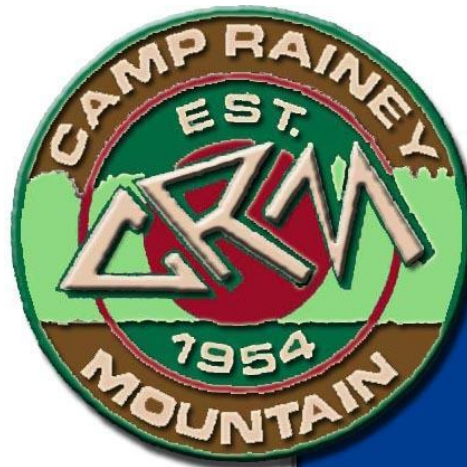


# Northeast Georgia Council



# Staff Manual



*March 2022* 

**Prepared for Camp Rainey Mountain  
Summer Camp 2022**

## SCOUT LAW

A Scout is...  
Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
***Reverent***



## Scout Oath

On my honor, I  
will do my best,  
to do my duty to  
God and my  
country and to  
obey the Scout  
Law; to help  
other people at all  
times; to keep  
myself physically  
strong, mentally  
awake, and  
morally straight

## Table of Contents

<b>Scout Oath and Law</b>	<b>1</b>
<b>Table of Contents...</b>	<b>2</b>
<b>Expectations of Staff Members, Before you arrive...</b>	<b>3</b>
What to Bring, Arrival at Camp, ...	3-4
<b>General Staff Information...</b>	<b>5</b>
Mailing Info...	5
Telephone Info...	5
Trading Post...	5
Kitchen Info...	6
Reveille/Taps...	6
<b>General Staff Policies...</b>	<b>6</b>
Time Off...	6
Minors Traveling...	7
Weekends Off...	7
Time Off Request...	7
Telephone/Office Use...	8
Kitchen Policies...	8
Order of the Arrow	8
Hygiene/Appearance...	9
Uniforms...	9
Other General Policies...	9
Discipline Procedures...	10
<b>Camp Program...</b>	<b>11</b>
<b>Job Descriptions...</b>	<b>11-14</b>
NEGA Camps CIT Program (Launch)...	14
Prayer before meals, Rainey Mountain Hymn...	15
<b>Staff Manual Agreement...</b>	<b>16</b>

## Expectations of Staff Members

### **BSA Mission Statement**

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

### **NEGA Philosophy Statement**

We believe that every Scout has the right to learn leadership, citizenship, personal health, and other imperative life skills in a fun and inclusive outdoor environment.

### **Program Objectives**

1. Ensure safety of all Scouts
2. Ensure a quality experience for all Scouts and Scouters
3. Teach traditional Scouting Skills
4. Use creative ideas and sound, fundamental Scouting techniques
5. Work as a team
6. Build positive and lasting relationships with each of our guests, visitors, and each other

### **Before you arrive...**

Here are some helpful hints on how to *BE PREPARED* before you arrive at camp:

1. Be sure to review on your own, and with your parents, the staff check-in procedures and the schedule for Check-in.
2. Email or mail all payroll forms by the deadline (Checklist, Direct Deposit Form, Tax Forms, Employment Eligibility Form with supporting documents, work permit if required, Individual Staff Acceptance Letter).
3. Make sure you have all the necessary Uniform Parts for your assignment.
4. Be sure that all documents are signed by you and, if necessary, your parents.
5. Every staff member needs to have a medical form ([BSA # 680-001, 2022 edition](#)) completed upon arrival at summer camp.
6. Complete all online training modules prior to arriving

### **What to bring with you...**

- At least 2 (preferably 3) complete Summer Field Dress uniforms (Field dress shirt, shorts, and long/short socks)
- Sheets, blankets, pillows, pillowcase, and/or sleeping bag

