

# 2016 SEASONAL STAFF POSITION SUMMARIES

## ALL POSITIONS

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- **Must be 18 years of age at the start of employment.**
- **Positions marked with an asterisk \* must be at least 21 years of age at the start of employment.**
- **All staff should be safety and customer service oriented.**
- **All positions must have, or be able to complete during staff training at the Summit, Red Cross Standard First Aid and CPR Adult certifications (or equivalent).**

## JAMES C. JUSTICE NATIONAL SCOUT CAMP

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*The James C. Justice National Scout Camp provides programs focused on advancement, outdoor adventure and personal growth and the main programs operate from June 19<sup>th</sup> through July 23<sup>rd</sup>, 2016. James C. Justice NSC staff coordinate the efforts of all Summit departments in providing key elements of these programs.*

**PROGRAM DIRECTOR\*** -- The National Scout Camp Program Director will oversee the day to day operation of all National Scout Camp Programs including the Senior Scout Camp, Appalachian Adventure, and Council Adventure Partnership. They will also assist with planning and implementation of select outside group programming. They will report directly to the National Scout Camp Director and manage the team of Scout Camp Area Directors to deliver world-class program. They will be the face of the camp at flag ceremonies, campfires, meals and other public events. They will serve as a camp administrator and be responsible for the well-being of *all participants* in Summit Center in the absence of the National Scout Camp Director. They will be held to the highest standard and be expected to set the example for all staff and participants in uniforming, behavior, and work ethic. Must have significant camp and Scouting experience, excellent management skills and be very organized. Must have or be

able to complete BSA National Camping School Camp Administration certification. Should be willing to work closely with the Camp Director electronically before season to prepare.

**HEAD COMMISSIONER\*** -- The Head Commissioner is the top customer service representative of the National Scout Camp. They will report directly to the Scout Camp Program Director and with the help of the commissioner staff, they work closely with every unit and leader to ensure a quality experience. They will assist with check-in/check-out, tent assignments, training, and overall camp cleanliness. They will serve as Program Director in their absence. They will spend most of their week living within the Justice Scout Camp (rather than staff camp). Must have great people skills and be able to communicate effectively and efficiently. Should have experience with conflict resolution and crisis response. Must be organized and very familiar with Scouting and the Patrol Method. Must have current National Camping School Camp Administration or Commissioner Certification or be able to complete the course. Must have management experience.

**COMMISSIONER** - The commissioner is the on the ground liaison between camp administration and participants. All commissioners will report directly to the Head Commissioner and make their mission a great experience for every participant and staff member. They will oversee check-in/check-out and staff the commissioner site in base camp. They will be expected to live in the Justice Scout Camp near participants for part of their week in a model campsite. They will also be expected to assist with leader training, in-site programming, campfires, flag ceremonies and troop reflections. Should have some Scouting/camp experience.

**ADULT LEADER TRAINER\*** -- The Adult Leader Trainer will directly oversee all training activities for the Senior Scout Camp, Appalachian Adventure, and Council Adventure programs with the help of the commissioner staff. They will report directly to the Head Commissioner. They will be

responsible for developing innovative training segments which benefit leaders in their year-round program.

Must have significant Scouting experience and be familiar with adult leader training segments. Woodbadge, NYLT, or NAYLE staff experience recommended.

**SURVIVAL SCHOOL DIRECTOR\***-Responsible for the daily operations of the Summit Bechtel Survival Program within the Justice Scout Camp. Must have documented survival instruction and undergo extensive interview process. Outdoor knowledge of flora, fauna, Leave No Trace, wilderness medicine, land navigation, and various survival techniques a must. Supervisory experience helpful. Reports to the Scout Camp Program Director.

**SURVIVAL SCHOOL INSTRUCTOR**- Responsible for the daily operations of the Summit Bechtel Survival School. Will work under the supervision of the Survival School Director. Outdoor knowledge of flora, fauna, Leave No Trace, wilderness medicine, land navigation, and various survival techniques a must. Must be able to work in a team driven environment and be willing to spend nights in the wilderness.

## PAUL CHRISTEN NATIONAL HIGH ADVENTURE BASE

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*The Christen National High Adventure Base provides programs focused on adventure sports as a means to personal growth. Paul Christen NHB staff coordinate the efforts of all Summit departments in providing key elements of these programs.*

**HIGH ADVENTURE PROGRAM DIRECTOR\*** -- Serves as a key member of the management team overseeing the day to day program operations of the Summit's high adventure function. Coordinates with department managers to ensure staffing and delivery of program to high adventure participants. Plans, directs and ensures delivery of quality program. Previous experience with high adventure programs strongly recommended.

**SUMMIT EXPERIENCE PROGRAM GUIDE COORDINATOR** - The Summit Experience (SE) is a varied interest program track where participants will participate in every high adventure program area The Summit has to offer. The SE Program Guide Coordinator will give leadership to the Program Guides who are assigned to work with the SE program

participants. This position reports to the High Adventure Program Director and will work closely with them to help make sure program guides from all areas are prepared to deliver a quality experience.

