

Denver Area Council

Seasonal Camp Staff Handbook



BOY SCOUTS OF AMERICA®
DENVER AREA COUNCIL

This handbook and all policies within take effect January 1, 2018 and are effective for the 2018 camping season unless otherwise updated. This is the current Seasonal Camp Staff Handbook, updated 4/12/18.

Welcome from Camp Management!

Dear Seasonal Camp Staff Member,

We are glad you are here for another wonderful camping season for the Denver Area Council! Thousands of Scouts and Scouters will come through our gates for a fun filled time of camping and activities! **YOU** have the ability to directly impact this experience and make it the best for these campers.

If you are a first year seasonal staff member, you may feel a bit overwhelmed by the complexities of camp. You will soon discover however, that your hard work and dedication will lead to a tremendous sense of accomplishment and satisfaction. Our camps provide a life-changing environment and experience for all Scouts and Scouters. It also provides the same experience for each of us. Remember, that returning seasonal staff have been in your shoes. They know what you are experiencing. Please feel free to reach out to any returning seasonal staff member if you are still feeling overwhelmed.

Whether this is your first season, or your tenth season, please review this handbook. Please expect to deliver the finest that Scouting has to offer. Please feel free to reach out if you have any questions!

Yours in Scouting,

Kevin J. Fox

Camping Director
kevinj.fox@scouting.org

Will Corcoran

Assistant Camping Director
will.corcoran@scouting.org

Stephen Field

Peaceful Valley Operations Director
stephen.field@scouting.org

John Braselton

Tahosa Camp Director
john.braselton@scouting.org

Josh Harris

Camp Cris Dobbins Program Director
josh.harris@scouting.org

Josh Field

Camp Dietler Program Director
josh.field@scouting.org

Michel Swanson

Magness Program Director
mike.swanson@scouting.org

Guiding Principals

The Scout Oath and Law serve as the guiding principals that all Camp Staff should follow while employed with the Denver Area Council, and throughout life.

Scout Oath

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

Scout Law

A Scout is:
Trustworthy – Loyal – Helpful – Friendly –
Courteous – Kind – Obedient – Cheerful –
Thrifty – Brave – Clean – Reverent

Boy Scouts of America 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.”

Boy Scouts of America Aims:

Character Development, Citizenship Training, Personal Fitness.

Boy Scouts of America Methods:

Ideals, Patrols, Outdoor Programs, Advancement, Association with Adults, Personal Growth, Leadership Development, Uniform

Venturing Methods:

Leadership, Group Activities, Adult Association, Recognition, The Ideals, High Adventure, Teach Others

What the Denver Area Council Expects of You

Registered Member

You must be a registered member of the Boy Scouts of America, subscribe to, and live by the Scout Oath and Law. All seasonal staff must be registered as a camp staff member even if they are a current member of the BSA. Please fill out a membership application on WorkBright.

Behavior Guidelines

In agreeing to work for the Denver Area Council, you are affirming your commitment to conduct yourself at all times, both at and away from camp, so that you are a credit to Scouting and the Denver Area Council. Your understanding of the following requirements and behavior expectations is part of your Letter of Agreement, the BSA Camp Staff Code of Conduct and is necessary for your employment.

Uniforms

Required Activity Uniform

- **Provided Items**
 - Colorado Adventure Staff Navy Polo with logo
 - One shirt will be provided (must 'order' online at BSAColoradoAdventure.org/campstaff)
 - Name tag
- **Not provided items**
 - Brown Canvas / Rip Stop Nylon Work Wear (Pants or Shorts) Such as Arborwear
 - Pants / Shorts can be bought at a local retailer, such as Big R, Jax or Murdochs
 - For your convenience, we can provide you Arborwear pants / shorts at wholesale pricing. These items will include the appropriate 'camp branding' at no charge; available only online at BSAColoradoAdventure.org/campstaff
 - Belt (Brown, Black, Scouting)
 - Comfortable Shoes

Optional / Additional Uniform Pieces

(all items must be purchased online at BSAColoradoAdventure.org/campstaff)

- Additional Colorado Adventure Staff Navy Polos
- Camp Staff Jacket
- Camp Staff 1/4 Zip Pullover Jacket
- Field Uniform for Flags
 - Green Venturing Uniform Shirt with Silver Shoulder Loops, International Scouting Emblem, & Leadership Team Council Strip

Questions? Contact Will Corcoran, Assistant Camping Director at will.corcoran@scouting.org.