- Rain gear or poncho
- Scout Handbook and other pertinent Scout literature
- Clothing suitable for occasional dirty work and weekly excursions
- Toilet articles and personal items: towels, washcloth, soap, toothbrush and paste, shower shoes, etc.
- Pocket knife, Flashlight
- Lockable footlocker type box **(WITH LOCK ALSO)**

## What to LEAVE AT HOME...

- Playstations, XBoxes, controllers, game, etc.
- Electric guitars and amps, etc.
- Gambling paraphernalia
- TVs, DVD players, Blu-Rays etc. *After you've been at camp for a week or two, if you still want this stuff, okay. We don't want 6 TVs and 4 DVD players per cabin though, and you don't want yours disappearing!\**

\*The Northeast Georgia Council Boy Scouts of America is not responsible for loss of or damage to personal effects or valuables on council property. Please refer to your "Resident's Agreement," for additional guidelines on what to bring.

### ARRIVAL AT CAMP

#### CRM Staff

**Please plan to arrive at camp no later than 1:30 PM on your scheduled check in day, for orientation programs. Check In Schedule:**

12 noon	Directors' meeting, Headquarters Building
1 pm-2 pm	WELCOME, Staff! Check in at the Headquarters Building. DO NOT REPORT BEFORE THIS TIME
2 pm	Staff & parents meeting in the Dining Hall
3 pm	Camp Orientation for Staff
6 pm	Staff eats dinner at the Dining Hall
6:45 pm	Move into Cabins
7:30 pm	Department and/or Camp Training
10 pm	Directors' meeting at the Headquarters Building
11 pm	Lights out!

**Directors check in Sunday, May 22<sup>nd</sup>**

**Trading Post, Shooting Sports, COPE/Climbing, Waterfront and Xtreme Skills  
staff check in Friday, May 27<sup>th</sup>**

**The New Trail and Dining Hall Staffs check in Saturday, May 28<sup>th</sup>**

**Life Skills, Handicraft, Nature Lodge, Scout Skills Staffs check in Sunday, May  
29<sup>th</sup>**



## ***General Staff Information***

### **Mailing Address:**

Your parents, friends, and relatives will want your mailing address:

#### **CRM**

"Johnnie Staff member", <Your Department>  
Camp Rainey Mountain, BSA  
1494 Rainey Mountain Rd  
Clayton, GA 30525

### **Telephone Information:**

**The main telephone number to camp is: 706-782-3733**

(Refer to general staff policies section for office and telephone use for staff members.)

**Please give this information to your parents before coming to camp!**

**For incoming phone calls of a non-emergency nature, a message will be taken for the staff member to respond to during his/her off time.**

### **Visitors in camp:**

Due to the demanding responsibilities on staff members, visits by parents, friends, relatives, girlfriends and boyfriends must be held to a minimum. Prior arrangements with the staff member, area director and program director are best. Please also review the "Time Off" policies later in the General Staff Policies Section for other information concerning time off with visitors. All Visitors **MUST** report to HQ upon arrival in camp.

## **Trading Post**

Staff members will have the same privileges in the Trading Post as the campers. NO ONE will be allowed to receive credit on items in the Trading Post. Only those staff members assigned to the Trading Post will be allowed behind the counter.

## Use of the Kitchen

The Kitchen will be open at certain times to those not traveling out of camp during staff time off. Times will be posted at back door of kitchen no other times will be available. A responsible member of the Kitchen staff will directly supervise any staff member using equipment in the Kitchen. Times will be announced. Only those staff members assigned to the kitchen will be allowed in the kitchen, refrigerators, pantries, storage, and only then in the performance of their duties. Staff members will be required to clean up after themselves when they are finished. Use of equipment polices and age limits will be strictly adhered to with no exceptions. No others will use or enter the Kitchen unless so instructed by the Food Services Director. (Please refer to the "Kitchen use policy" section under the General Policies Section of this manual)

## Reveille and Taps

**Every staff member will be up at reveille to have enough time to prepare him or herself, and their quarters for the day's activities.**

Taps and Reveille apply to the staff members as well as the campers. It is not required that you go to bed at Taps. However, all cabin lights should be turned off and everyone should be quiet so you don't disturb those who need their rest. If you must work or wind down after Taps has sounded, please move to the staff lodge so you don't disturb your cabin-mates.