**SUMMIT EXPERIENCE PROGRAM GUIDE**- The Summit Experience (SE) is a varied interest program track where participants will participate in every high adventure program area The Summit has to offer. The SE program guide is assigned to a group of Summit Experience program participants. They will orient them to the camp and help prepare them for the week ahead. They will work with the youth leaders and their adult advisors to deliver a meaningful experience. This position will involve lots of people and communication skills and will require significant hiking around camp. Guides will participate in many but not necessarily all adventure activities with the crew but are not expected to be instructors of those adventure activities.

**ADVENTURE PHOTOGRAPHY COORDINATOR**- This position provides leadership to the Adventure Photography program at the Summit. They will help train the staff to teach participants about action sports photography and nature photography. As well as coordinating group photos for staff and group photos for participant groups each week. Experience with photography required. Good communication and instructional skills desired. Previous supervisory experience beneficial.

**ADVENTURE PHOTOGRAPHY STAFF**- This staff will lead participants in the Adventure Photography program. The program is designed around teaching techniques for both action sports photography and nature photography. The Adventure Photography Staff will also take and process photos of staff and participant groups. Experience with photography desired. Good communication and instructional skills also beneficial.

**HIGH ADVENTURE TENT CITY MANAGER\***- The HA Tent City Manager will live in Base Camp Bravo where High Adventure participants stay while at the camp. They will help HA participants check in and out of their accommodations. They will keep track of who is assigned where and work, will help organize evening activities for participants, work with the facilities staff take care of any facility related issues. Candidates should have experience working at camp, be well organized, customer service focused, detail oriented, good

communicators and a welcoming host. Those with experience working as a Resident Assistant in a dorm situation would be a great candidate for this position. Experience working at camp and supervisory experience are both very helpful.

**HIGH ADVENTURE TENT CITY STAFF-** The HA Tent City Staff will work with the HA Tent City manager to run the High Adventure Tent City in Base Camp Bravo. Tasks will include checking residents in and out of their accommodations, monitoring and maintaining facilities, coordinating participant cleaning of shower houses, organizing field sports type activities with participants, helping participants with any issues that might arise and being welcoming hosts to the participants or staff in their area. Candidates should be customer service focused, detail oriented and have good communication skills.

**HIGH ADVENTURE PROGRAM SCHEDULER-** This position is responsible for managing the High Adventure Schedule Database. They will input information into the data base and produce various reports for the participants and staff involved in delivering the high adventure program. Applicants should have experience with database management. The Summit currently utilizes the Access Database Program. The scheduler will also work directly with participants and staff on scheduling issues so communication and people skills are also an important element of this job. Because of the nature of this position and its role in preparing for the start of summer applicants need to be available to begin employment by mid-May.

## AQUATICS DEPARTMENT

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*The Aquatics Staff will be working with programs and activities that involve aquatic activities on our lakes and on the New River. Onsite activities in Lake Bravo and Goodrich Lake include lake kayaking, stand up paddle board and our water obstacle course. Local outfitters lead the groups in kayaking and rafting on the New River. Our Summit Aquatics staff will assist with organizing these groups to hit the river and some staff will camp with those participants whose program has them camping along the New River.*

**AQUATICS DIRECTOR\*** – Serves as a key member of the management team overseeing all activities related to lake and river programs. Experienced kayaker with understanding safety practices and kayaking instruction desired. Supervisory experience strongly preferred. Must have or be able to complete BSA Aquatics Director training.

**AQUATICS DIRECTOR – SCOUT CAMP\*** - The Scout Camp Aquatics Director will directly oversee all aquatics activities for the Senior Scout Camp, Appalachian Adventure and Council Adventure programs and work together with the High Adventure Aquatics Staff to provide evening open Summit Center Program on Goodrich Lake. They will report directly to the National Scout Camp Program Director, while receiving technical area specific training and supervision from the Aquatics Program Manager. They will be responsible for developing advancement program, training/supervising staff and being responsible for the well-being of all participants taking part in aquatic activities including but not limited to Paddleboarding, kayaking, swimming, water reality, and fishing.

Both in and outside of their specific area they are to demonstrate proper uniform and attend all major Scout Camp events. They will give leadership to staff and participants at campfires, flag ceremonies, evening program and staff activities.

Must have a BSA National Camping School Aquatics Director certification and be 21 years or older with significant aquatics and management experience. Fishing, whitewater and previous Scouting experience recommended.

**ASSISTANT AQUATICS DIRECTOR\*** – Under the direction of the Aquatics Director, serves as a key member of the management team overseeing all activities related to lake and river programs. Experienced kayaker with understanding safety practices and kayaking instruction desired. Supervisory experience strongly preferred. Must have or be able to complete BSA Aquatics Director training.