Appearance

Upon arrival at camp, and through the summer, you are expected to look as much as you did at your interview, or better. You must maintain a clean Scouting appearance. Beards are not acceptable unless approved by the Camp Director, Program Director or Operations Director. Extreme hairstyles, rings, jewelry, and offensive tattoos are not acceptable. Body and ear piercings are not acceptable for males. Females are allowed to wear one small, tasteful ear lobe piercing per ear so long as it does not interfere with your job duties. **All staff are required to shower regularly, do laundry, shave or trim facial hair as needed and get regular haircuts.**

Be Part of the Team

Seasonal Camp Staff members are proud of their camp, the Denver Area Council and the Boy Scouts of America. We expect you to fully support Camp Management, operations, policies, and decisions, in public or private. Disagreements should be taken up with your supervisor in a businesslike manner at a location away from campers or other staff. Additionally, all staff are encouraged to reach out to Camp Management at any time.

Complete Assigned Duties

Seasonal Camp Staff members are expected to comply with all the directions and requests of supervisors. You must fulfill all obligations of your primary job, and any other duties assigned by your supervisor or Camp Management within reason. You must report on time for all activities and duties.

Conduct

You must live by the Scout Oath and Law, and set a proper example for campers at all times. Your language and actions must not cross the line of decency. Conduct which would not be acceptable in front of a parent or Scout Leader is not acceptable in any setting or time and is grounds for dismissal. Additionally, Camp Staff must agree and follow the BSA Camp Staff Code of Conduct.

Tobacco Usage

All Denver Area Council properties are tobacco-free. Tobacco usage is strictly prohibited. This includes the use of electronic vaporizers and chewing tobacco. If you are under the age of 18, you are not permitted to use or possess it. Those that are over 18, are allowed to use these products in very small, designated areas far away from campers. See your Camp Management for where these areas are located.

Alcohol and Drugs

The Denver Area Council has a zero tolerance policy for the use of alcohol and drugs on council property, and while on council business. The possession, use, or abuse of alcoholic beverages, non-prescribed medications, or illegal substances or drugs is not permitted on any Denver Area Council property. The Denver Area Council follows the Guide to Safe Scouting following the guidelines for marijuana (including medical) on council owned properties. The Guide to Safe Scouting states that the use or possession of marijuana will not be allowed at any Scouting function. **Anyone found with marijuana will be immediately terminated and reported to local law enforcement.**

Those over the age of 21 who legally use alcohol away from camp must do so in a manner that will not interfere in any way with camp operations. Intoxicated or hangover behavior that renders the staff member ineffective at work is not permitted at camp. This behavior is grounds for immediate dismissal and referral to law enforcement when appropriate.

Distribution or sale to minors of any alcohol, tobacco or drugs is grounds for immediate dismissal and referral to law enforcement.

Violations of Local, State or Federal Laws

Substantive violations of local, state or federal laws will reflect poorly on the camp and your character. This can lead to termination. Drivers of council-owned vehicles may be terminated for serious traffic citations on or off camp.

Terminations of Employment

Your employment with the Denver Area Council is based upon the continued satisfaction and needs of the Denver Area Council. **The Denver Area Council may terminate your employment for any reason, at any time.** Any decisions that the Denver Area Council makes will be final. You may terminate your own employment by submitting a written notice to your Camp Director (Tahosa), the Assistant Camping Director (Peaceful Valley).

The following items are examples of actions that may result in termination of employment. The decision to terminate an employee is on a case-by-case basis. The following but not limited to are reasons an employee may be terminated.

