedback and suggested changes to the McKee Adventure Program. Be responsible for transportation of Scouts to and from off-site locations and for their overall health and safety during these trips. Will work with off-site vendors to ensure proper BSA ideas are followed. Work with the head cook to coordinate off-site meals.

Instructors (all areas)

- Reports to: Respective Area Director
- Requirements: Minimum 16 years old, knowledge of, or skill in, a particular area at camp. Ability to teach skills and relate knowledge to other youth.
- Responsible for: Carrying out all duties as assigned, making sure that merit badge skills and knowledge are taught and comprehended by Scouts in the best way possible, treating all Scouts and Leaders at camp as valuable customers, health and safety of all scouts in their area, lesson plan development
- Duties: Teach Merit Badge classes or skills as assigned. Keep accurate records of Scout's attendance to classes and completion of requirements. Set up, maintenance, and take down of program areas. Keep program area and Staff Area neat, clean, and safe. Help with evening camp wide program activities. Any and all other duties as assigned by Camp Management team.

Support Staff (trading post, dining hall, etc.)

- Reports to: Respective area director
- Requirements: Minimum 16 years old with abilities to carry out assigned tasks.
- Responsible for: Carrying out all duties as assigned, assisting with set up, inventory, maintenance, and take down of area and camp equipment. Assisting Scouts and Leaders with specific needs as they arise. Health and safety of all Scouts and leaders. Keep areas clean, neat, and safe.
- Duties: As assigned.



Auto information

I, _____ have an automobile in camp.

The make, model, year, and license plate number are:

Make _____ Model _____ Year _____

License plate/State _____ / _____

Signature _____ Date _____

Approved by _____ Date _____

****If driver is under 18****

My son/daughter, _____

Has permission to drive the above-mentioned vehicle to and from camp. They may also be driven for the following reasons ONLY.

Signature of Parent/guardian _____

Date _____

Received by _____ Date _____

USE OF PRIVATE VEHICLES

All vehicles must be in good repair and safe operating condition, and have complete insurance coverage as required by the State of Kentucky.

Staff persons may not loan his/her vehicle to **any other person**. Use of private vehicles is restricted to off-camp transportation only.

Permission Form

My son/daughter, _____

Has permission to travel to, and from camp with _____

Signature of Parent/guardian _____

Date _____

My son/daughter, _____

Has permission to ride with his/her area Director.

Signature of Parent/guardian _____

Date _____

My son/daughter, _____

Has permission to leave camp on his/her day off with the following people only:

Signature of Parent/guardian _____

Date _____

Received by, _____ Date _____

****Note; BSA policy prohibits persons under 18 from transporting other Scouts, Scouters, or Staff****