### Facilities:

The camp has a wide range of general facilities available to both campers and staff. Certain areas are restricted to STAFF MEMBERS ONLY! These are the Facilities exclusive to staff member use:

- The Directors Cabin (**males only**):  
This facility contains adult showers and bathrooms, a common space complete with work space and seating.
- Cabins (**males only**):  
The staff cabins are equipped to house up to 8 people comfortably. Complete with weatherproof windows and doors, it's your HOME AWAY FROM HOME!

Furnishings include: bunk beds and mattresses, shelves and open wardrobe.

- Family Cabins (**females only**):  
The Family Cabins are furnished and equipped to house Female staff members

**\*\* Females in the male staff area and males in the female staff area are not permitted.\*\***

## General Staff Policies

### Time Off

General Policies on Time Off are as follows:

#### Staff Night Off

After a short General Staff meeting at 5:30pm on Thursday Night, staff members have the Thursday evening off. Staff night out is a privilege, NOT a right. You must earn it by maintaining a good performance and disciplinary standing with your department and the camp. Special stipulations for minors traveling out of camp are listed below.

---

## Minors traveling out of camp

1. You must be 18 years of age and have a valid driver's license to drive your vehicle off camp property with passengers under 18.
2. Drivers and/or traveling groups must maintain "two deep leadership" as described in the "Guide to Safe Scouting," and the BSA's "Youth Protection Guidelines."
3. Youth staff members must have a completed "Passenger Authorization Form" filled out and signed by a parent or legal guardian. Youth staff members may only travel out of camp with Adult drivers who meet the criteria on their form.
4. All staff members must sign out at the HQ before leaving camp... **No Exceptions!** Staff members must sign in at the HQ promptly upon returning and no later than midnight on your respective evenings.
5. Vehicles of under age (under 18) staff members must remain in camp at all times during the Camp Week beginning at 12:00 noon on Sunday and ending at 12:00 noon on Saturday. Exceptions must be granted by the Camp Director.
6. Through the duration of Camp operations, while on or off camp property, all employees will conduct themselves as representatives of the Boy Scouts of America, the Northeast Georgia Council, and Camp Rainey Mountain, by setting a good example, being mindful of others, being courteous and polite, and following the scout oath and law.
7. No staff member under the age of 18 will be permitted to leave camp property with any non-staff member or in the vehicle of any non-staff member without the expressed written consent of a parent or legal guardian, and along with the permission of the camp director.
8. The **Camp Director** reserves the right to disallow any trips off camp involving staff members for reasons concerning safety, health, inclement weather, or any other hazardous situation which they deem unfit for safetravel, to be determined at their discretion.
9. All youth staff members must notify their respective **Department Director** before any departure from camp property. This includes departures with parents.

## Weekends Off

Only after certain duties have been performed, will staff members be excused for the weekend. Each staff member must check with the Department Director before departure on Saturday. Department Directors must report to the Program Director before departure.

The weekend generally starts at 12:00 noon on Saturday, and goes until 12:00 noon on Sunday. Any staff member under 18 not leaving with their parents or legal guardians are subject to the rules and guidelines stated above in the section titled "Minors traveling out of camp."

## Time Off Request

Staff members needing additional time off must fill out a "Time Off Request" form before the beginning of camp. All time off requests must be reviewed and decided upon by the Camp Director before being granted. "Time Off Request" forms turned in after staff check-in will be considered on an individual basis.