**LOGISTICS PLANNING SPECIALIST\*** – Serves as a key member of the management team working closely with the Aquatics Director. Main Responsibilities will include inventory, resupply, support, and scheduling transportation off all offsite aquatics activities. Knowledge of offsite locations, local water levels, and transportation/ evacuation routes desired. Lifeguard Certification a plus. Supervisory experience strongly preferred. Must have (or obtain) a current certification in Red Cross Standard First Aid and CPR for the Professional Rescuer (or equivalent).

**KAYAKING TEAM LEADER\*** – Under the direction of the Aquatics Director, team leaders manage the day to day program and instructional activities of six to ten guides. Kayaking experience strongly desired. Supervisory experience helpful.

**KAYAKING GUIDE** -- Provides instruction in basic to intermediate kayaking skills. Ensures the safety of program participants. Some staff with appropriate skills (established during training) will get the chance to serve as campsite hosts for groups on offsite overnight river trips. Kayaking experience highly desirable. Strong communication and instructional skills helpful.

**LIFEGUARD TEAM LEADER\*** -- Serves as a key member of the management team overseeing swimming and lake activities on the Summit's lakes to ensure a safe experience for participants. Strong swimmer. Must have or complete BSA or Red Cross lifeguard certification (preferably with the Waterfront endorsement). Prior lifeguarding management a plus.

**LIFEGUARD** -- Monitor swimming and lake activities on the Summit's lakes to ensure a safe experience for participants. Strong swimmer. Must have or complete BSA or Red Cross lifeguard certification (preferably with the Waterfront endorsement).

## WHEELED SPORTS DEPARTMENT

*The Wheeled Sports Department involves all of our activities utilizing wheels. This includes mountain biking, BMX biking and skateboarding. The Summit has over 35 miles of mountain bike trails and its BMX and Skatepark facilities are among the largest in the country.*

**Wheels Program Media Coordinator\*** – Provides photography and videography materials specific for mountain biking, BMX and skateboarding programs. The Wheels Program Media Coordinator will take photos and videos for use in marketing along with creating video edits for promotional and training purposes. Experience with action sports photography and video demonstrated through a portfolio of work, preferably including the sports of skateboarding, mountain biking or BMX

## BMX POSITIONS

**BMX Area Director\*** – Supervises all activities at The Trax and the Summit Center BMX Venue, including operations, staffing, equipment maintenance and safety. BMX racing experience desired. Supervisory experience helpful.

**BMX ASSISTANT Area Director** – Assists the BMX Area Director in supervising all activities at The Trax and the Summit Center BMX Venue, including operations, staffing, equipment maintenance and safety. BMX racing experience desired. Supervisory experience helpful.

**BMX INSTRUCTOR** -- Teach participants how to ride a BMX bike and help to navigate the various BMX tracks at the Summit. Staff will also help to maintain the course, gear and bikes.

**BIKE MECHANIC** – Repairs and maintains the Summit BMX and mountain bike inventory. Previous experience repairing bikes required.

## MOUNTAIN BIKING POSITIONS

**MOUNTAIN BIKE Area Director\*** – Supervises the Mountain bike program at the Summit at Low Gear, High Gear and the Harvey Mountain Bike Trails. Leads the area team members in operations, safety and instruction. The Area Director works with the assistant Area Director to lead and train the staff as well as maintain bikes and trails. Extensive mountain biking experience required. Supervisory experience helpful.

**MOUNTIAN BIKE ASSISTANT Area Director** – Assists the MTB Area Director in the 3 MTB venues at the Summit, Low Gear, High Gear and The Harvey Mountain Bike Trails. Assists in leading the area team members in operations, safety and instruction. Extensive mountain biking experience required. Supervisory experience helpful.

**MOUNTAIN BIKING GUIDE** – Provides instruction to participants to help them improve their mountain biking skills. Extensive mountain biking experience helpful. Staff will help maintain trails, bikes and equipment.

**TRAIL CREW Lead** – Manages trail crew members and projects to monitor trails during operational periods, identify and fix trail hazards, shape trail features, maintain sustainable trails

and instruct participants in sustainable trail building techniques. Sustainable trail building experience required. Extensive mountain biking experience required.

**TRAIL CREW** – Monitors trails during operational periods. Identifies and fixes trail hazards, shapes trail features, maintains sustainable trails and instructs participants in sustainable trail building techniques. Sustainable trail building experience helpful. Extensive mountain biking experience helpful.

**BIKE MECHANIC** – Repairs and maintains the Summit BMX and mountain bike inventory. Previous experience repairing bikes required.

## SKATEBOARDING POSITIONS

**SKATEPARK Area Director\*** – Supervises the operations, maintenance, staff and equipment of the Summit's extensive skate parks. Skateboarding experience required. Experience teaching skateboarding skills strongly desired. Supervisory experience helpful.

