

CRE

Camp Rock Enon

Summer Camp Staff Guide



Prepared. For Life.®



BOY SCOUTS OF AMERICA®
SHENANDOAH AREA COUNCIL

Revised
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Gore, VA 22637

Dear Summer Camp Staff member:

Congratulations on being selected to be a member of the Camp Rock Enon Summer Camp Staff. We have assembled a great team of dedicated young men and women to achieve the goal of providing a safe and memorable experience for each customer who visits our camp. Each scout, leader and visitor should leave thinking Camp Rock Enon is a place they would return and recommend to others.

To that end, this guide was prepared to help you do a better job as a member of the camp staff. We are providing this guide before camp so that you may become familiar with its contents. There have been changes made from prior years, so it is important for both new and returning staff to read and understand this document.

The important highlights of this guide include:

- Your role as a camp staff member
- Summer Camp program highlights
- Camp uniform policy
- Camp traditions
- General rules
- Activities "just for Staff"
- Summer Camp Staff Code of Conduct.

Please bring this guide with you to all staff training and make it part of your equipment to bring to camp. It will provide you a valuable resource for questions you or a customer may have during the summer. It will not contain all the answers but may make the search easier. If you have further questions, refer them to your area director or any member of the senior leadership team. The purpose of this guide is to ensure that each member of the staff has the information at hand to carry out their responsibilities.

Regardless of where you work, your most important job is to meet the needs of our customers – THE CAMPERS! They provide your salary, and through their comments have the final say on how we did as a team. Your performance will determine whether they choose to return to Camp Rock Enon.

Again, we congratulate you on becoming a member of the CRE family and thank you for your willingness to serve. Let's strive to make our program the best!!

Camp Rock Enon Management Team

OUR MISSION & VISION

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law. The BSA will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

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 always help other people; 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.

The Shenandoah Area Council, Boy Scouts of America, through its Council Camping and Outdoor Program Committee and Scout Executive, has developed a program for the operation of Camp Rock Enon. You are here to carry out the program to the best of your ability. You are always expected to uphold that program by giving your best. If you have a new idea, share it with your supervisor so that more will profit as we seek to serve.

We assume that you will take the Scouting program seriously, living up to its ideals and code of conduct to the best of your ability. The principles of the Scout Oath and Law are what guide the operations at Camp Rock Enon, and these same standards are placed upon the staff members and CITs as they carry out their duties. Serving as a staff member is an unforgettable experience. The friendships that are made can last a lifetime. Tremendous opportunities exist for personal growth since a camp counselor is placed in a position of responsibility with relative independence and is considered a trusted Scout.

WHY SCOUTING?

It is the purpose of the *BOY SCOUTS OF AMERICA* to provide for our Scouting youth an effective program designed to build desirable qualities of character, to train them in the responsibilities of participating citizenship, and to develop in them personal fitness, thus, to help in the development of American citizens who:

- Are physically, mentally, and emotionally fit
- Have a high degree of self-reliance as evidenced by such qualities as initiative, courage, and resourcefulness.
- Have personal and stable values firmly based on religious concepts
- Have the desire and the skill to help others
- Understand the principles of the American social, economic, and government system
- Are knowledgeable to fulfill the varied responsibilities of participating in and giving leadership to American society and in the forums of world

WHY CAMPING?

The outdoor program is one method of Scouting. At camp, a Scout can swim, fish, row a boat, shoot a rifle, and do all kinds of things. To achieve the Aims of Scouting, however, there must be something more.

- In a culture in which often "anything goes", we foster a specific set of ethical beliefs: The Scout Oath and Law.
- In a culture that says to gratify one's every impulse, we show the value of responsibility and self-control.
- In a society in which young people often seem to count little, we show each youth that they matter and are important.
- In a culture that says, "Get Yours First", we foster cooperation, teamwork, and service to others.
- In a society in which too much is often done for some young people, we value self-reliance, personal confidence, and leadership.
- In a world that grows more complex each minute, we offer proof that simple ways work and are desirable.
- In a society that does poorly on environmental protection, we teach that even a scrap of paper is offensive to nature.

Scout camping is more than fun in the woods. It provides the place, the people, and the program that can achieve the purposes of Scouting.

SCOUTING IS LEARNING FROM EXPERIENCE

How do we learn?

Adults work at jobs which they have learned to do. When we think about how they have mastered their work tasks or a hobby, we usually come up with an answer such as, "They learned it on the job" or "They just watched some guy do it and caught on" or "The company had a training program" or "They learned it from their dad". Most of their real skills were learned in the real world. They learned practical skills on-the-job. They learned through experience.

Experimental Learning

Experiential learning is the basic approach of most non-formal, out-of-school educational programs like Scouting. A simple process can be followed when a need to do something exists:

1. THINK—What are reasonable ways to get this done?
2. PLAN—What are the alternatives, the strategies, the methods?
3. ACTION—Do it!
4. REFLECT—What happened? What are the results?

Regardless of what job you have or problem you must solve, the process is the same. Learning from experience is learning by doing and reflecting.

Reflection

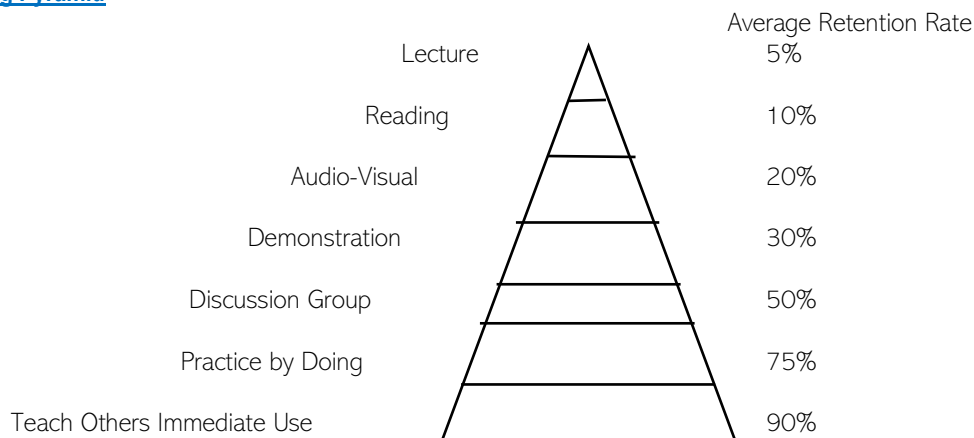
Reflection really includes two processes: Thinking about what occurred and making sense of it. Reflection helps to integrate the experience into life. This is how we learn from experience, and experience only teaches if we know how to listen.

Reflecting can be a silent, private "conversation" with oneself, or it may include others. It can even be a written process, or all of these. Scouting occurs in small groups, so the reflection with Scouting is a spoken, small group process led by a staff member. Leading group reflection is a skill, but one that can be learned easily.

In doing these activities, Scouts share experiences and reflect on them. These activities create opportunities for the mastery of knowledge and skills such as: Working together or cooperating and problem solving.

It doesn't just happen, however, and the Camp Counselor has an important role to play. Being a Camp Counselor is to be a teacher in a non-formal, community education program. As a leader of youth, your primary teaching method is experiential education. You will be helping them to learn what it means to be Scouts and how to be a Scout.

Learning Pyramid



WORKING WITH ADULT LEADERS

Whether it's your own troop or a unit traveling from a distant point, the Scouts are there because of one person. Because there's an Adult Leader or Camp Leader who keeps the show on the road during THE YEAR AND BRINGS THE TROOP TO CAMP. Adult Leaders vary as much as camp staff members do, and a great deal of flexibility is required for us to meet their needs.

Every year there are Adult Leaders who pose certain problems to the staff. In some cases, the Adult Leader's complaint or problem is clearly justified, and the staff member needs to hustle to set the situation right. In other cases, the Adult Leader seems to be difficult or unreasonable. But have you ever stopped to think that this Adult Leader:

- is brand new and really doesn't understand summer camp yet?
- has been doing this job for years and is just worn out and unsuccessful in finding somebody to take their place.
- is giving up vacation with their family because nobody else could bring the scouts to camp.
- is in poor health and a week of camping is really a strain.
- really needs the staff to help to pull the troop together but is too proud or embarrassed to ask.
- is seriously doubting the camp's and staff's ability to provide the needed service to the troop.

An Adult Leader's attitude toward camp will be directly reflected in the faces of the youth.

Some thoughts:

- Remember that your job exists in large part because of the Adult Leader.
- Don't wait for an Adult Leader to bring you a problem; ask how things are going. They'll appreciate your interest.
- If you can help solve a problem, offer to help if it's within your ability. If you can't, ask a staff member who can or refer the Adult Leader to that person.
- Avoid putting yourself or supervisor in a corner. Say "NO" only when it is against the rules and policies of the camp or plain impossible, not merely inconvenient and explain why.
- Avoid putting the Adult Leader in a corner. Enforce camp rules and policies but do so calmly and courteously. Never do anything that might embarrass an Adult Leader in front of any Scouts, staff, or other leaders.
- When in doubt, refer to the Camp Management team!