- Unauthorized or personal use of council-owned vehicles.
- Violating the Denver Area Council Seatbelt policy.
- Carelessness or deliberate failure to observe safety measures and protocols.
- Failure to follow the Denver Area Council Rules of the Road policy.
- Theft of camp, council or personal property. This includes food.
- Violation of local, state or federal laws including traffic violations.
- Excessive tardiness or absence from work.
- Gross misconduct or insubordination.
- Fighting, to include with Scouts, adults, or other Camp Staff.
- Failure to wear the proper uniform or maintain acceptable appearance.
- Willful damage to council property including graffiti.
- Soliciting funds, sale of property, or the use of Denver Area Council facilities or property for personal gain.
- Unauthorized use of camp phone, radio, network or internet systems and services. This includes but is not limited to illegal downloading of copyrighted materials, streaming of any type, or viewing illicit or inappropriate materials.
- Use or possession of fireworks.
- Tampering with fire safety equipment to include but not limited to smoke detectors, carbon monoxide detectors, fire alarms, fire extinguishers, fire hoses, fire hydrants, or search and rescue equipment.
- Tampering with safety and security equipment to include but not limited to locks, padlocks, doors, gates, siren systems, radio equipment, and surveillance cameras.
- Harassment of any type towards another person.
- Inappropriate conduct or language, profanity, verbal and or physical confrontation with campers or staff.
- Abuse of a child or anyone else including Camp Staff.
- Being in the living quarters of the opposite sex, except married couples.
- Participation of sexual activity of any kind on council owned property, or on council business.
- Unauthorized possession or use of firearms or archery equipment.
- Failure to abide by all policies and guidelines set by the Denver Area Council and the Boy Scouts of America.
- Failure to submit a current medical examination (at your own expense) by a licensed physician using the Boy Scouts of America medical form.
- Violation of Denver Area Council drug, alcohol and tobacco policies.

Harassment

Racial, sexual, ethnic or other types of harassment are not tolerated. "Hazing", fighting, or rough physical treatment of campers or employees is not tolerated. You must comply with BSA Youth Protections policies. You must complete Youth Protection Training prior to arrival to camp. All Camp Staff must be Youth Protection trained. The official harassment policy is as follows:

"The Denver Area Council and the Boy Scouts of America prohibit language or behavior that belittles or puts down members of the opposite sex, unwelcome advances, racial slurs, chastisement for religious or other beliefs, or any other actions or comments that are derogatory of people. Any forms of hazing, initiations, ridicule, or inappropriate teasing are prohibited. The consequence for any of these actions will result in immediate termination and local law enforcement involvement if deemed appropriate. Each supervisor has the responsibility to maintain a work atmosphere that is free from any form of harassment."

Repeated or serious offenses should be reported to the Camp Director (Tahosa), Assistant Camping Director or Operations Director (Peaceful Valley). Each complaint will be investigated promptly by admin and in an impartial and confidential manner. Repeated or serious offenses will result in disciplinary action or termination of employment. No staff member will be subject to reprisal or retaliation of any kind.

Sexual Harassment

Inappropriate touching or physical displays of affection, with the same or opposite sex is not acceptable. Being in the living quarters of the opposite sex is not acceptable. Sexual activity by anyone while on Denver Area Council property is prohibited.

Sexual harassment is absolutely unacceptable. Actions that constitute sexual harassment include profane, abusive or threatening words, degrading or suggestive language, touching a person where that person does not wish to be touched, making unusual requests, propositions, or advances, using graphic or suggestive photographs, or gestures that disturb others. Any actions of a sexual nature that are unwanted, unwelcome, or personally offensive to the recipient and/or other people present constitutes sexual harassment.

Discrimination

The Denver Area Council is an equal opportunity employer that does not discriminate based on sex, color, race, creed, sexual orientation, gender identification or expression, national origin, age, disability, genetics, veteran status, or religion. Denver Area Council complies with all applicable state and federal laws governing non-discrimination. We do not tolerate discrimination of any type by our employees.