\*Parents, please note that all rules concerning the transportation of minors are strictly enforced by NEGA camps and were created for the safety and protection of ALL staff members. Additional rules, regulations, and guidelines concerning the safe transport of youth and adult scouts off camp property can be found in the "Guide to Safe Scouting," BSA's "Youth Protection Program," and the National Camp Standards of the BSA.



## Telephone and Office Use Policy

The camp office telephones are for business and emergency use ONLY! The camp director or his designee must approve any outgoing calls from the office.

The front offices are off limits to all unauthorized personnel. Use of office computers and appliances should be approved by the camp director prior to their use. There will be no unauthorized staff members in the front offices past 10:00 pm.

## Kitchen Policies

The Kitchen facilities and work areas are restricted to those assigned to work in the kitchen. Throughout the week, staff members are subject to these dining hall policies. ALL STAFF members are required to be at all meals.

- Program staff members will work on rotation for serving line duties. They are required to be at formations and meals on time to serve.
- No staff members will eat or drink in the Kitchen or the preparation areas of the Dining Hall.
- All Program Staff members must eat at the designated staff tables and all messes will be cleaned up promptly after meals.
- Staff members receive the same portions on first servings as the campers do.
- Staff members who have special diet situations should meet with the food services director and bring a medical form with all the proper information so that we can do our best to provide for you.
- There will be no breaking in line once the serving line has begun serving campers. Staff members will wait until all campers have been served before entering the line.
- Staff members may not enter the dining hall before serving times unless they are reporting for serving, and only when the head steward calls for them.
- Hats and gloves must be worn at all times while serving. Staff members will remove their hats upon entering the dining areas. NO hats on tables please. All book bags and backpacks are not to enter the kitchen but should be placed in the proper designated area.
- First year staffers can expect to work in the Dining Hall for a period of time in lieu of their normally assigned Program Area duties.
- Staff members will eat at these times:
  - Breakfast begins at 6:50 am... The staff may eat first for this meal.
  - Lunch begins at 1:30 pm... The staff eats last.
  - Supper begins at 7:30 pm... The staff eats last.

Department Directors are responsible for getting the staff members on the line for serving so that meals begin on time. The food services director and his appointed assistants are "in charge" of the kitchen at all times. Program personnel are there to help when called upon and expected to treat the food services staff with respect. Any staff member failing to cooperate will be asked to leave the kitchen and serving line area.

## Order of the Arrow

The Order of the Arrow is the Honor Society of the B.S.A. We strongly encourage all staff members who have been inducted into the O.A. to be current members of the Order. If you have not yet become current, you can do so at [www.mowogo.org](http://www.mowogo.org) . As a staff member you will want to set the proper example at O.A. functions at camp this summer. You are also encouraged to seal your membership in the Order of the Arrow by becoming a Brotherhood member at our Pre-Camp weekend, May 20-22. (See [www.mowogo.org](http://www.mowogo.org) for details)

## Personal Hygiene and Appearance

"The personal hygiene and appearance of each staff member is his/her own responsibility. Uniforms and other clothing must be clean and neat at all times. Due to the strenuous activity in camp life, everyone should take at least one hot shower every day. **Poor personal hygiene is not acceptable and will not be tolerated.**

Everyone shall be well groomed. This means haircuts as needed. Male staff members shall not wear earrings, other body piercings or tattoos cannot be visible by any staff member.

*"If you don't look good, we don't look good."*

## Uniforms

We are always looking for ways to build better camp spirit. That is why it is important for campers to see us as a unit. Whether they see us working together as a team, or setting team examples, they follow our lead. That makes it even more important for us as a staff to wear our uniforms proudly. The uniform is one of the most recognized elements for a boy who wants to join scouts. But we also know that the uniform is the center of jokes for folks not yet within our honorable ranks. It is our duty to take that anxiety away by wearing the uniform as it should be worn, PROUDLY.