WORKING WITH SCOUTS

As a member of the staff, your main job is to work with scouts. Successful work with scouts requires a variety of specific attitudes and skills. These attitudes and skills, though "natural" to a few people, can be learned, and are discussed below. You need to:

Respect and like scouts

- Be prepared
- Provide structure and organization
- Praise and encourage good behavior
- Ignore or terminate bad behavior
- Have a sense of humor
- Set a positive example
- Kids come to camp to have FUN! Make it Possible.

Scouts are very perceptive. If you really don't like or respect them, it will creep into your work, and you will not be successful. You can still do valuable staff work, but it will have to be in a support area.

If you're going to instruct a class, know what you are going to say and do. Will they sit or stand? Where? Are there enough axes or ropes to go around? What will you say? What are you trying to accomplish? What will the scouts be doing? How will they learn?

KNOW WHAT YOU ARE GOING TO SAY AND DO. HAVE YOUR AREA, MATERIALS, AND LESSON READY. HAVE A PLAN "A" AND A PLAN "B". DO ALL THIS BEFORE THE SCOUTS ARRIVE.

Once you begin the session, use structure. You have AUTOMATICALLY ELIMINATED 95% OF ALL DISCIPLINE PROBLEMS.

Scouts learn by example. When a scout or group has learned something, or has been pleasant and cooperative, you should reward this. Warm verbal praise and encouragement is a powerful tool. If a scout is being disruptive, first try to ignore this behavior. Be on the lookout for good behavior and praise this. If this doesn't work, directly tell the troublemaker to stop and proceed with the session. If this doesn't work, separate the scout from the immediate problem. Remove the scout from the area only as a last resort; and make sure to tell your area director why. YOU ARE NOT ALLOWED TO STRIKE (AND ARE ADVISED NOT TO TOUCH) A DISRUPTIVE SCOUT.

WORKING WITH OTHERS

At summer camp, friendships are made that may last a lifetime; this is as true for staff as for campers. Some thoughts:

Friends are made...

- ...when each person pulls his/her own weight, united in a common cause.
- ...by recognizing and complimenting the worthwhile achievements of others.
- ...when we overlook the minor differences or weaknesses, we all have.
- ...when we help someone to overcome the major problems they may have.
- ...when we support one another.

We cause problems...

- ...when we don't do our job.
- ...when we criticize others in public or make negative criticism.
- ...when we make an issue of each other's minor differences.
- ...when we fail to help others with their problems.
- ...when we embarrass others or talk about them behind their backs.

It is not unusual for problems to arise between and among staff members. This is because we work under difficult conditions, are all different, and, most of all, because we are human.

Problems can be avoided or solved. Some thoughts:

- ...meeting your own needs (consistent with policies)
- ...accepting the situation and living with it
- ...discussing the problems with the person involved, your department head, Program Director, or Camp Director

COMMUNICATING WITH PEOPLE WITH DISABILITIES

1. If you have a question about their disability, be polite and ask first if it is okay to ask your question.
2. Look at the person. Speak directly to the person rather than through a companion or sign language interpreter who may be present.
3. Always remember to identify yourself and anyone who with you when meeting someone with a visual disability. When talking in groups remember to identify the person to whom you are speaking. Ask if you can describe something to a person with a visual disability
4. Offer to shake hands. People with limited hand use or an artificial limb can usually shake hands, and offering your left hand is an acceptable greeting.
5. If you offer to help, wait until the offer is accepted. Then listen or ask for instructions as to what kind of help the person needs.
6. If you are talking to someone in a wheelchair try to sit down so they do not always have to look up at you.
7. Address people with disabilities by their first names, only when extending that same familiarity to all others. Never patronize people in wheelchairs by patting them on the head or shoulders.
8. Do not lean against or hang on someone's wheelchair. Remember that people with disabilities treat their chairs as extensions of their bodies. And so, do people with guide dogs and support dogs. Never distract a work animal from their job without the owner's permission.
9. Listen carefully when talking with people who have difficulty speaking and wait for them to finish. If necessary, ask short questions that require short answers, or a nod of the head. Never pretend to understand; instead, repeat what you have understood and allow the person to respond.
10. Tap a person who has a hearing disability on the shoulder or wave your hands to get his/her attention. Look directly at the person and speak clearly, slowly, and expressively to establish if the person can read lips. If so, try to face the light source and keep hand and food away from your mouth when speaking. If a person is wearing a hearing aid, don't assume that they can discriminate your speaking voice. Never shout at a person. Just speak in a normal tone of voice.
11. Don't be embarrassed if you happen to use common expressions such as "See you later" or "Did you hear about?" that seems to relate to a person's disability. People with disabilities are people first! Treat them as you would like others to treat you.
12. Relax

CODE OF CONDUCT

Our council's code of conduct is built on BSA values. As such, we acknowledge our responsibility to ensure its success—individually and collectively—by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how we want to operate, how we expect our employees to operate, and how we strive to be seen by others.

We pursue the mission of the Boy Scouts of America with honor, fairness, and integrity, ever mindful to uphold the values of the BSA in every action and decision. We are committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the council and the Boy Scouts of America.

Our code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on our behalf, an employee should consider carefully whether the conduct is in our best interest and complies with the spirit and letter of this code and the BSA Bylaws, policies, and Rules and Regulations, and if it follows the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes that the actions of anyone in the workplace are unethical or expose us or our employees to liability or disrepute—or is unsure of what to do—the employee should report the situation by contacting his or her manager, or the appropriate level of management to deal with the situation. This includes any disclosure of “confidential information” (as defined herein) to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.

Acting with integrity when conducting business is not an occasional requirement; we expect and demand that our employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. We may modify or repeal the provisions of the code or adopt a new code whenever deemed appropriate, with or without notice. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with the bylaws, policies, procedures, rules, and regulations pertaining to this code.

We are committed to providing a work environment that values diversity among its volunteers and employees. All human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential.

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Employee Conduct and Discipline

It is the policy of the council to expect all employees to always abide by certain work rules of general conduct and performance. Managers are expected to monitor and enforce these work rules on a consistent basis. Employees are subject to disciplinary action for any of the offenses listed below and for failing to perform their job duties in a satisfactory manner.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this handbook may lead to disciplinary action up to and including termination of employment. The type of disciplinary action that may be imposed may range from a verbal warning or written warning to suspension and/or termination of employment. Nothing in this handbook creates an obligation to follow any disciplinary procedure. Management retains the right and absolute discretion to discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

Prohibited Conduct

- Disclosing confidential information to outsiders as defined in the Council's confidentiality policy
- Gambling or fighting on council property
- Unethical conduct or conduct that creates a conflict of interest
- Stealing the council's property, a client's or customer's property, or the property of any employee; or misappropriation of council property or the property of other employees or client partners including any violation of supply discount policy; destruction of council property, or the property of any employee.
- Bringing or consuming alcohol or illegal drugs or use of marijuana on camp property
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana or illegal drugs or chemicals, or consumption of alcohol
- Gross negligence or willful acts in the performance of duties resulting in damage to council property or injury to others
- Insubordination
- Violation of the council's sexual harassment policies
- Serious safety violations
- Use of threatening or violent behavior
- Failure to report personal injury resulting from an on-the-job work situation
- Excessive absenteeism or tardiness
- Viewing, downloading, distributing, or sending sexual or pornographic material is prohibited and will result in discipline and/or discharge.
- Making maliciously false statements concerning another employee of the council or the BSA, or a Scouting volunteer
- Public displays of affection (PDA) from staff to staff, staff to campers, and staff to visitors will not be tolerated.

Management reserves the right to take any form of disciplinary action at any time. While the circumstance of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action. This policy in no way implies any kind of contract or obligation to follow any disciplinary procedure. This policy does not alter the employment at-will relationship.

Employment at Will

All employees of the council are employees at will and, as such, are free to resign employment at any time with or without advance notice. Similarly, the council may terminate the employment relationship of any individual with or without advance notice. This handbook is merely a guide to policies and procedures applicable to employees of the council. This handbook is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Camp Staff employee handbook guarantees employment for any specific duration.

Equal Employment

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Staff Compensation & Benefits

The Shenandoah Area Council will deduct from employee's compensation for federal and state tax withholding, and FICA. Paid seasonal employees will be paid on or around the 1st and 15th of each month during the summer camp season with the first check typically in July. This compensation starts at the beginning of staff training and ends with the last day of camp takedown in July. The camp furnishes food and lodging as a benefit. Camp Salaries are based upon age, experience, previous camp staff service, responsibilities, and stringent budgetary requirements in keeping with an effort to maintain a reasonable camp fee. In consideration of the many factors, which affect staff salaries, and in keeping with the confidential nature of each individual staff contract, do not discuss your salary with anyone but the camp director or business manager. Staff will be paid beginning with the official Staff Training week, continue through the various sessions of camp and conclude with camp clean up. Any paid staff member who misses a day of work will not be paid for the missed day. Any other exception will be at the full discretion of the Camp Management.