Youth Protection Policies

All Camp Staff shall comply with all Boy Scouts of America Youth Protection guidelines, and Colorado state laws and polices regarding child care facilities including but not limited to:

- Two-deep leadership must be followed at all times. One-on-one contact between adults or Camp Staff members and youth is not permitted. In situations that require personal conferences, the meeting is to be conducted in view of others.
- Two-deep leadership is required for online interactions as well. Staff should not be communicating with campers, but this rule applies to staff to staff communication.
- Adults and Camp Staff must respect the privacy of youth in situations such as changing clothing, and showering. Separate facilities or times shall be established for youth, adults, and Camp Staff.
- No youth Scout or Camp Staff member is permitted to sleep in the lodgings of an adult other than his or her own parent or guardian.
- Scouts will not be subjected to physical harm, intimidation or humiliation.
- Scouts will not be roughly handled, pinched, spanked, punched, bitten or subject to any physical punishment.
- Discipline must be constructive. Discipline used in Scouting must be constructive and reflect Scouting's values. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule is prohibited. Examples of positive discipline include verbal praise and high fives.
- Authority to control negative behavior will not be delegated to campers or CIT's.
- While counselors are responsible for control of their classes, Area Directors or other supervisors should be involved in extensive and more complicated situations requiring further disciplinary action.
- Verbal abuse or derogatory remarks about the Scout will not be permitted.
- Meals will not be denied to a Scout as a disciplinary measure.
- As a employee of the Denver Area Council, as required by BSA policy and state law, you are responsible to report any suspected child abuse or neglect. **You must report them to the local Human Services agency or local Law Enforcement agency. Please consult the Camp Director or Ranger for assistance, but you are required to make the report immediately. After making the report to local authorities, you must notify the Scout Executive or designee and the Scouts First Helpline at 1-844-SCOUTS-1. Your work duties will be relieved to allow you time to make the report.**



Managing Camper Behavior

While the care and supervision of campers is provided primarily by unit leaders, Camp Staff is responsible for operating an enjoyable program for everyone. If a participant becomes disruptive to program, interferes with others, or jeopardizes health and safety of others, staff will work informally with the camper and/or adult leaders in managing the problem in accordance with Youth Protection and other established BSA and camp policies.

If a Camp Staff member encounters a problem that cannot be dealt with informally, or one that they are uncomfortable handling themselves, it should be referred to Camp Management. Management will deal with the problem on a case-by-case basis following appropriate procedures. A final decision on managing behavior that affects camp program or other participants rests solely on the Camp Director or Assistant Camping Director, who reserves the right to take any action necessary.

Personal Vehicles

Camp Staff who bring a vehicle to camp must be licensed drivers. The vehicle must be insured. Every passenger must use seat belts and riding in the back of pickup trucks is prohibited. Personal vehicles may not be driven around camp or for work-related purposes without prior approval from Camp Management except when leaving or arriving. Personal vehicles are to be parked in designated areas as assigned by Camp Management. All vehicles must follow in-camp speed limits.

Bicycles

Camp Staff may bring and use their own bicycles to get around camp. The camp will not provide bicycles to staff. **A helmet must be worn at all times.** Bicycles are only allowed on roads, no trails. After dark, please use lights. Please observe all speed limits. Make sure to bring a lock to properly secure your bike when not in use.

Time Off and Driving

When traveling to or from camp, all Camp Staff members must follow the Guide to Safe Scouting policies regarding driving. Seatbelts are required. Camp Staff traveling to and from camp must abide by the permissions set in WorkBright. All staff, drivers and passengers, must follow this. Failure to abide by these rules will result in a loss of off-camp privileges and/or disciplinary action.

Given the nature of the facilities, it is not possible for Camp Management to ensure that Camp Staff are following these policies at all times. Thus, it is understood by all parties that they must follow all rules related to driving and leaving camp. When a Camp Staff member leaves the property, they are no longer the responsibility of the Denver Area Council.

Use of Radio Systems

The Denver Area Council provides 2-way radios for select staff members to use. The frequencies used (PV-RPT, TH-RPT, DAC-RPT, Tac 2-5 and UHF Tac 1-8) are registered to the Denver Area Council, Boy Scouts of America by the FCC and must be used for professional work-related purposes only. **Effective January 1, 2018 “radio handles” will no longer be used.** Assigned work unit handles will be assigned for each position, not person. Those that were in an Area Director position or above in 2017 will be grandfathered in, and can use their radio handle if they choose. Staff who leave for one or more summers, then come back will not be able to use radio handles.