When we wear the uniform, it should remind us that we are scouts AND staff members. We are representatives of two great traditions, which we cannot tarnish by wearing the uniform like a leisure suit. All staff members will wear the appropriate uniform while on duty in the program areas. This includes class instruction, marching, formations, meals, and while at the dining hall, camp fires, and other special functions. The BoyScouts of America is a UNIFORMED organization. This means that uniforms should be worn properly. Appearance is everything. The campers will follow ANY example we as staff members set.

We have a reputation to uphold with our uniforms and the attitudes we portray in them.

- Keep your shirt buttoned and tucked in.
- Launder and Press your uniform regularly.
- Have at least 2 complete uniforms... 3 is better.
- Make sure you keep track of your T-shirts, belts, hats, socks, etc. Buy new ones as necessary.
- Be sure to write your name in permanent ink on the inside of T-shirts and other uniform parts.

## Other General Policies

- No staff member is to take any camper off camp property at any time. Only authorized personnel will transport campers in need of emergency medical treatment.
- All staff members are required to meet all formations, meals, general staff meetings, department meetings, campfires, or other meetings as informed by their area director (with the exception of hours restricted by age).
- The Northeast Georgia Council camps maintain a **"ZERO TOLERANCE"** Policy for harassment, the possession or use of any illegal or synthetic drugs, or abuse of prescribed drugs, weapons or possession & consumption of alcohol, as per National BSA Policy.

- **Contraband:**
  - Use of tobacco by under-age staff members is PROHIBITED. All buildings at camps are smoke free. Smoking includes cigarettes, cigars, and vaping material. Of age staff members are only allowed to use these in the designated areas.
  - There will be NO ALCOHOL use by any staff member while in the course of their respective duties, employed by the council. Alcohol is STRICTLY PROHIBITED on camp property.
  - The use of or possession of any illicit, or illegal drugs, or any controlled substance or narcotic, this includes "Spice/K2" or other synthetic drugs of that type or the misuse of any chemical substance or toxic substance is STRICTLY PROHIBITED on Camp Property or while in the employment of the BSA. Any illegal use of drugs or alcohol by a staff member is grounds for IMMEDIATE DISMISSAL and will be further dealt with by the proper authorities according to the Criminal Code of the State of Georgia, and the local government.
  - No WEAPONS of any kind.
- Those staff members who require prescribed medications will need to make arrangements with the Medical Officer and with the Camp Director.
- All staff members and employees of the BSA and the Northeast Georgia Council will obey the Scout Oath and Law.
- Cell phones and other electronic devices are to be used in the staff area and administration building only. Cell phones should not be used in front of campers nor given to campers for use.
- The middle room in the administration building is for adult staff members and campers only. Anyone under the age of 18 cannot use the middle room, unless instructed to by administration.

## Discipline Procedures

For Scouts:

"Discipline for the scout is the Scoutmaster's Job!"

- As a staff member, our main objective is to help individuals be their best.
- "Hazing" is strictly prohibited.
- The Scout Oath and Law are accepted code of conduct and constant guide to all relationships within camp.

For Staff:

As a Camp Staff Member, each of us has the responsibility to set the example for other staff members and campers. When an individual staff member fails to live up to this standard, it sometimes becomes necessary to take corrective steps.

In the event of a disciplinary situation with a staff member or CIT, while employed by the Council, the following discipline procedures will be followed:

1. The first infraction will result in a conference session with the staff member, his Area Director, the Program Director, and the Camp Director. The staff member will always have an opportunity to discuss any situation with this group.
2. Any time a session takes place with a staff member under the age of 18, that staff member's parents will be notified.