The Shenandoah Area Council responds to requests for recommendations to other employers only when you notify the Council Office in writing. Your personnel file is the property of the Shenandoah Area Council and is confidential. Information from it will not be shared otherwise.

General Daily Schedule - Summer Camp							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30AM	Camp Closed				Polar Bear Swim		
7AM		Reveille					
7:45		Flag Raising Ceremony (Assemble on Parade Field)					Unit Check-out by 9am
8:00		Breakfast Meal Service - Dining Hall					
9:00		General Program Time : Merit Badge Sessions					
10:00		Two 75-minute sessions					
11:00		9-10:15am & 10:30-11:45am					
12Noon		Unit Check-In (12-3pm)	Lunch Meal Service - Dining Hall				
12:45	SPL / Leader Meeting - Meet in Bowman Lodge						
1PM	Camp wide Free/Quiet Time						
2:00	General Program Time : Merit Badge Sessions						
3:00	Unit Orientation (12:30-5pm)	Two 75-minute sessions					
4:00		2-3:15pm & 3:30-4:45pm Open Swimmng 3:30-5pm, Open Boating 3:30-4:30pm					
5:00	Campsite Setup	Camp wide Free/Quiet Time					
5:45		Flag Retirement Ceremony (<i>Parade Field, EXCEPT Wed. & Fri. </i>)					
6:00		Dinner Meal Service in Dining Hall - Wednesday Optional campsite cooking					
6:45	Flag Ceremony (Parade Field)	Free Time				Campwide Big Event Festival & Competition	
7:00	Dinner Service (Dining Hall)	Evening Program & Activities					
7:45	SM/SPL Mtg (Bowman Ldg)						
8:00	Capture the Flag (Parade Field)						
8:30		Sunset Vespers (Chapel Hill)				Flag Ceremony / Awards	
9:00	Opening Campfire	Veteran/Eagle Social		OA Social		Closing Campfire / OA Call Out Ceremony	
10:00	Taps - Lights Out / Quiet Time						

Note: The above General Daily Schedule is for Scouts BSA sessions and is subject to change without notice as necessary, Schedule will have some modifications for the Cub Scout sessions.

Non-Harassment Policy

Pursuant to applicable law, it is the policy of the Shenandoah Area Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the Shenandoah Area Council and Camp Rock Enon will not tolerate harassment of any kind by or of any employees or applicants for employment.

"Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
2. Has the purpose or effect of unreasonably interfering with an individual's work performance
3. Otherwise adversely affects an individual's employment opportunities

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, sex, sexual orientation, gender identity national origin, age, or disability

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of his or her sex
2. Making submission to or rejection of such conduct the basis for employment decisions
3. Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal—sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
2. Nonverbal—making suggestive or insulting noises, leering, whistling, or making obscene gestures
3. Physical—touching, pinching, brushing the body, coercing sexual intercourse, or assault

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Council. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the Open-Door Policy in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination. Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training.

Open Door Policy

The Shenandoah Area Council and Camp Rock Enon are committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with his or her area/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with area/section director or Program/Camp Director, he or she may discuss it with the Scout Executive.

Employees may bring issues to the Camp Director or Scout Executive at any time.

When a staff member uses this Open-Door policy, he or she will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue he or she feels needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

THE PERSONAL GROWTH AND DEVELOPMENT of each Staff Members is of importance to camp. For most staff member's service on the camp staff represents a first or second employment opportunity. With that in mind, the performance of each Staff Members will be evaluated at least twice during the summer; near the end of the first camp week and at the end of camp. These evaluations will take place in a form conference with your immediate supervisor.

Discipline of staff members

Infractions of staff policies, should they occur, should be brought to the attention of the Camp Management, who will investigate and take appropriate action. If a staff member's conduct in or out of camp interferes with camp morale or undesirably influences the opinion of camp neighbors or local citizenry, they will be rendered useless for further staff service and will be asked to leave. The Camp Management reserves the right to send a Staff Member home in the event of camp rules being broken, undesirable behavior and illness/accident.

The following are the basic steps of discipline. These may be modified at any time if needed.

- FIRST OFFENSE= verbal warning
- SECOND OFFENSE = written reprimand + loss of night off
- THIRD OFFENSE = dismissal

NOTE: More than one written reprimand could cause you to be dismissed from camp.

BSA NATIONAL RULES & GUIDELINES:

No One-on-One Contact:

One-to-one contact between adults and youth members is not permitted. In situations that require a personal conference, the meeting is to be conducted in view of other adults and youth.

Respect of Privacy:

Adult leaders must respect the privacy of youth members in situations such as changing into swimming suits or taking showers at camp and intrude only to the extent that health and safety requires. Adults must also protect their own privacy in similar situations.

Separate Accommodations: For adult males/females & youth males/females

Separate housing arrangements are provided for male and female adult staff as well as for male and female youth staff. Individual separate shower facilities are available for youth & adult / male & female.

Abuse:

Camp Rock Enon is a SAFE HAVEN for all who visit. Camp staff are not to use physical, mental, or verbal abuse on youth or adult leaders. This includes any threatening manner toward any youth or other person. This policy also pertains to youth-on-youth abuse. *Any actions or suspected behavior of this type is to be reported immediately to the Camp Director. It is the policy of the Boy Scouts of America that any suspected abuse of any kind be reported to the appropriate authorities.*

Bullying:

Bullying always involves one person or group trying to intimidate a target (victim) – often repeatedly. It might involve a physical act: hitting, kicking, biting, or shoving. It might also involve verbal or emotional abuse: teasing, put-downs, name-calling, hazing, hurtful joking, or intimidation. Bullies also sometimes use racial or sexual slurs or make threatening gestures. Bullying in all forms is prohibited from Scouting. *Unit leaders are responsible for disciplining their Scouts if issues of bullying arise during summer camp including within their unit and between multiple units.*

WHAT SHOULD YOU DO?

How a staff member responds to a child when they try to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the staff member can help reassure the child that everything is going to be okay. By not criticizing the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to them and that you would like to get some help.

Allegations by a Scout concerning abuse at summer camp must be reported to the Camp Management who will then report to the Scout executive. Since these reports are required, the child should be told that you must tell the proper authorities but that you will not tell anyone else. It is important that you not tell anyone other than the Camp Management, the Scout executive, or the child protective services agency about allegations of abuse—if the allegations cannot be substantiated, you could be sued for defamation of character.

People are often concerned about being sued for reporting child abuse. You are not required to know for certain that a child has been abused. All that the law requires is that you have a reasonable suspicion and are reporting in "good faith." When these requirements are met, all states provide immunity from liability for child abuse reporters.

Youth Protection and Membership Standards

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty may not be delegated to any other person.



Internet & Social Media Safety Guidelines

- Keep online conversations with everyone in public places, not in email.
- Do not give anyone online your real last name, phone numbers at home or school, your parents' workplaces, or the name or location of your school or home address unless you have your parents' permission first. Never give your password to anyone but a parent or other adult in your family.
- If someone sends or shows you email or any type of direct message/wall post with sayings that make you feel uncomfortable, trust your instincts. You are right to be wary. Do not respond. Tell a parent or trusted adult what happened.
- If somebody tells you to keep what's going on between the two of you secret, tell a parent or guardian. Be careful to whom you talk. Anyone who starts talking about subjects that make you feel uncomfortable is an adult posing as a kid.
- Pay attention if someone tells you things that don't fit together. If one time an online "friend" says he or she is 12, and another time says he or she is 14. That is a warning that this person is lying and may be an adult posing as a kid.
- Unless you talk to a parent about it first, never talk to anybody by phone if you know that person only online. If someone asks you to call—even if it's collect or a toll-free, 800 number—that's a warning. That person can get your phone number this way, either from a phone bill or from caller ID.
- Never agree to meet someone you have met only online at any place off-line, in the real world.
- Watch out if someone online starts talking about hacking or breaking into other people's or companies' computer systems; phreaking (the "ph" sounds like an "f"), the illegal use of long-distance services or cellular phones; or viruses (online programs that destroy or damage data when other people download these onto their computers).
- Promise your parent or an adult family member and yourself that you will honor any rules about how much time you are allowed to spend online and what you do and where you go while you are online.