Council-Owned Vehicles

Council-owned vehicles are to only be used by approved Camp Staff members. To be approved, you must submit to a “Motor Vehicle Record” release by the Council’s insurance company. Once insurance approves you, you must then be approved by Camp Management. All drivers are liable for damages caused by improper use and will be subject to termination or disciplinary action.

Vehicles are assigned to a person for the position they hold. You must obtain permission from Ranger at Tahosa or Ranch Superintendent at Peaceful Valley to operate a vehicle that is not assigned to you. Failure to abide by this will result in termination.

Council-Owned Property

All tools, materials, vehicles and other supplies are property of the Denver Area Council. Theft, misuse, and damage to Council property will not be tolerated and is subject to disciplinary action including termination. You may be charged for the repair or replacement of Council owned property.

Firearms and Shooting Equipment

Council owned firearms, ammunition and other shooting sports equipment are carefully controlled by certified staff. Personal firearms including airsoft and paintball equipment are not to be brought to camp unless authorized by the Assistant Camping Director.

Pets

Seasonal employees are not allowed to have pets at camp. Do not bring or acquire any pets over the course of your employment.

Visitors

Seasonal Camp Staff can have visitors at camp when they are not working. All visitors must be approved to visit by Camp Management and must sign in and out. **No overnight accommodations are available, including over 24-hour breaks.**

Gratuities and Commercial Enterprise

Seasonal Camp Staff members are not to accept substantial gifts, gratuities, money or favors in return for services rendered as a Denver Area Council employee. Remember, a Scout is helpful. Staff members may not engage in any type of business at camp.

Public Relations and Media Contacts

All Seasonal Camp Staff should always feel free to answer any general questions from Scouts or Scouters about their camps. **However, you are not allowed to speak with any media at any time, for any reason.** All media requests should be directed to the Council office by calling 303-455-5522.

What the Denver Area Council Will Provide For You

Food

You will be provided three meals a day. Camp Cris Dobbins staff will eat in the dining hall, Camp Dietler staff in the campsites with Scouts, Magness staff in assigned shelters, and Tahosa staff in the dining hall. Meal delivery is available for those that must stay in their assigned areas during meals.

We expect you to eat your meals in the assigned locations. Your presence during meals is an important part of interaction with campers and you will serve as a role model for manners and leadership. You are expected to help with serving and cleaning up of meals.

Staff may not cook food in housing areas.

All food and supplies in the kitchens or commissary areas are the property of the contracted food service provider. Staff members may not take these items without permission from the manager of the food service provider. If given permission, this is case-by-case and is not a “blanket” permission.

The Denver Area Council is willing to accommodate special diets for religious, medical or philosophical reasons. Please fill out and submit the “Special Diet Request Form” before your arrival to camp. All dietary restrictions and food allergies must be documented on your camp medical form. Please contact Camp Management if you have any questions or concerns.

Housing

You will be assigned to living quarters during check in, based upon your gender, age, job, seniority and arrival time. You are expected to live in the assigned location the entire summer. If a change is necessary, please talk to Camp Management. Most staff will live in tents, but some will live in multi-person rooms. You must provide linens, blankets, and towels. Do not move camp furnishings into or out of your quarters without permission from the Ranch Superintendent or Ranger.

You must maintain a clean living space, and eliminate hazards such as flames, overloaded electrical outlets, and food or trash that will attract critters. Your living space may be checked at any time for health, safety, and cleanliness. Camp Staff will not be dismissed for time off until their quarters are neat and presentable. Remember that a Scout is Clean.

Searches

The living quarters assigned to you, and your work area is property of the Denver Area Council, Boy Scouts of America. **Camp Management has the right to enter any Council-owned property, including assigned living areas, with or without a K9 detection dog and with or without notice.** As always, two Management staff will be together, with at least one person of the same gender as the assigned living area.

