



Job Description: Camp Commissioner

Essential Function: The Camp Commissioner reports to the Camp Director. The Camp Commissioner must possess the ability to work with Scouts, Unit Leaders, and Adult Volunteer Commissioners. The Camp Commissioner must be cheerful, sincere, tactful, creative, and above all, strongly motivated by the Scouting program.

Principle Responsibilities:

- Serving as a liaison between the Camp Director/Program Director and the Adult Volunteer Commissioners for the following:
 - Unit Campsite Inspection Coordination.
 - Unit morale.
 - Complaints of unit leaders.
 - Physical facilities that need to be repaired or replaced.
 - Camp programs and the Unit.
- Meeting Adult Volunteer Commissioners as they arrive in Camp, making them feel welcome and assisting them with Unit check-in procedures.
- Assigning Adult Volunteer Commissioners tasks as needed by the Program Director and/or the Camp Director.
- Preparing Unit Leader Training Cards, MB Cards, and other paperwork as needed.
- Creating Awards for Units to be presented at the Friday night campfire.
- Maintain an inventory list of all Camp equipment to ensure it's in good repair.
- Ensuring that the Adult Volunteer Commissioners have a Standardized Method for Campsite Inspections and performs them daily.
- Visiting Units to see if the staff is doing an adequate job.
- Assist in the set-up and takedown of all campsite facilities.
- During the end of the summer camping season, complete a written close-out report of your working experience that should include; outstanding Units and prospect Unit Leaders identified to help at Camp throughout the year. The report must also include; an inventory of all equipment, condition and recommendations for next year's supplies. The report will be submitted to the Camp Director before leaving the camp property.
- All other duties as assigned.