**SKATEPARK ASSISTANT Area Director** – Assists the Skatepark Area Director in supervising the operations, maintenance, staff and equipment of the Summit's extensive skateparks. Skateboarding experience required. Experience teaching skateboarding skills strongly desired. Supervisory experience helpful.

**SKATEBOARDING INSTRUCTOR** – Provides skateboard instruction to participants of varying ability levels to help them improve their skills.

## SHOOTING SPORTS DEPARTMENT

*The Summit's shooting sports facilities are some of the most extensive in the country. You will find rifle ranges for .22, .223 and .308. For shot gun we have ranges for trap, sporting clays and five stand. In the Pistol area we have a standard pistol range as well as a steel plate range. In archery we have an extensive traditional range with various distances, a 3d archery trial and a sporting arrow range. Sporting Arrows is a newer activity, think trap shooting for bows and arrows.*

**BARRELS/BOWS DIRECTOR\*** – Supervises the operations, maintenance, staff and equipment for the Summit's extensive

shooting and archery venues. Extensive experience in range operations and shooting instruction very desirable. Must complete BSA National Camping School Shooting Sports certification. Experience with shooting and/or archery programs very helpful. Current NRA Training Counselor certification desired.

**MARKSMAN DIRECTOR\***- Responsible for oversight of the Marksman Program at the Summit. Must have or be able to get BSA National Camp School Shooting Sports Director accreditation. Must be NRA Certified in Rifle, Pistol, Shotgun, Muzzleloader, and RSO.

**SUMMIT EXPERIENCE/ELECTIVE DIRECTOR\***- Responsible for oversight the all Summit Experience/Electives in the Shooting Sports Department at the Summit. Must have or be able to get BSA National Camp School Shooting Sports Director accreditation. Must be NRA Certified in Rifle, Pistol, Shotgun, Muzzleloader, and RSO. Must be 21 years of age.

**SUMMIT CENTER DIRECTOR/SCOUT CAMP/TRAINING\***- Responsible for oversight the all Summit Center/Scout Camp Activities in the Shooting Sports Department at the Summit. Additionally responsible for NRA training/Summit Training Center for Shooting Sports Participants. Must have or be able to get BSA National Camp School Shooting Sports Director accreditation. Must be NRA Training Councilor Certified.

**LOGISTICS/SCHEDULING/QUARTERMASTER/CRSO\*** - Responsible for logistics/scheduling oversight for the entire Shooting Sports Department at the Summit. Additionally responsible administrative duties as deemed necessary by the Barrels/Bows Director. Must have or be able to get BSA National Camp School Shooting Sports Director accreditation. Must be NRA Certified in Rifle, Pistol, Shotgun, Muzzleloader, and RSO.

**MARKSMAN ARCHERY LEAD\***- Responsible for all Archery based activities during Marksman Programming. Must be able to be a member of a cross functional multi-disciplined team providing excellent instruction and programming to Marksman Participants. Must have or be certified as a NRA Rifle, Pistol, Shotgun, Muzzleloader, and RSO.

**MARKSMAN PISTOL LEAD\***- Responsible for all Pistol based activities during Marksman Programming. Must be able to

be a member of a cross functional multi-disciplined team providing excellent instruction and programing to Marksman Participants. Must have or be certified as a NRA Rifle, Pistol, Shotgun, Muzzleloader, and RSO.

**MARKSMAN RIFLE LEAD\***- Responsible for all Rifle based activates during Marksman Programing. Must be able to be a member of a cross functional multi-disciplined team providing excellent instruction and programing to Marksman Participants. Must have or be certified as a NRA Rifle, Pistol, Shotgun, Muzzleloader, and RSO.

**MARKSMAN SHOTGUN LEAD\*** - Responsible for all Shotgun based activates during Marksman Programing. Must be able to be a member of a cross functional multi-disciplined team providing excellent instruction and programing to Marksman Participants. Must have or be certified as a NRA Rifle, Pistol, Shotgun, Muzzleloader, and RSO.

**MARKSMAN FLEX INSTRUCTOR\***- Integral part of all programing within the Marksman program. Must be able to be a member of a cross functional multi-disciplined team providing excellent instruction and programing to Marksman Participants. Must have or be certified as a NRA Rifle, Pistol, Shotgun, Muzzleloader, and RSO.

**ARCHERY INSTRUCTOR**- Provides instruction on the archery ranges to program participants. Assists the Archery manager in safe range operations. Must have or be able to obtain through our staff training NAAA instructor certification.

**RIFLE INSTRUCTOR\***- Instruct participants in .22, .223 and .308 rifle activities. Must have or be able to complete NRA Rifle instructor training.

**SHOTGUN INSTRUCTOR\***- Teach participants to safely participate in the shot gun activities at the Summit which include trap shooting, sporting clays and 5 stand sporting clays. Must have NRA Shot Gun instructor certification.