BSA INCIDENT REPORTING REQUIREMENTS – Effective June 24, 2019

STEP #1: Notify Camp Management

STEP #2: As directed by Camp Management follow guidelines listed below

Serious Incident Reporting Requirements (Notice ASAP and Report Within 24 Hours)

Serious incidents occurring in connection with Scouting activities, including travel to or from the activity, must be reported by the Scout Executive by phone or e-mail as soon as reasonably possible to the Regional Director and Area Director (or for National programs BSA ACSE) and by email to pr@scouting.org (a copy of the email to the RD/AD is also acceptable for the PR notification)

Serious incidents include, but may not be limited to:

- Sexual or physical abuse (after ensuring the victim is cared for and reporting to law enforcement)
- Fatalities
- Potentially life-threatening injuries (e.g., any amputation, brain injury, loss of sight, paralysis, etc.) or requiring air-ambulance transportation
- Accidents resulting in the hospitalization of three or more people
- Communicable disease outbreaks (e.g., measles, norovirus, etc.)
- Mass casualties (10 or more people who are injured or sick at a Scouting activity)
- Explosions or events resulting in significant damage to property
- Incidents where media attention is anticipated

An incident report on Serious Incidents must be submitted through the online reporting system within 24 hours - [Incident Reporting](#). In cases of sexual abuse, the Scout Executive or designee must also report the incident through the online reporting system within 24 hours. If immediate assistance is needed in the handling of a matter, contact Scouts First Helpline (1-844-SCOUTS1). Do not delay reporting to collect additional information – report what information is available once a Serious Incident has occurred.

Serious Youth Protection Policy Violations & Membership Standards Infraction Reporting Requirements- (Report Within 72 hours)

Applies to all infractions -- not limited to Scouting activities.

Serious youth-protection policy violations or membership standards infractions where a member, leader, parent or volunteer is required to cease participation pending an investigation or submission a request to designate them ineligible. This includes, but is not limited to, serious Code of Conduct violations, assault, threats or acts of violence, arrest for a crime that if convicted would disqualify the individual from participation in Scouting, listing on Sex Offender Registry, etc.)

Reports on serious youth-protection policy violations and membership standards infractions must be submitted through the online reporting system within 72 hours - [Incident Reporting](#).

Less-Serious Medical Treatment and Incident Reporting Requirements- (Report Within 72 hours)

Less-serious medical incidents are those occurring in connection with Scouting activities, including travel to or from the activity, requiring medical treatment beyond Scout-given first aid.

Any incident where an Accident or Sickness Claim (e.g., HSR) can be filed fits into this category.

Reports on Less-Serious Medical Treatment Incidents must be submitted through the online reporting system within 72 hours - [Incident Reporting](#).

Other incidents and Near Misses

Should be reported in accordance with published guidelines at [Incident Reporting](#)

Online reporting is available 24/7/365

RULES WE LIVE BY AT CAMP ROCK ENON

The following rules are to be followed at Camp Rock Enon:

1. Anyone leaving camp must sign out and back in at the camp office. Failure to do so may cause a camp wide emergency.
2. Vehicles in camp require a pass, please see the Camp Management
3. Vandalism of any sort, including writing or carving on camp property, will not be tolerated; responsible individuals and/or units will pay for all damages including staff time to make repairs.
4. Discipline is to be handled by unit leaders as needed. If assistance is needed, please see the Camp Management.
5. Unit leadership is required to always supervise their Scouts including when they are going to classes or other activities, showers, trading post and other general program areas.
6. There should always be leaders in the campsite to supervise any Scouts coming and going during the day.
7. A Scout should always have their buddy (Buddy System) with them while moving around camp.
8. Please stay off the spillway, the area next to the road outside the front gate, and the hill coming down from Chapel Hill.
9. Please do not pick up wildlife or throw items at them.
10. All campers, scouters, staff, and visitors are always required to wear closed toe shoes while on camp property except for while you are in the shower or in the swimming area at the lake. Shower shoes or flip-flop style shoes can be worn while in the showers not to and from. We define closed toe shoes as any shoe where the toes are covered.

Safety:

The following are prohibited at Camp Rock Enon:

- Personal firearms or bows
- Gambling
- Fireworks in any form
- Sheath Knives
- Slingshots
- Rock or stick throwing
- Alcoholic beverages
- All illegal drugs
- Pets, excluding Service Animal

Firearms:

Firearms, ammunition, and archery equipment are available for use on the rifle or archery range. No personal firearms or archery equipment will be permitted in camp. The only exception to this rule is always for law enforcement personnel required by their employer to carry a firearm. The firearm must be secured when not in their control.

Tobacco:

Camp Rock Enon strives to be a tobacco free environment. Adult staff are asked to use discretion in using tobacco products. This includes the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems which simulates tobacco smoking. The only designated tobacco use areas on CRE property are the shelter located to the left of Akela Lodge across from the parking area and the fenced in area behind the kitchen. Please dispose of all butts properly.

Fires:

No open flames are permitted in any tent or cabin. This includes all candles including citronella, and chemical fueled lanterns and stoves.

Fuels:

For safety reasons, knowledgeable adult supervision must be provided when Scouts are involved in the handling of chemical fuels. All liquid fuel is to be kept in the fuel box located at the Quartermaster shed. Camp Rock Enon follows the National liquid fuel policy. This includes no storage in trailers.

Hammocks & Hammock Style Tents:

Do not attach or hang hammocks or hammock-style tents to any buildings, structures or shelters in the campsite or camp. Do not "double stack" hammocks or hammock-style tents.

Service Animals:

The Shenandoah Area Council allows "service animals: on Camp Rock Enon property in compliance with federal, state and local laws. Scouts, Leaders/Adults, staff and visitors who require the use of a service animal, as defined by Federal and Virginia State law, are required to contact the Camp Director at 540-858-2551 or crecampdirector@scouting.org in advance of arriving at CRE. It is always the responsibility of the person using a service animal to follow all policies and maintain control of the animal. At no time should a service animal be left "off leash" while on camp property.

MEDICAL

Every youth and adult must have a completed current BSA Annual Health and Medical Record, No. 680-001, with Parts A, B, and C signed by a physician within the past 12 calendar months. The BSA Annual Health and Medical Record form can be downloaded at:
<http://www.scouting.org/Health-and-Safety/ahmr/>



All medical forms are reviewed and turned in upon arrival at camp are held by the camp medical officer while in attendance. The Camp Management reserves the right to restrict physical activity to any camper in consultation with the health officer.

STATEMENT REGARDING COVID-19 PROTOCOLS:

The safety of our Scouts, volunteers, scouting families, and staff continue to be our first and foremost main concern. Anyone that is in the "High Risk" category should NOT work on staff without talking with their doctor first. All eligible staff members are encouraged to get fully vaccinated prior to your arrival at camp. Anyone with symptoms of COVID-19 or answering YES to the pre-screen questions should STAY AT HOME.

Insurance:

Worker's Compensation insurance is carried on each "Paid" Staff Member by the Shenandoah Area Council. This provides coverage for all injuries incurred by paid staff members while in camp and "On-Duty". All injuries MUST be reported to the Health Office immediately and entered in the Health Lodge log. Any injuries incurred by a paid staff member while "Off-Duty" and/or outside of normal work hours or outside of normal duties is not covered by the workers compensation insurance.

Medications:

Any staff member taking regularly prescribed medications MUST list them on their BSA Medical Form. Staff members under the age of 18 must have all prescribed medications administered by the camp health officer and secured in a locked storage container at the health lodge. For staff members age 18+, refrigerated medications and other medications can be checked-in with the health officer and secured at the health lodge if necessary. The health lodge may provide over the counter medicine only with the approval of a parent or guardian. Please list approved over the counter medications we can dispense on the Scouts BSA health form.

First Aid Treatment:

*All first aid treatment, no matter how minor, **MUST** be reported to the Health Officer.*

Any minor treatment administered at the Unit level must be recorded on the Unit First Aid Log and turned in to the camp health officer before checking out of camp at the end of the week.

Emergencies:

Emergency procedures will be discussed during staff training week. Please note: Emergencies and Incident Command are managed by senior camp staff and all off site communication should go through them.

FOOD SERVICE / MEALS

Our kitchen staff is managed by our Food Services Manager who is Serve Safe certified. All other kitchen staff have completed Serve Safe Food Handler training. Our menu has been carefully planned and reviewed by a certified nutritionist to ensure that a balanced diet is being provided to our staff, Scouts and their leaders.

Meals are served in the Dining Hall each day (8am breakfast, 12noon lunch, 6pm dinner). Do not arrive late for meal service as we typically are done serving food within 10-15 minutes and will NOT hold food unless arrangements have been made in advance. Each meal service will consist of a main entree the Scouts will pick up from the serving line when they enter the Dining Hall. Various other options are available at each meal service such as yogurt and fresh fruit bar, cereal bar, toast station and oatmeal or grits for breakfast. Assorted soups or chili are usually served during lunch. A fresh salad and fruit bar are available at all lunch and dinner meals. The kitchen staff is also able to provide a gluten free, pork free or vegetarian meal option with advance notice. Copies of our typical standard menu are available at: <https://www.sac-bsa.org/files/36802/menu---summer-camp->

A WORD ABOUT FOOD ALLERGIES:

If a staff member has food allergies, we ask that you fill out the form at www.sac-bsa.org/crefoodservice which is passed directly on to our Food Service Manager and kitchen staff. Because there are some common food allergies (i.e., peanuts, tree nuts) we already plan our standard menu to minimize potential exposure and provide substitutes when necessary. In the event of severe food allergy or complex dietary needs, you may be required to provide your own food. Storage space (dry, refrigerator and/or freezer) will be provided to keep food items safe.