3. Certain corrective action for the staff member's infraction may include, but is not limited to: work projects, loss of time off privilege, department transfer, job change, restitution, or other restrictions, or sanctions.
4. Any suggested corrective action will be discussed with the staff member and involved parties. The appropriate Director and the staff member will agree upon the most positive steps to take.
5. If inappropriate activity persists, the staff member may be dismissed.
6. If a situation is deemed dangerous to the continued operation of the camp, the Camp Director reserves the right to dismiss any staff member, (only after parental notification, in the event of a minor) AT ANY TIME.
7. If a staff member does not report to assigned tasks, on time, that staff member will be REQUIRED to "make up" any missed time and work at a later assigned time. The time will be at the discretion of the Program Director or Camp Commissioners.

## **Camp Program Information**

### ***Program Summary:***

One of the great things about our camps is that we have so many wonderful programs to offer the scouts attending. Scout camp is one of the most important aspects of good scouting. A major function of the Scout Council is to provide a quality program through a summer outdoor experience. We offer programs for the "first year" scout to the most experienced adult.

1. TNT – TNT is our own signature first year camper program. Unlike other first year camper programs TNT provides a jumpstart for the first timers on their road to EAGLE while allowing them to still take part in the merit badge program. Fun activities and an energized staff make this one of the most fundamental programs in our council for getting new scouts EXCITED about what's ahead for them.

2. Traditional Program – This includes our traditional merit badge program. Each Program Area has corresponding merit badges within the department. Classes such as CPR, Swimming instruction, or outdoor skill may also be offered as instruction-only classes. All our merit badges have been carefully selected for the prominent outdoorsmanship they might offer.

3. High Adventure – This is our older scout/venture program, which consists of several challenging courses for the older scout who may already have a lot of the merit badges we offer. These scouts can participate in Climbing, TREK, COPE, and Whitewater Kayaking if attending CRM.

Further details about our Camp Programs as well as other NEGA summer time activities can be obtained through our Jefferson office (706-693-2446), online at [www.nega-bsa.org](http://www.nega-bsa.org) , or on your scoutmaster's "Digital Leader's Guide."

## **Job Descriptions for Staff Positions**

### Camp Director/Business Manager

The Camp Director/Business Manager will be responsible to the Council Program Director for the efficient organization and operation of a successful Summer Camp operation. They will, at

their discretion, delegate authority and responsibility to other members of Camp Staff. They also have the further responsibility of establishing and maintaining those policies of Camp Operation as set forth in the National Camping School Course for Resident Camp Director. In general, they are responsible for the overall operation of CRM. Their duties include the following:

1. To ensure that positive customer relationships are developed and maintained with our campers, parents, visitors, staff and parents of staff members.
2. To supervise the operation of the trading post and dining hall.
3. To assist with the supervision of the Camp Program.
4. To be responsible for all purchases made during the camping season including costs for program, maintenance, and general up-keep of camping operations.
5. To keep an accurate record of transaction receipts from trading post, program areas, maintenance, and dining hall.
6. To maintain petty cash fund for purchases made during the week.
7. To keep accurate camper and leader attendance reports for each Camper week. Copies of the report will be provided for the Commissioners, Program Director, Food Services Director, and the Trading Post Manager.
8. To be responsible for receiving Camp Fees during Sunday Check-In.
9. To ensure that the Headquarters Building is manned at all times with at least 1 staff member over the age of 21 until 9:00 pm at night.
10. To post a current list of important phone numbers and will maintain a list of all staff members, positions of staff and home addresses and phone numbers.
11. To set a good example according to our Mission and the Scout Oath and Law.
12. To maintain the efficiency and high morale of the staff at all times for the benefit of the camp.

#### Program Director

The Program Director is responsible to the Camp Director. They are responsible for the delivery of a successful program for each Camp Week. They will have the following responsibilities:

1. To direct the overall program of the Camp, including general activities.
2. To plan program content for leaders' meetings.
3. To administer the training and development of the staff and CITs.
4. To periodically measure the attitude, effectiveness, performance, and overall work quality of program staff members and CITs.
5. To give constructive criticism and support to Department Director's whenever necessary.
6. To oversee quality course instruction in all areas.
7. To evaluate effectiveness of each program and make week-to-week improvements.
8. To maintain the efficiency and high morale of the program staff at all times for the benefit of the Camp.
9. To set a good example.
10. To assist Department Directors, Asst. Directors and Commissioners with the carrying out of their specific tasks.
11. To develop and encourage inter-troop activity.
12. To Coordinate planning and preparation for special events.