While we don't anticipate going through personal belongings, if Management has reasonable suspicion or the K9 indicates probable suspicion, we will search your belongings in a responsible manner. **If illegal items are found, they will be turned over to local law enforcement. Results of searches could lead to disciplinary action or termination.**

Staff Lounge

Each camp has a designated “staff lounge” area. All Camp Staff using this area is expected to keep the area clean and orderly.

Laundry

Laundry machines are available for use at each property. Staff must manage and provide their own supplies for the machines. **Please be courteous when using laundry facilities, by keeping the machines and area clean and completing loads of laundry in a timely manner.**

Paychecks

The Denver Area Council issues paychecks bi-weekly to paid staff. We use a direct deposit system, which is set up on your WorkBright profile. Employees who do not provide correct information for direct deposit, will be issued a MoneyNetwork pay card. These cards have fees involved for use, so it is strongly suggested all staff use direct deposit. Salary information is confidential, we expect you to keep it that way. You will not be paid for time off. You will receive a payment stub after payday.

Your weekly salary is divided up into days. On the pay stub, your daily rate will equal one “hour”. Meaning if you work a full day, it will show one hour. If you work a half day, it will show a .5 hour. One full week will equal six hours. While Seasonal Camp Staff don’t just work one hour a day, it is just how the pay is calculated and the pay stub does not show actual hours worked.

Training and Guidance

All Seasonal Camp Staff must complete a pre-camp training program, known as “staff week” before beginning work. Your area supervisor will also provide you training and guidance throughout the summer. Your supervisor is interested in helping you grow and develop. You will be evaluated twice, once halfway through the summer and again at the end of the summer. During these evaluations, we will talk about your performance, how you can be more effective, and how to best use your talents.

Trading Post, Concession Stands, and Vending Machines

These facilities are provided to you while at camp. Staff will receive a discount for all in-store purchases. Vending machines are excluded from the discount. They can only be used during regular store hours and cannot interfere with your work or schedule. Taking any items is considered theft and is grounds for termination.

Open Door Policy

Camp Management and the Denver Area Council has a “Open Door Policy”. If you are not satisfied with the handling of a concern taken to your supervisor, you are more than welcome to take your concern to the next higher supervisor. If you continue to not be satisfied, you can take your concern up again. If still unsatisfied and you have talked with the Council Camping Director you can then go to the Director of Support Services, then the Deputy Scout Executive then the Scout Executive. All decisions are final from the Scout Executive.

Medical Care

Each camp offers first aid and limited medical care for Camp Staff. All services provided at camp are at no-cost to the employee. In the event of serious injury or illness, employees will be turned over to EMS personnel and transported to emergency facilities. Please review the Worker's Compensation form on WorkBright.

Medical Forms

All Camp Staff must complete the BSA Medical form parts A, B and C (at the employee's expense) prior to arrival to camp. Any staff under the age of 18 must also fill out the Colorado Addendum. These forms are required to be filled out and submitted per BSA policy and state law. Medical forms expire after one year. Please make a copy for your records, as the form you turn in will not be returned.

Medications

Under Colorado state law, all medications for youth including herbal supplements and over the counter medications must be securely stored and dispensed by medical personnel. All medications for youth staff must be checked in upon arrival. Staff members will be allowed to carry life-saving medications.

All medications must be in original containers, marked with the Camp Staff member's name. Daily pill containers are not allowed. Do not cover instructions on bottles. Medication in non-original containers are not allowed.

A letter or prescription is required to accompany vitamins or herbal remedies. If not provided, the vitamins and herbal remedies will not be dispensed.

Following the Guide to Safe Scouting, medical marijuana is not allowed on Council-owned property.

DO NOT SHARE MEDICATIONS INCLUDING OVER THE COUNTER MEDICATIONS. Health lodges have over the counter medications for staff, and dispensed by medical personnel.

Denver Area Council Seasonal Camp Staff

As a member of the Denver Area Council Seasonal Camp Staff, you have a responsibility to live up to the Scout Oath and Law. Do your best, be of service and ultimately take care of camp, facilities, supplies and each other to have a successful summer.