SECURITY POLICY

SHENANDOAH AREA COUNCIL AND CAMP ROCK ENON

The basis for this policy is taken from the National Council's Health and Safety Guide, Security Section

Unauthorized persons in camp:

The Shenandoah Area Council and Camp Rock Enon takes very seriously the safety of its campers, and all involved in the Scouting program. If you happen to notice an individual who looks or acts suspiciously, i.e., emerging from the woods or just wandering around aimlessly, you should do the following:

- Determine if they are wearing the required wrist band identifying them as an authorized camper or visitor.
- Ask them if they need some help and direct them to the office in Buffalo Lodge to "sign in".
- Do not jump to conclusions or take things into your own hands. Keeping your eye on the individual, point them out to a member of the Management team

Visitors (staff or campers):

All visitors coming to see a member of the staff or a camper, must report to Buffalo Lodge before proceeding to the program areas or staff quarters or campsites. Please make sure everyone signs in FIRST. Staff visitors are welcome during Sunday staff check-in and Saturday staff checkout and during Friday night campfire and Call Out Ceremonies. Visits at other times must be arranged with the prior knowledge and consent of the Camp Management. Meals and accommodations for visitors cannot be guaranteed.

Early Release of campers and staff (under 18 years old):

Frequently, the request for an early release will be made because of an emergency in a Scout's family or due to an illness or an activity outside of camp. In any event, there could be a certain amount of anxiety and tension on the part of the legal parent or guardian. This individual may not understand or appreciate any delay in the release of the Scout and adherence to the camp security policy. Because of the legal parent or guardian's trust in the camp, we ensure the utmost care and wellbeing of the Scout.

Under no circumstances is ANY camper to go to the parking lot to meet their ride without first checking out at the health office. Only the Camp Management staff, or Health Officer may process early release.

****The Scoutmaster or unit leader in charge has final say on the release of a camper****

In the event an individual arrives at camp and requests the early release of a staff member or camper for whatever reason, the following steps MUST be followed to ensure the entrusted well-being of the youth in our care.

Verification must be made to assure that the person requesting release is acting as the legal parent or guardian or under the direction of the legal parent or guardian.

- It is understood that any person who requests the early release of a Scout will abide by the policy set forth above and completes the early release form prior to the release of the Scout.
- It is understood that a Scout will never be released to another youth less than 18 years of age without verified permission from the legal parent or guardian.
- If the parent is an adult leader attending camp an early release form must be submitted at time of check-in if leaving early with their child.
- The acting Scoutmaster or unit leader in charge must escort the camper to admin for final release.

Verification may be done by the following:

- 1) Approval of the Scoutmaster or unit leader in charge.
- 2) Presentation of proper identification matched with the name listed as the legal parent or guardian on the Scout's medical form.
- 3) Contact via telephone with the legal parent or guardian. The telephone number used may be supplied by the Scoutmaster or obtained from the medical form.
- 4) Previous arrangements made with the Scoutmaster and camp management by the legal parent or guardian.

Day-Only Camper Check-In / Check-out:

Day camp participants must be signed-in by their parent or legal guardian each morning in at the Health Office. At the end of each day, day camp participants must be signed-out by their parent or legal guardian before leaving camp property. Only those persons listed on the Annual Health and Medical Record and day camper release form as having permission to pick up the day camper may sign the Scout out. If the person picking up the day camper is not on the list, the verification procedure listed above will be initiated.

You can find a copy of the Day Camper / Early Release Form in the Forms section of this guide.

GENERAL INFORMATION

Special Needs:

The Boy Scouts of America recognizes that no two young people are exactly alike. If there is a Scout or adult with special needs and would like to know the accommodations available and/or talk to someone about making their experience successful, please notify our staff at www.sac-bsa.org/specialneeds.

Staff Uniforms & Dress Code at Camp:

THE SCOUT UNIFORM is an important part of the Scouting Program. It gives the wearer a "sense of belonging," and identifies them to the public as a SCOUT – trained and ready to help. It builds TEAM SPIRIT and makes the wearer feel like a Scout. Certainly, it also builds scouting brotherhood and builds pride in personal appearance. No uniform parts may be defaced in any way shape or form. Nametags shall be the only pins allowed on the staff hat. You may write your name on the inside of your staff hat and staff shirts for identification purposes only.

All staff members must follow the Council policy on appropriate attire. The Field Uniform is required for flag retreat ceremonies, dinner service and campfire program and includes the official Scouts BSA or Venturer field uniform shirt with correct patches, Scout shorts, belt, and socks plus the camp staff hat. A staff activity uniform is worn at all other times while in camp and includes the camp staff t-shirt, Scout shorts, belt, and socks plus camp staff hat. All Staff Members will always maintain an enough activity uniforms to be in uniform while on duty in the camp. We recommend 2-3 pairs of BSA shorts, 1 BSA Field Dress shirt, and 7 pair of BSA socks.

- Modifications of the official Staff Uniform are not allowed.
- During Scouts BSA weeks, Friday is OA day. Staff may wear an OA t-shirt during the day and their OA sash with their Field Uniform during the evening activities.
- Aquatics staffers will wear swim trunks or one-piece bathing suits only when on duty at the Aquatics area. At all other times, the appropriate staff scout uniform MUST be worn.
- Staff Members from foreign countries may wear the uniform of their Scouting program.
- Small stud earrings are permitted in the ears. Multiple piercings are discouraged, and long dangling or hoop earrings are not allowed. This is for your safety. It is the discretion of the Camp Management as to the appropriateness of the piercings.
- It is strongly encouraged that all Staff Members always wear hiking boots or any other form of boot. Combat boots do not supply the support for hiking at camp and are not recommended.

Personal Appearance & Hygiene

Staff members will set the tone for appearance of each scout camper. Hair must be worn in a clean and neat manner. Beards and sideburns are okay provided they are always neatly trimmed. Staff Members will also be expected to shower and brush their teeth daily and keep their clothing neat and clean. Garish emblems/jewelry (earrings, etc....) will not be worn at any time, unless as an approved part of your program.

Good Physical Condition

Good physical condition is a must at summer camp. This includes proper diet; sleep and health care that will help you avoid becoming fatigued. In consideration of those living around you, quiet times are established between 11:00 PM and 7:00 AM.

TAPS will sound each Sunday - Friday at 10:00 pm. Campers are to be in their campsites, staff should not be in their program areas or roaming around camp after 10pm. Quiet time will be observed throughout the camp until reveille the next morning.

SLEEP requirements vary from individual to individual. Staff Members must respect themselves and others and get enough rest. Every staff member is directed to get enough sleep to be able to be 100% effective ALL DAY LONG. Staff Hill must be quiet after taps at 10pm. Lights out Sunday through Friday is 11:00pm, staff should NOT be roaming around camp after 11 pm.

NIGHTS OFF is a privilege. Each staff member may have one night off per week. These will be scheduled in advance. Remember every open area must be covered and programming available in each area in the evening. All staff members must stay for the end of program time. Dismissal will happen after the flag retreat ceremony at approx. 6pm. Staff members must sign out in Buffalo before they leave. All staff must check in at the Buffalo Lodge when they return. Staff under 18 must arrive back in camp by 11:00pm. Staff 18 – 20 years old may stay out until 12:00pm. Staff over 21 must be back by 1:00am. Advance approval to vary from these times may only be approved by the Camp Management. Failure to check in will lead to disciplinary measures.

PUNCTUALITY will be expected of each staff member. Do not depend on bugle calls. Staff members are to be on time for all appointments, instructional periods, meals, and flag ceremonies

Camp Vehicles

Are only to be operated by those adult Staff Members (age 18 and over) authorized in writing by the Camp Management to operate them (including golf carts). Operation shall conform to the laws of Virginia and the policies of the BSA.

- All speed limits must be obeyed. Speed limit in camp not to exceed 10 miles per hour.
- Passengers are never permitted in the bed of a truck.
- No more than three persons permitted in the pickup truck cab.
- Camp vehicles are not to be driven off camp property without being directed by the Camp Management.

Staff Vehicles

Staff Members under the age of 18 must provide a letter from their parent or guardian stating they have permission to have a vehicle at camp. Drivers under 18 may not transport passengers to and from camp or on their nights off (unless they are a family member). Staff must take special care when entering and departing from the parking area to avoid pedestrians. Staff Members are not to lend their automobiles to anyone else; experience has shown this to be an unwise move. Cars should not be over-loaded; every passenger must wear their seatbelt. Staffers should not be talked into taking more people into town than they are comfortable driving. Personal vehicles are not to be driven onto camp property unless directed to do so by the Camp Management. Virginia State Law applies to all Staff members. The drivers must be currently licensed and at least 18 years of age. Scouting youth (under age 18) are not insured under the Boy Scouts of America commercial general liability policy.