13. To meet with Directors and/or Program staff at assigned times and whenever necessary.
14. To carry out other duties as assigned by the Camp Director.

#### Camp Commissioner

The Camp Commissioner is responsible to the Camp Director. They will assist in the overall program planning and property utilization working with the Program Director, Camp Director, Camp Ranger, & Council Program Director. Assistant Commissioners will work with the Camp Commissioner in all tasks and duties assigned to commissioners. Commissioners are the main liaison between administration and the unit leader. Commissioners will gain an understanding of policies and interpret, as needed, for staff, leaders, and scouts. They will guide units through inter-troop disputes and help to maintain the overall morale of the camp. Their responsibilities will include the following:

1. To be responsible for the schedule, inventory, check-in/check-out of all quartermaster equipment.
2. To organize and conduct special Scoutmaster activities as scheduled.
3. To organize and supervise the daily inspection of the unit sites, staff areas, activity areas, and directly or indirectly maintain camper showers and restroom facilities.
4. To assist with the training, direction and leadership of the Camp Staff, specifically troop guides.
5. He/she will maintain high morale among the staff at all times.
6. To see that each troop has a fun filled, well-balanced program each week.
7. To evaluate, with the Program Director, the week's events, and performance of the staff, overall program, and maintenance for the week, at week's end.  
To set a good example.
8. To maintain the efficiency and high morale at all times for the benefit of the camp.
9. To schedule necessary relief times for the Office Manager and to man the office telephone until 9 pm (after the Office Manager is relieved for the evening).
10. To perform other duties as assigned by the Camp Director or Council Program Director.

#### Department Directors

All Department Directors are responsible to the Program Director and in some cases, their respective area Commissioner. They are responsible for the overall operation of their department within the camp program. Department Directors will be knowledgeable in their specific areas concerning specific tools, tasks, skills, and equipment. Their duties include:

1. To serve as the Lead Instructor and certified Merit Badge Instructor for the Merit Badges offered in his program area.
2. To be in charge of orienting their staff in all areas and all aspects of their program area.
3. To establish and maintain suitable demonstration areas for their program.
4. To maintain a safe, clean, and fun environment for scouts to enjoy, and staff members to work comfortably in.
5. To be responsible for all the equipment, tools, and fixtures in their assigned area.
6. To hold weekly department meetings.
7. To be responsible for the conduct and performance of their staff.
8. To set a good example at all times.

9. To maintain the efficiency and high morale of their staff at all times for the benefit of the Camp.
10. To perform other duties as assigned by the program director.

#### Assistant Director/Lead Instructor

Assistant Directors/Lead Instructor will be responsible to their Department Director. They will assist in all areas of leadership described in the Department Director's job description. Their duties include:

1. To assume Direction of their department in the absence of the Department Director.
2. To set a good example to others.
3. To assist in training, directing, advising, and leading members of their respective department.
4. To assist in maintaining the efficiency and high morale of their staff at all times for the benefit of the Camp.
5. To perform other duties as assigned by the Department Director.

#### Office Manager

The office manager is responsible to the Camp Director. His/her duties will include the following:

1. To maintain and regularly clean the Headquarters Building.
2. To, as directed, assist the Camp Administration.
3. To answer phones, maintain hospitality for leaders, keep up with office supplies and any other duties related to the regular maintenance of office space.
4. To manage the computer systems and scheduling records and report any problems to the Camp Director.
5. To work closely with personnel assigned to schedule Thursday rafting trips.
6. To perform other duties as assigned by the Camp Director.