**RANGE SAFETY OFFICER\***- Responsible for the safe operation of a firing range. Must have or be able to complete NRA Range Safety officer certification.

**RANGE SUPPORT STAFF**- Support all shooting sports range efforts. Equipment movement, clay refilling, ammunition supply, firearm maintenance/logs, safety briefings, and

other duties as determined necessary by your manager. Can be 18 years of age.

## AERIAL SPORTS DEPARTMENT

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*The Aerial Sports Department works with all the activities that have our participants climbing to new heights and zipping through the air. These activities include 2 climbing facilities, one of the largest canopy tour facilities in the US, multiple challenge courses and a 3100 foot zip line.*

## CLIMBING POSITIONS

**CLIMBING DIRECTOR\*** -- Supervises the James C Justice National Scout Camps climbing programs including operations, staffing, maintenance and equipment. Must have or obtain during staff training at least BSA Level II climbing Instructor certification. Experience teaching climbing to youth and leading climbing activities very helpful. Supervisory experience helpful.

**CLIMBING DIRECTOR-HIGH ADVENTURE\***-- Supervises the Paul R Christen National High Adventure Bases climbing programs including operations, staffing, maintenance and equipment. Must have or obtain during staff training at least BSA Level II climbing Instructor certification. Experience teaching climbing to youth and leading climbing activities very helpful. Supervisory experience helpful.

**LEAD ROUTE SETTER (CLIMBING INSTRUCTOR)** – Responsible for setting new climbing routs and boulder problems along with maintaining our climbing facilities. Works with other climbing instructors to set routes and fill in as a climbing instructor when needed. Also includes facilitating our weekly climbing competitions. Route setting and/or competitive climbing experience required.

**CLIMBING INSTRUCTOR TRAINER** - Provides instruction in climbing and rappelling techniques to participants along with facilitating the Scout Camp Merit badge and Climbing-Instructor-In-Training Course. Provide first line supervision of climbing activities during operations. Must have or be able to complete BSA Climbing Instructor level II certification during staff training at The Summit.

**CLIMBING INSTRUCTOR** -- Provides instruction in climbing and rappelling techniques to participants. Provide first line

supervision of climbing activities during operations. Must have or be able to complete BSA Climbing Instructor certification during staff training at The Summit.

## CANOPY TOUR POSITIONS

**CANOPY TOUR DIRECTOR\*** -- Provides leadership, management and oversight to the canopy tour areas at the Summit. Extensive experience required. Current BSA C.O.P.E Director or ACCT Level II practitioner experience desired. Supervisory experience helpful.

**CANOPY TOUR ASSISTANT DIRECTOR\*** -- Provides leadership, management and oversight to the canopy tour areas at the Summit. Extensive experience required. Current BSA C.O.P.E Director or ACCT Level II practitioner experience desired. Supervisory experience helpful.

**CANOPY TOUR GUIDE-** Take participants on an exciting adventure through the trees on one of the largest canopy tour facilities in the world. This position requires technical skills related to the operation and facilitation of a canopy tour. Training on these skills is provided by the Summit but prior canopy tour/challenge course/high ropes course skills experience is helpful.

## COPE (CHALLENGE COURSE) POSITIONS

**C.O.P.E. DIRECTOR – SCOUT CAMP\*-** Provides leadership, management and oversight to the challenge course areas at the James C Justice National Scout Camp programs at the Summit. Works together with the High Adventure COPE Staff to provide evening open Summit Center Programs. Scouting Experience required. Current BSA C.O.P.E Director or ACCT Level II practitioner experience desired. Supervisory experience helpful

**C.O.P.E. FACILITATOR (CHALLENGE COURSE)** - Facilitate our participants through the physically and mentally challenging experience on our challenge courses. Requires technical skills related to the operation and facilitation of a challenge course. Training on these skills is provided by the Summit but prior challenge course/high ropes course skills experience is helpful.

**CHALLENGE COURSE DIRECTOR\*** - Provides leadership, management and oversight to the challenge course areas at

the Paul R Christen High Adventure Base programs at the Summit. Works together with the High Adventure and Scout Camp COPE Staff to provide evening open Summit Center Programs. Scouting Experience required. Current BSA C.O.P.E Director or ACCT Level II practitioner experience desired. Supervisory experience helpful

## ZIP RIDE POSITIONS

**ZIP RIDE DIRECTOR\*** - Provides leadership, management and oversight to the zip-line operations at the Summit. **Experience required.** Current BSA C.O.P.E Director or ACCT Level II practitioner experience desired. Supervisory experience helpful.

**ZIP RIDE ASSISTANT DIRECTOR\*** - Provides leadership, management and oversight to the zip-line operations at the Summit. **Experience required.** Current BSA C.O.P.E Director or ACCT Level II practitioner experience desired. Supervisory experience helpful.