Staff Facilities

The Camp Management, in their sole discretion shall assign living quarters

Housing for staff members under 21 years old typically consist of canvas (10'x12') tents in the staff area behind Buffalo Lodge and/or indoor bunkrooms in the staff building or Bowman Lodge. Each tent and/or bunkroom has an electrical outlet. Only one cord per outlet is allowed. Radios, tape players, etc. must be played with headphones to avoid disturbing fellow staffers and nearby campsites. No TV or Video games in tents or bunkrooms.

Housing for staff members age 21+ is typically located indoors in various buildings located in the main area of camp including Buffalo Lodge, Bowman Lodge, Health Lodge and Garrabrandt Lodge.

Each Staff member will be provided with a sleeping surface, typically a cot or bed frame with wire springs. Please plan to bring a mattress or pad to protect sleeping bags from the springs and wires on the bed frames.

Staff bathroom, shower and laundry facilities are located at various locations in camp designated for use by males/females & under 18 or 18+). These staff facilities are the responsibility of the Staff to maintain and keep clean. There are to be no towels, clothes, or any other personal items left in these areas.

For the safety of all our staff members, the staff sleeping quarters, bathroom and shower facilities are age and gender specific (Age 14-17, Over 18, Male and Female) and should be respected by the other members of staff. For example: if you are a male under the age of 18 you should not be in the sleeping quarters area designated for females under 18 or any staff member over 18 years of age.

Staff Lounge

Located in the staff building on Staff Hill. This building WILL be inspected daily, and it is expected of the Staff to maintain the building and keep it in excellent condition. Any damage caused by Staff members may be cause of dismissal and all damages must be paid for. The lounge will not serve as your locker room, sleeping quarters, wrestling arena, or couples retreat. The Camp Management reserves the right to close the Staff Lounge for extended periods of time as determined necessary.

Personal Effects

Staff Members are not covered for fire or other risks by the insurance policies of the Shenandoah Area Council, Boy Scouts of America. Should you desire such protection, contact your personal insurance broker. Please lock up everything. That will help deter any attempt to steal. The Shenandoah Area Council and/or Camp Rock Enon will not be responsible for any lost, stolen, or broken personal gear, including electronics.

Kitchen/Dining Hall

Only staff members assigned to work in the kitchen or dining hall are permitted to be in the kitchen area including the refrigerators, freezers, or dry storage areas after hours. Unless scheduled to assist during mealtimes or specifically asked for help by the kitchen and dining hall staff, all staff should stay out of the kitchen area. Food and supplies in the kitchen area are not for general "help yourself" consumption by the staff. Eating in the kitchen area is prohibited by local health code.

All staff members should eat in the dining hall or at the picnic tables located in front of the dining hall or behind the kitchen.

Advancement by Staff members

You may work on summer camp merit badges and other advancements in your spare-time, remembering that your primary responsibility is to the camper. Make sure you complete the Merit Badge Request form properly before you start the merit badge.

Internet and Phone Services:



Camp Rock Enon is graciously provided Internet service by Winchester Wireless. We will provide staff members with the password upon arrival. Camp Rock Enon has limited cellphone service at camp. Verizon works best, AT&T and Sprint work sporadically. Please do not plug into electric outlets in the kitchen or dining hall.

A telephone is available in the Camp Office for staff management and adult leaders only. The phone can be used for local calls; credit card calls, or to place collect calls. We discourage the use of the phone by Scouts. The main camp phone is in the camp office and is to be used for camp business and emergencies only. The business number is (540) 858- 2551.

Mail:

To send letters, postcards, or packages to a Scout please address it as follows:

*Staff Member's Name
Camp Rock Enon
292 Rock Enon Springs Road
Gore, Virginia 22637.*

Plan on three to four days for mail to arrive at camp and send all correspondence early enough so they can receive it at camp. Outgoing mail may be taken to the mailbox at the camp office by 10:00 am. Mail is delivered to camp once a day. Stamps are available at the trading post.

Trash / Litter:

Trash is to be taken to the dumpsters located behind the dining hall daily. Do not litter, and please do your good turn by helping pick up someone else's mess. Let's all work to keep camp clean. The Camp's appearance depends on you.

SAFETY & EMERGENCY PROCEDURES

Emergency procedures will be discussed in detail during Staff training. Please note: Emergencies and Incident Command are managed by senior camp staff and all off site communication should go through them. It is essential that all leaders, campers, and staff be familiar with the following Emergency Procedures. Please take a few minutes to review these procedures.

WHAT TO DO: Staff

1. When a siren sounds, the staff will quickly and calmly close their areas and send all Scouts to their designated areas
2. In the event of a Lost Swimmer, the designated staff will proceed directly to the waterfront. All others will proceed to their designated areas.
3. In the event of other emergencies, the staff will report to their designated areas.

ALL CLEAR!

When the emergency (or drill) is over, the camp will be dismissed by the Camp Management from their designated areas. Leaders, campers, and staff will resume with normal program.

DRILLS

A camp that is prepared has few emergencies. Should an emergency arise, it is essential that everyone in camp know how to respond. Drills will be held to ensure that all persons in camp know what to do and can do so calmly and effectively. Drills are a profoundly serious matter, and we expect that all will treat them in that manner.

DIRECTIONS FOR SPECIFIC EMERGENCIES

MEDICAL EMERGENCIES

- Give the necessary emergency first aid. Do not move an injured person except to prevent further injury.
- Contact Camp Health Officer over the radio and inform of incident, await further instructions.
- If unable to contact via radio
 - Send two runners to the Health Lodge.
 - The runners will report the location and type of medical emergency.
- Do not call 911. Response time from medical personnel at the camp is ALWAYS FASTER than from emergency services.
- The camp health officer will administer necessary care and determine need for further treatment.

COMMUNICATIONS

- During an emergency, the telephone will be used only for calls pertaining to the emergency.
- Only the Camp Director or designee will notify the Scout Executive of camp emergencies. Only the Camp Health Officer, Camp Director, or their designee will contact the parents of a sick or injured Scout.
- In the event of an emergency please refrain from making any comment to newspaper or television personnel. Refer all questions to the Camp Director or representative.

HOT WEATHER

- During periods of extremely hot weather, we will modify program plans to prevent Scouts from engaging in strenuous activities. We may recommend to leaders that they bring their Scouts to the waterfront to cool off.
- Water jugs will be dispersed around camp and will be located at the Trading Post.

HEAVY RAIN, FLOOD, WINDSTORM

- Maintain close communication with the Scout Executive and Professional assigned to camping
- Close aquatic area – remove all craft to safe area if possible
- Keep all campers away from lakes and streams
- Determine whether situation necessitates directing campers to nearby hard cover, Bowman Lodge and/or Dining Hall – if so sound severe weather alarm.

LIGHTNING

- Outdoor activities will be postponed or cancelled if thunderstorms are imminent.
- Take shelter in small sheds, cabins campsite or program area shelters.
- If caught outdoors, find a low spot away from trees, flag poles, telephone poles, and power lines. Make sure the place you choose is not subject to flooding. If you are in the woods, take shelter under the shorter trees.
- If you feel for skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands over your ears. Make yourself as small a target as possible. DO NOT LIE DOWN.
- If you are boating or swimming, get to land and follow the guidelines above.
- The Camp Director will give an all clear when the threat has passed.

LOST CAMPER

- DAY-TIME
 - Identify Camper and unit
 - Notify Camp Director
 - Talk with unit leader or parent/guardian
 - Sound fire alarm
 - check all program areas by roll call at designated "hard cover" sites
 - Begin emergency search procedure
 - Organize simple search in main swimming areas
 - If camper remains lost, initiate Crisis Communication Plan
- NIGHT-TIME
 - Identify Camper and unit
 - Notify Camp Director and talk with unit leader or parent/guardian
 - Conduct rollcall in campsite (do not disturb other units).
 - If still missing, determine where last seen
 - If camper still lost, initiate Crisis Communication Plan

FIRE

IN CASE OF FIRE

- In a Camp Site – Sound verbal alarm by yelling FIRE and notify Camp Fire Warden, then follow the Fireguard Plan using equipment available. Youth are NOT to participate in fire-fighting activity. Other campers, units, and staff will follow instructions set forth below.
- In a Central Camp Facility or Program Area – Sound alarm by yelling FIRE and notify Camp Warden, Campers, units, and staff will then follow instructions set forth below.

WHAT TO DO WHEN ALARM IS SOUNDED

- When the alarm is heard all campers will report to Their designated "hard cover" site where Unit Leaders will take roll call and report to the person in charge.
- Staff will report to the rear of Buffalo Lodge for instructions by Fire warden or Fire Deputy.
- Camp Management will contact 911 and Gore Fire Department at 540-662-4500 and initiate Crisis Communication Plan.