## **Northeast Georgia Council Launch Program**

#### Purpose:

The Launch program (CIT) is designed to train youth leaders, age 14 or 15, giving them leadership skills necessary for future service on Camp Staff.

Launch is Camp Rainey Mountain's Counselor in Training Program. Launch participants, or CITs, will be guided in the ways of Camp Rainey Mountain's elite instructional staff team. From camp traditions to public speaking to youth leadership, CITs will receive top-notch training from our best and most experienced staff members. Experiences in the Launch Program will ensure a successful future for prospective members of our "Highly Motivated, Truly Dedicated" camp staff.

#### Procedure:

CITs will complete the same application and interview process as Staff Members and must meet certain criteria before joining the program.

The following is a list of criteria:

1. They must be at least 14 years of age before serving.
2. They must be a registered participant with a troop, crew, post or team.

3. They must have achieved the rank of First Class.
4. They must show scout spirit.
5. Their parent/legal guardian must approve them for service.
6. Their Scoutmaster, Varsity Coach, or Post/Crew Advisor must approve them for service as well

## **Prayer Before Meals:**

### **Rainey Mountain Grace**

Through the Spirit of Camping, may you bless this food, Great Creator. May it keep us strong and steadfast in service, devotion, and conservation for the tranquility of these hills.

Written by Daniel S. Victorio, 1994

### **The Camp Rainey Mountain Hymn**

(Sung to the tune of 'How I Keep From Singing)

Hail to the valley and the hills  
And shores of Lake Toccoa  
Hail to creation; above all,  
Hail to our Rainey Mountain

Ah Great Creator, bless this place,  
And all who've come here before us,  
And bless us all who have returned  
Home to our Rainey Mountain

Written by Camp Rainey Mountain Staff 2013 in commemoration of our 60<sup>th</sup> Anniversary



**Keep this copy**

Having read the contents of this 2022 Staff Manual carefully:

I, \_\_\_\_\_, understand and agree to the policies and procedures outlined in this document. I understand that I am responsible for my own behavior and actions while in the employment of the Boy Scouts of America, and the Northeast Georgia Council, and pledge to live as an example of the Scout Oath and Scout Law.

Staff Member's Signature \_\_\_\_\_ date \_\_\_\_\_

As the parent/legal guardian of \_\_\_\_\_, I have read and reviewed this and all documents regarding camp employment and residency of the Northeast Georgia Council Summer Camps with my son or daughter. I will confidently attest to his/her ability to live up to and abide by the highest standards and expectations of the Scout Oath and Scout Law. I further attest to his/her ability to live as an example to other scouts while in the employment and residence of the Boy Scouts of America, the Northeast Georgia Council and Camp Rainey Mountain.

Parent Signature \_\_\_\_\_ date \_\_\_\_\_

Parent's Name \_\_\_\_\_

Phone \_\_\_\_\_

**TURN IN THIS COPY**

Having read the contents of this 2022 Staff Manual carefully:

I, \_\_\_\_\_, understand and agree to the policies and procedures outlined in this document. I understand that I am responsible for my own behavior and actions while in the employment of the Boy Scouts of America, and the Northeast Georgia Council, and pledge to live as an example of the Scout Oath and Scout Law.

Staff Member's Signature \_\_\_\_\_ date \_\_\_\_\_

As the parent/legal guardian of \_\_\_\_\_, I have read and reviewed this and all documents regarding camp employment and residency of the Northeast Georgia Council Summer Camps with my son or daughter. I will confidently attest to his/her ability to live up to and abide by the highest standards and expectations of the Scout Oath and Scout Law. I further attest to his/her ability to live as an example to other scouts while in the employment and residence of the Boy Scouts of America, the Northeast Georgia Council and Camp Rainey Mountain.

Parent Signature \_\_\_\_\_ date \_\_\_\_\_

Parent's Name \_\_\_\_\_

Phone \_\_\_\_\_