**ZIP RIDE OPERATOR-** Operates Summit zip lines in accordance with established procedures and state laws. Requires technical skills related to the operation and facilitation of a zip line. Training on these skills is provided by the Summit but prior zip line/challenge course/high ropes course skills is helpful.

## HELMETS AND HARNESES PROGRAM GUIDE AND TEAM LEAD-

Acts as a guide and host to participants during their week at the Summit. Guides will help lead their group through the different elements of the Helmets and Harnesses program. Helmets and Harnesses Program Guides will be trained to assist in the instruction of climbing and rappelling, and the facilitation of challenge courses and canopy tours. All H&H Program Guides must be able to complete The Summit's climbing, challenge course, and canopy tour training. This position requires experience as a staff member of a climbing gym/wall/guide service, challenge course/high COPE course, zipline/canopy tour or extensive recreational climbing experience. Applicants must have good customer service and communication skills and possess an enthusiasm for climbing and other aerial adventures that will help encourage and inspire all participants in our programs. The H&H Program Guide reports directly to the Aerial Sports Program Manager

along with the area managers of the area in which they are working.

## SERVICE, SUSTAINABILITY, ECOLOGY & CONSERVATION

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### SERVICE & CONSERVATION

*Each participant attending The Christen High Adventure Base at the Summit will take part in a half day service and/or conservation project. The Service and Conservation Department will prepare, organize and lead these projects. Types of projects may include but are not limited to trail building/maintenance, basic construction, landscaping, painting, etc. Projects may be located on the Summit site or in a nearby community. The Service and Conservation Department will also provide the leadership and staff for the Summit Trail Corps and The Extended Summit Trail Corps.*

**DIRECTOR OF SERVICE AND CONSERVATION\***- This position will provide leadership to the Service and Conservation Department. The Director will work with the Summit Facilities Director to organize and prepare projects for the Summit participants. Experience with trail building, surveying and GIS is very beneficial. Those with an interest in project management, forestry, environmental science or construction would be ideal for this position. Supervisory experience helpful.

**ASSISTANT DIRECTOR OF SERVICE AND CONSERVATION (Trail Corps Programs)\***- This position will focus on the program participants registered for the Summit Trail Corps and Extended Summit Trail Corps Programs. They will coordinate and manage the projects these programs are responsible for. They will also ensure that a safe, educational and fun experience is provided. They will help to train the Service and Conservation staff to provide that experience. Candidates should be well organized, have good instructional and communication skills and have experience working in the outdoors. People with an interest in forestry or environmental sciences would be ideal for this position. Supervisory experience helpful.

**ASSISTANT DIRECTOR OF SERVICE AND CONSERVATION (PROJECT COORDINATOR)\***- This position will work to organize and manage projects performed by the participants needing to meet the half day service project requirement. They will work with the Service and Conservation staff to

make sure the proper tools and other site preparation are ready to complete the projects. They will work with the Director and the Summit Facilities staff to make sure that any supplies needed are ordered and that the goals of each project are understood and communicated to the Service and Conservation staff. For projects occurring offsite they will coordinate with the organizations hosting those projects to make sure the project goals are understood. Candidates should be well organized, detail oriented and have good communication and instructional skills. Experience with building trail, surveying, GIS and basic construction are very beneficial. Those with an interest in project management, construction or forestry would be ideal for this position. Supervisory experience helpful.

**SERVICE AND CONSERVATION STAFF**- This staff will be in the field. Over the course of the Summer staff will work with the Trail Corps programs as well as the participants performing the half-day projects. Candidates should enjoy physically demanding work in the outdoors and should enjoy working with others. Experience with building trail, basic construction or environmental science is very beneficial. Candidates should have good communication and instructional skills. This staff will also work with the facilities staff on other work and projects around camp that would not necessarily involve participants.

### SUSTAINABILITY & ECOLOGY

*The Summit Bechtel Reserve was designed to promote sustainable practices and education. The Sustainability Treehouse provides an exhibit-based introduction to sustainable practices and alongside the wetlands and forests surrounding Goodrich Lake serves as an excellent classroom for ecology education.*

**SUSTAINABILITY AND ECOLOGY DIRECTOR\*** -- Develops, evaluates and supervises the delivery of educational and interpretative programs related to sustainability and ecology for both the Justice Scout Camp and Christen High Adventure Base. Trains and supervises interpreters and reports to the Scout Camp Program Director. Coordinates programming for the Sustainability Treehouse and wetlands areas. Must have a background in environmental science, science education, sustainability or similar discipline as evidenced by at least two years of college experience in these fields or comparable work experience that would provide these knowledge and skills.



**SUSTAINABILITY AND ECOLOGY INTERPRETER** – Conducts interpretive programs for Scouts and visitors that highlight the Sustainability Treehouse and Goodrich Lake wetlands areas. Serves as a resource for information about local plants, trees and wildlife. Serves as a merit badge counselor for the Sustainability Merit Badge. Good communication and speaking skills required. A background in environmental science, sustainability, science education or similar field is very helpful.