LOST SWIMMER/BOATER

- Call out for the lost swimmer/boater at the Waterfront area
- Secure help for Lost Swimmer/boater Drill
 - (see Aquatics Emergency Action Plan)
 - staff, lifeguards, leaders.
- Send runner to check campsite
- Send runner to camp office
 - notify Camp Director or designee.
- Camp Office dispatches Emergency Vehicle to waterfront
- Camp Office requests staff to report to waterfront
- Camp Office calls for scout over PA system
 - report to his campsite
- Camp Director initiates camp wide search
- If still not found, initiate Crisis Communication Plan

DROWNING DEATH

- Clear waterfront
- Start immediate rescue and resuscitation procedure
- Send runner to secure Health Officer and notify Camp Director
- Camp Office notifies Rescue Squad
- Camp Office dispatched emergency vehicle
- Immediately identify victim and send Ranger or Program Director to secure unit leader.
- Camp Director initiates Crisis Communication Plan

ACCIDENTAL DEATH

- Clear all campers from area
- Send runner to secure Health Officer and notify Camp Director
- Camp Office notifies rescue squad
- Administer all appropriate First Aid
- Immediately identify victim and send Ranger or Program Director to secure unit leader.
- Camp Director initiates Crisis Communication Plan.

HAZARDOUS MATERIALS SPILL

- All activities in affected area are closed and secure
- Campers report to campsite
- Staff report to Camp Office for further instructions
- MSDS data reviewed to determine method of cleanup
- Camp Director initiates Crisis communication Plan

POSITION DESCRIPTIONS

While the specific functions designated may be the chief duties of the staff members, it is everyone's responsibility to help carry forward the camp program and the objectives of the Boy Scouts of America, assisting in such manner as may be assigned by your Director.

ADDITIONAL DUTIES:

You have been hired to perform a service to camp. As part of that job, you have agreed to perform other duties as assigned. During the period of employment your full time is at the disposal of the camp. In the greater interest of the camp, you may be assigned additional duties beyond your specific service. Your agreement is clear on this. Please be "*CHEERFUL*", pitch in and "*DO YOUR BEST*". Such additional duties include, but are not limited to:

- Participation in evening and extracurricular programs, campfires, and other camp wide activities
- Service, in helping to keep the camp clean and orderly, including around all program areas, public spaces, the staff areas and camp buildings
- Assist in the delivery of meal service including post meal clean up and dish washing.

Staff Members need to participate cheerfully in all Evening Camp Wide activities. All staff members 16 and older who do not have a night off must be present and accounted for. If you do not participate you will be counted absent without official leave.

Ranger / Camp Director

Reports to: Scout Executive

Requirements:

- Responsible adult of at least 21 years of age
- Previous camp staff experience
- National Camp School certified
- Lives on camp property during Summer Camp Season
- Financially minded
- 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:

- Overall management and safe operation of camp
- Up-keep of camp equipment and facilities
- Camp properties' appearance and safety
- Purchasing of supplies related to camp maintenance.

Duties:

- Camp Leader's guide development
- Plan Merit Badge schedule
- Staff hiring, training, supervision, and evaluation
- Organize camp staff meetings
- Ensure that camp meets all applicable National Standards and federal, state, and local codes
- Develops and follows camp operating budget
- Acts as liaison between Units, Camp Staff and Council
- Provides immediate help in solving Unit problems in camp

Asst. Camp Director

Reports to: Ranger/Camp Director

Requirements:

- Minimum 21 years old
- Ability to delegate
- Gets along well with others
- National Camp School Certified
- Lives on camp property during summer camp season

Responsible for:

- Assist with management and safe operation of camp
- Assist with training and supervising staff
- Management and supervision of the Support Services Staff including
 - Trading Post
 - Food Service Areas (kitchen & dining hall)
 - Health Lodge
 - "Guest Commissioner" staff
 - "CIT program" and staff
 - other support service areas

Duties:

- Oversee the Unit check-in and check-out process
- Evaluate performance of administrative and support staff
- Acts as liaison between Units, Camp Staff
- Provides immediate help in solving Unit problems in camp
- Serves as an information source on Camp programs, activities, policies, and procedures
- Oversee the Campsite inspection program
- Lead daily SPL/SM meetings
- Generating and tabulating weekly survey results
- Promotes and keeps records of Unit level awards programs
- Operate within program budget
- Receive and/or account for all accounts receivable.
- Maintain a petty cash system.
- Supervise sales and inventory of the Camp Trading Post.
- Supervise overall kitchen and dining hall operations and manage inventory
- Process orders for Camp supplies.
- Purchase supplies as needed from local merchants.
- Supervising and training Trading Post, kitchen, and dining hall staff.
- Receipts counted and logged in daily.
- Ensuring the security of the Trading Post during the hours of operation, as well as when it is closed.
- Reporting to the Camp Director of any stock discrepancies, suspected theft, or damaged merchandise.

Program Director

Reports to: Ranger / Camp Director and Ast. Camp Director

Requirements:

- Minimum 21 years old
- Ability to delegate
- Gets along well with others
- National Camp School Certified
- 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
- Creating a high moral among Troops/Staff in camp
- Merit badge program
- Evening and extracurricular program activities
- Campfire and Dining Hall program
- Coordinating Specialty and High Adventure programs
- Management and safe operation of camp

Duties:

- Assists with the development of camp programs including merit badge, extracurricular, evening, campfires, mealtime, camp-wide games, and activities
- Implements and manages the merit badge program activities
- Implements and manages the evening and extracurricular program activities
- Implements and manages the campfire and dining hall program
- Evaluate performance of program area staff
- Keep up to date program equipment inventory
- Operate within program budget
- Train program staff
- Provides immediate help in solving unit problems in camp
- Acts as liaison between Camp Staff and Camp Management
- Serves as an information source on Camp programs and activities
- Participate in daily SPL/SM meetings

Ast. Camp Ranger

Reports to: Ranger/Camp Director, Ast. Camp Director

Requirements:

- Minimum 18 years old
- Must be able to operate lawn care equipment and camp vehicles

Responsible for:

- Up-keep of camp equipment and facilities
- Camp properties' appearance and safety

Duties:

- Remove campsite and other facility trash tri-weekly, or when otherwise needed
- Oversee mowing and landscape maintenance
- Provide tools and materials for conservation or camp improvement projects
- Oversee campsite equipment placement and care
- Supervise maintenance area
- Makes needed repairs to buildings and equipment
- Maintain inventory of needed parts and materials
- Make sure all safety regulations (OSHA, etc.) are always followed
- Other duties as assigned by Camp Director

Guest Camp Commissioner

Reports to: Ast. Camp Director

Requirements:

- Minimum 18 years old
- Registered Scouter with knowledge of scouting programs

Duties:

- Acts as liaison between Units, Camp Staff
- Provides immediate help in solving Unit problems in camp
- Serves as an information source on Camp programs, activities, policies, and procedures
- Creating a high moral among Troops in camp
- Implement the Campsite inspection program
- Participate in daily SPL/SM meetings
- Training unit leaders in the importance of Troop camping and the Patrol method

Health Officer

Reports to: Ast. 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, Physician's Assistant, or must be at least a 2nd year Med. School student.

Responsible for:

- Overall health and safety of camp
- Care of 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
- Supervises the teaching of First Aid and Emergency Preparedness Merit Badges
- Is always available either in Health Lodge or by radio
- Accompanies individuals to hospital if needed
- Maintains security of First Aid logs, Staff and Camper Health Forms

Head Cook

Reports to: Ast. Camp Director

Requirements:

- Responsible
- Minimum 21 years old
- Holds current food manager's card

Responsible for:

- Providing safe, nutritious meals for Campers and Staff
- Maintaining a safe, friendly environment for food preparation, serving, and clean up
- Expeditious meal service

Duties:

- Verify and sign for food deliveries
- Maintain and conduct bi-weekly inventory of food and supplies

- Oversee the preparation, cooking and serving of all meals
- Oversee the cleaning of all kitchen equipment, food prep areas, overall kitchen, and dining hall areas
- Supervise the kitchen and dining hall staff

Trading Post Manager

Reports to: Ast. Camp Director

Requirements:

- Responsible
- Minimum 18 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 during posted hours
- Supervising Trading Post and Snack Shop staff

Duties:

- Keep a running inventory of products and supplies
- Make regular orders through Business Manager
- Train and supervise staff in operation and care of trading post equipment
- Keep shelves and machines stocked
- Count and turn in money to Business Manager at previously appointed time
- Monitor trading post and surrounding area for litter and keep clean
- Report damaged equipment to Camp Management as soon as it is detected

Aquatics Director

Reports to: Program Director(s)

Requirements:

- Responsible
- Minimum 21 years old
- Holds Aquatics certification from National Camping School
- Holds current CPR certification.