## ORDER OF THE ARROW SUMMIT EXPERIENCE

**ORDER OF THE ARROW SUMMIT EXPERIENCE DIRECTOR-** This position provides leadership to the Order of the Arrow's High Adventure and Service program here at the Summit. Applicants apply through the same system as all other Summit Seasonal Staff. Their applications will be reviewed and selected in consultation with Summit management by the National Order Of the Arrow Leadership. Applicants should be members of the Order of the Arrow. Trail building and Supervisory Experience very beneficial.

**ORDER OF THE ARROW SUMMIT EXPERIENCE ASSISTANT DIRECTOR-** This position works with the Order of the Arrow Summit Experience Director to provide leadership to the Order of the Arrow's High Adventure and Service program here at the Summit. Applicants apply through the same system as all other Summit Seasonal Staff. Their applications will be reviewed and selected in consultation with Summit management by the National Order of the Arrow Leadership. Applicants should be members of the Order of the Arrow. Trail building and Supervisory Experience very beneficial.

**ORDER OF THE ARROW SUMMIT EXPERIENCE FOREMAN-** Order of the Arrow Summit Experience (OASE) foreman will lead groups of OASE participants through a trail building experience at the Summit mixed with a variety of the adventure sports activities provided by the Summit. Applicants apply through the same system as all other Summit Seasonal Staff. Their applications will be reviewed and selected in consultation with Summit management by the National Order of the Arrow Leadership. Applicants should be members of the Order of the Arrow. Trail building experience and experience working with youth very beneficial.

## STAFF TENT CITY

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**STAFF TENT CITY AND ACTIVITIES MANAGER\*-** This position will provide leadership, organization and oversight to the staff living area in Base Camp Echo. They will also help to coordinate recreational activities and opportunities for staff. They will work closely with the registration and guest services staff to check staff in and out of their living accommodations in an organized fashion. They will keep track of where staff members are assigned to live. They will work with the various staff groups to coordinate weekly cleans of shower houses and other communal staff areas. Applicants should have good communication and organizational skills, should be customer service focused. Applicants with previous camp and/or supervisory experience is very beneficial. Applicants with Resident Assistant experience would be ideal for this position.

**STAFF TENT CITY STAFF-** This position will work closely with the Staff Tent City and Activities Manager to provide leadership, organization and oversight to the staff living area. They will also help provide recreational activities and opportunities. Applicants should be organized and have good people and communication skills. Applicants should be customer service focused and work to provide a welcoming atmosphere in the staff living area.

## REGISTRATION AND GUEST SERVICES

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*This staff group will have the job of checking in and checking out participant groups. Saturday and Sunday will be especially busy days with the previous week's groups leaving and the next week's groups arriving. This staff will guide them through the arrival and departure processes and make sure they are squared away with all payments and paperwork. Throughout the week this staff will operate the Guest Services office located inside the Summit Visitor Center, helping participants with their schedules, questions, lost & found, and any other issues that might arise.*

**REGISTRATION AND GUEST SERVICES MANAGER\*-** This staff member will provide leadership and organization to the department. They will work closely with the Summit Registrar to train the staff on proper procedures and information. Candidates for this position should be customer service focused detail oriented, well organized with excellent people, computer, reading and communication skills. Supervisory experience helpful.

**REGISTRATION AND GUEST SERVICES STAFF**- Staff in this area will be responsible for checking in and out Summit participants and staff and operating the guest services locations throughout the Summit. Candidates should be customer service focused, detail oriented with excellent people, communication and reading skills. Good computer skills are also very beneficial.

## SUMMIT OPERATIONS CENTER

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*The Summit Operations Center, or SOC for short, is the central hub of communication and information during summer operations at The Summit. The SOC is manned 24 hours a day by at least 2 SOC staff members.*

**SUMMIT OPERATIONS CENTER MANAGER\***- The Summit Operations Center aka the SOC is the hub of information and communications for summer operations at the Summit. Communications utilized in the SOC include landline telephone, radio and computer candidates should be comfortable with these methods. The SOC manager will interact with all other departments and will interact with Summit Participants. Candidates should have good communication skills and interpersonal skills and be able to handle stressful situations. The SOC is manned 24 hours a day during the summer operational period and this position will require both day and night shifts. Supervisory experience helpful.

**ASSISTANT SOC MANAGER\***- The assistant SOC managers will help the SOC manager maintain consistent management and leadership in the SOC. They will have many of the same responsibilities and need similar capabilities. Supervisory experience helpful.

**SOC STAFF\***- SOC Staff will man and operate the SOC on a 24 hour basis. Monitoring communications, helping to coordinate response to many different situations that could arise during summer operations. Candidates should be detail oriented, organized and able to handle stressful situations. Candidates should have good communication and computer skills. The SOC is manned 24 hours a day staff will have both day and night shifts.

**TRANSPORTATION MANAGER\***- This position organizes and schedules transportation for staff and participants when needed. In addition they will monitor and help to maintain the

vehicles used. Candidates should have extensive driving experience be safety focused, detail oriented and organized. The Transportation manager can also serve as an Assistant SOC Manager. Candidates must have a valid driver's license and will be required to submit a driving record. Supervisory experience helpful.

**TRANSPORTATION STAFF\***- This staff will drive staff, participants and sometimes supplies when needed. They will help to monitor and maintain the vehicles used. Transportation on the Summit site and off the Summit site will be required. Candidates should have extensive driving experience on gravel roads as well as in towns and cities. Candidates should be safety focused. Must have current driver's license and will be asked to submit their driving record.

## SUMMIT HEALTH LODGE

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*The Summit Health Lodge provides for low acuity medical care for the staff and participants at The Summit. A physician, along with nurses and EMT's, staff the facility twenty-four hours per day.*

**HEALTH LODGE ADMINISTRATIVE ASSISTANT**-Supports physician staff by representing physicians; screening documents and telephone calls; scheduling patient follow-ups and arranging referrals; transcribing dictation; preparing medical reports, patient histories, operative notes, manuscripts, and correspondence; maintaining office files and patient records.

Additionally responsible for maintaining disposable and non-disposable supplies and non-narcotic medicine inventory. Candidate must have a good knowledge of Microsoft Office, good communication and organization skills.

## SUMMIT DINING HALL

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*The Summit Dining Hall staff will help to operate the Summit's foodservices which provides meals to High Adventure, Scout Camp and Training Center participants as well as Summit staff members. The staff will work with the Summit's contracted foodservice staff who prepares the food. The Summit staff will help with daily operations including serving, crowd organization, cleaning the dining hall and creating a fun and relaxing place for participants and staff.*

**DINING HALL MANAGER-** The dining hall manager will provide leadership, training and organization to the Summit's dining hall staff. Previous foodservice experience desired. Candidates must be customer service oriented, well organized and detail oriented. Candidates should have good communication skills. Must be able to complete WV Food Safe training. Previous supervisory experience very beneficial.

**DINING HALL FOREMAN-** This position will assist the dining hall manager with the day to day operations of the dining hall staff. When the manager is not present they will serve as the manager for that shift and fulfill the manager's responsibilities. Candidates must be customer service oriented, well organized and detail oriented. Candidates should have good communication skills. Must be able to complete WV Food Safe training. Previous supervisory experience very beneficial.

**DINING HALL STAFF-** This staff will ensure the daily operations and responsibilities of the dining hall are operated as instructed by the Dining Hall Manager and foreman. Candidates should be customer service oriented, hard workers with an enthusiastic and positive attitude. Must be able to complete WV Food Safe training.

## THE JOHN D. TICKLE NATIONAL TRAINING & LEADERSHIP CENTER

*The John D. Tickle National Training & Leadership Center will operate from June 19th through July 30th 2016. The Training Center will provide 6 weeks of training courses related to Scouting and outdoor adventure Skills. The Training Center will utilize volunteer instructors*

*to teach the courses and the following seasonal staff positions will assist with the operation of the training center.*

**TRAINING CENTER ASSISTANT DIRECTOR\*-** This staff member will be responsible for ensuring that all logistical training supplies are ordered, secured and inventoried. They are also responsible for all Training Center Operations during the absence of the Training Center Director. They will supervise the Training Center Maintenance Staff. Candidates for this position should be customer service focused, detail oriented, well organized with excellent people, computer, reading and communication skills. The length of employment will be from May 17 – July 31, 2016.

**TRAINING CENTER REGISTRATION AND GUEST SERVICES MANAGER\* -** This staff member will provide leadership and organization to the Training Center. They will work closely with the Summit Training Director and Summit Registrar. Candidates for this position should be customer service focused, detail oriented, well organized with excellent people, computer, reading and communication skills. The length of employment will be May 17 – July 31, 2016.

**TRAINING CENTER FACILITIES MAINTENANCE -** This position will work to make sure maintenance and facilities needs are ready for participants and staff. They will work with the Training Center Logistics Manager and the Summit Facilities staff to make sure that any repair or janitorial supplies needed are properly secured. Candidates should be well versed in basic repair and janitorial services. Two staff members are needed for this position. The length of employment will be from May 31 – August 6, 2016.

## INTERESTED CANDIDATES CAN APPLY ONLINE AT [SUMMITBSA.ORG/JOBS](http://SUMMITBSA.ORG/JOBS)

SUMMIT BECHTEL FAMILY NATIONAL SCOUT RESERVE  
2550 JACK FURST DRIVE  
GLEN JEAN, WV 25846

[summit.seasonalstaff@scouting.org](mailto:summit.seasonalstaff@scouting.org)

PHONE: 304-465-2800

FAX: 304-465-2819