Responsible for:

- Overall Aquatics program at camp
- Enforcing 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 Aquatics evening and extracurricular activities
- Keep Ranger up to date on needed repairs on equipment
- Keep accurate inventory of equipment and reports needs to Program Director
- Lead 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(s)

Requirements:

- Responsible
- Minimum 21 years old
- Holds current certification in Shooting Sports from a National Camping School

Responsible for:

- Supervision of Archery, Rifle, and Shotgun ranges
- Supervision of the archery instructor and rifle range assistant

Duties:

- Maintenance of rifles, shotguns, and bows
- Train Shooting Sports staff
- Keep accurate camp opening and closing equipment inventory
- Safely store of shooting equipment and ammunition
- Clearly demarcate safe area around ranges
- Ensure national safety standards are met and maintained
- Keeps shooting ranges clean
- Keep accurate inventory of equipment and reports needs to Program Director
- Hold and promote Shooting Sports evening and extracurricular activities
- Keep Ranger up to date on needed repairs on equipment
- Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met

Area Director - General

Reports to: Program Director(s)

Requirements:

- Minimum 18 years old

Responsible for:

- Coordination of "Area" programs at summer camp
- Supervising set up and operation of program area
- Following all National Standards for the operation of facilities and program for area
- Supervising the program area staff

Duties:

- Maintain safety in program area
- Keep program area clean and neat
- Hold and promote program area evening and extracurricular activities
- Keep Ranger up to date on needed repairs on equipment
- Keep accurate inventory of equipment and reports needs to Program Director

Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements

Outdoor Skills Director

Reports to: Program Director(s)

Requirements:

- Minimum 18 years old
- Have knowledge of and proficiency in Outdoor skills
- Hold current certification in Outdoor Skills from a National Camping School or equivalent experience

Responsible for:

- Supervision of Outdoor Skills area and area staff
- Supervision of Frontier 1st Year Camper program area and area staff

Duties:

- Ensures knowledge and teaching ability of staff in required Scoutcraft skills
- Develop plan for Camping and Wilderness Survival overnights
- Works with Kitchen Manager to develop a menu for Cooking merit badge
- Hold and promote Outdoor Skills evening and extracurricular activities
- Keep Ranger up to date on needed repairs on equipment
- Keep accurate inventory of equipment and reports needs to Program Director
- Keep Outdoor Skills area neat, clean, and safe.
- Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met

Frontier Director

Reports to: Outdoor Skills Director

Requirements:

- Minimum 18 years old
- Knowledge of Scouting program, patrol method, outdoor skills
- Ability to work well with younger Scouts

Responsible for:

- Operation of First Year Camper program,
- Supervision of Frontier Program Staff

Duties:

- Work with aquatics director to supply Scouts opportunities to complete 2nd and 1st class swim requirements.
- Enlists help of unit leaders for program instruction
- Ensure training of Frontier area staff in BSA patrol method
- Ensure opportunities for day hikes
- Troop moral within Frontier area
- Hold and promote Aquatics evening and extracurricular activities
- Keep Ranger up to date on needed repairs on equipment
- Keep accurate inventory of equipment and reports needs to Program Director
- Keeps the Frontier area clean, neat, and safe.
- Provides the Program Director an accurate roster of Scout's attendance to classes and completion of requirements

Climbing Director

Reports to: Program Director(s)

Requirements:

- Minimum 21 years old
- National Camp School certified as a climbing 2 instructor
- Physically able to complete tasks associated with climbing
- Ability to work well with people

Responsible for:

- Supervising set up and operation of climbing tower and natural climbing routes
- Following all National Standards for the operation of these facilities
- Supervising the Climbing Area staff

Duties:

- Maintain up to date logs for necessary equipment
- Set up and takedown of climbing tower
- Ensures Climb on Safely practices are followed
- Hold and promote Climbing evening and extracurricular activities
- Keep Ranger up to date on needed repairs on equipment
- Keep accurate inventory of equipment and reports needs to Program Director
- 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
-

Nature Director

Reports to: Program Director(s)

Requirements:

- Minimum 18 years old
- Holds National Camp School certification or equivalent

Responsible for:

- Coordination ecology and conservation programs at summer camp
- Coordination of service projects at camp
- Supervision of 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 maintain nature trails
- Keep Ecology area clean, neat, and safe
- Hold and promote Ecology evening and extracurricular activities
- Keep Ranger up to date on needed repairs on equipment
- Keep accurate inventory of equipment and reports needs to Program Director
- Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements

Instructors (all areas)

Reports to: Respective Area Director

Requirements:

- Minimum 15 years old
- Knowledge of, or skill in, an 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 effectively
- Treat all Scouts and Leaders at camp as valuable customers
- Look out for the health and safety of scouts in their area
- Lesson plan implementation

Duties:

- Teaching Merit Badge classes or skills as assigned
- Keep Ranger up to date on needed repairs on equipment
- Keep accurate inventory of equipment and reports needs to Area Director
-
- Keeping accurate records of Scout's attendance to classes and completion of requirements
- Assisting with the setup, maintenance, and take down of program areas
- Keeping program area and Staff Area neat, clean, and safe.
- Helping with evening camp wide program activities
- Cheerfully complete all other duties as assigned by Camp Management team.

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

Reports to: Respective area director

Requirements:

- Minimum 15 years old
- Ability 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
- Keeping areas clean, neat, and safe

Duties:

- As assigned

Counselors in Training (CIT's)

Reports to: Ast. Camp Director, Respective area directors

Requirements:

- Be a registered member of the BSA
- Be at least 14 years old by the start of camp
- Be at least First-Class Rank or a Venturer
- Agree to uphold the ideals of the Scout Oath and Scout Law
- Be recommended by unit leader

Responsibilities:

- Participate in all functions of the camp program, such as program area staffing, support staff, dining hall staff, evening, extra-curricular and campfire programs.
- May complete merit badges in each program, if approved by area director.
- Assist staff members to teach scouts skills, maintain program areas, serve meals, and participate in camp-wide activities, all under the supervision of area directors and senior staff.
- CITs will never be solely responsible for supervision or instruction of scouts. CITs may assist in these tasks under the direct supervision of a paid staff member.

The mission of the Counselor-In-Training (CIT) program is to prepare a Scout safely and successfully for their future camp staff experience through a variety of engaging learning experiences with the current staff.

We accomplish this purpose by providing you with on-the-job training experience needed to be successful.

CITs are brought to camp to learn and to assist in the major program areas of the camp: shooting sports, waterfront, Scoutcraft, Handicraft, Nature, trading post and others. You are not here to replace staff members or to relieve staff members of any of their duties.

Each CIT will be assigned to different program activities throughout their first week. During any subsequent weeks, you would be able to request one area in which you would like to spend the entire week. When assigned to a program in camp, each area director will give you specific training. Changes will be made at the discretion of the CIT Director. You will also be given the opportunity to work on a merit badge if you so desire.

Your job is to assist and to learn the job of a staff member who acts as your coach. You do not replace them in their primary duties but support them and add to their effectiveness in carrying out their function.

SUMMARY

As a Staff member you must:

- Be a registered member of the Boy Scouts of America
- Subscribe to the Scout Oath, the Scout Law, and the Declaration of Religious Principle.
- Fully comply with the policies, programs, and management of Camp Rock Enon and the Shenandoah Area Council.
- Successfully participate in staff training, and fulfill your duties specified by the camp and its directors.
- Maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job description.
- Provide a complete Annual Health and Medical Record Parts A, B, & C provided by the Boy Scouts of America.
- To be punctual and prepared for all classes in which you are to instruct or assist in instructing and for all program activities to which you are assigned.
- To keep accurate records of attendance and work completed on specific sheets.
- To follow procedures and keep records as required by the Boy Scouts of America and State and Federal Authorities.
- To observe the two deep leadership standards, youth protection guidelines and sexual harassment policies always while in camp.
- To maintain all areas in which you live and work so that they are safe and present a clean and neat appearance.
- To maintain an accurate inventory of all equipment assigned to your area.
- To assist in running all programs and activities to which you are assigned.
- To check with the Camp Management before leaving camp.
- Act in a mature fashion and live the Scout Oath and Law!

STAFF PAPERWORK

If you have not already done so complete the following now:

- Online camp staff application
- Staff Agreement – Sign, date and return to Camp Director

Below is a list of additional paperwork that you will need to complete and submit BEFORE you arrive at camp in June.

All Staff

- Staff Code of Conduct
- Staff Guide acknowledgement
- The BSA Health & Medical Form Parts A, B & C

Online Training Prerequisites:

Go to www.my.scouting.org and take the following trainings

Print a copy of the "Certificate of Completion" and submit with your paperwork

- Youth Protection Training;
- Hazard Weather Training

(It is helpful if you have your BSA membership ID# handy to complete this training. If you do not have your BSA membership card or know your number, please call the Armstrong Service Center at 540-662-2551).

- Unlawful Harassment Training

Payroll Forms (Paid staff only)

- Federal Employment Verification Form I-9 with copies of two forms of ID attached
- Federal W-4 Form
- Virginia Residents W-4 Form
- West Virginia Residents W-4 Form
- IOI Direct Deposit form
- Virginia work permit *if you are under the age of 16 regardless of where you live.*



Summer Camp Staff Guide

I _____, acknowledge that I have received and read the Camp Rock Enon Summer Camp Staff Guide, I fully understand and agree to comply with the policies and procedures as specified in this guide.

Signature of Staff Member

Signature: Parent or Legal Guardian (if under 18 years old)

Printed Name of Staff Member

Printed Name of Parent or Legal Guardian

Date

Date