



CAMP FRONTIER 2026 STAFF GUIDEBOOK



NOTES

[illegible]

MISSION OF SCOUTING AMERICA

The mission of Scouting 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 Scout Law.

THE 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.

THE SCOUT LAW

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

LEAVE NO TRACE – OUTDOOR ETHICS

Plan Ahead and Prepare
Travel and Camp on Durable Surfaces
Dispose of Waste Properly
Leave What You Find
Minimize Campfire Impact
Respect Wildlife
Be Considerate of Other Visitors

CAMP FRONTIER GRACE

For gifts of food and freedom,
And the woods in which we roam.
For beautiful crimson sunsets,
And the camp that is our home.
For starry skies at night,
And the gentle wind in the trees.
We thank you great spirit,
For giving us all of these.

Dear Staff Member,

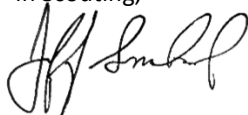
Congratulations on being selected as a member of the **2026 Camp Frontier staff team**. By joining our staff, you will become part of the proud traditions of **Camp Frontier**. In a recent survey, troops that previously attended camp identified the enthusiasm and dedication of our staff as one of the primary reasons they chose Camp Frontier as their summer camp destination. You are now part of that legacy, and with it comes the challenge—and the opportunity—to continue strengthening the outstanding reputation of our staff.

I look forward to working with you this summer as we come together to deliver an exceptional Scouting experience. Campers will look to us for leadership, guidance, and a week filled with outdoor adventures they will remember for a lifetime. Whether your role involves teaching outdoor skills, leading engaging programs, supporting camp operations as a summer ranger, or serving on the commissary team, your contribution is vital to the success of camp.

I hope you find your staff assignment both rewarding and enjoyable. While camp staff positions carry real responsibilities and require hard work, they also offer a unique sense of purpose. As the saying goes, *"Find a job you love, and you will never have to work a day in your life."* Camp work can be demanding, but the satisfaction that comes from enriching the outdoor experience of Scouts makes it truly worthwhile.

We are about to share an incredible summer at Camp Frontier. I hope you are looking forward to it with as much excitement and anticipation as I am. Together, we will create memories that will last a lifetime—for ourselves and for the Scouts who spend their summer with us. I am honored to have the opportunity to lead such an outstanding staff team this summer.

In Scouting,

A handwritten signature in black ink, appearing to read "Jeff Smarkel". The signature is fluid and cursive, with a large initial "J" and "S".

Jeff Smarkel

Camp Director

THE CAMP FRONTIER STAFF GUIDEBOOK

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EXPECTATIONS OF A CAMP FRONTIER STAFF MEMBER

24-HOUR RESPONSIBILITY

Each staff member, other than Counselors in Training, must recognize that Scout camping is a 24-hour-a-day responsibility. The camp's obligations—and those of its staff—do not cease at any time during this period.

REPORTING FOR DUTY

All staff members are required to report for duty each Sunday by **11:00 a.m.** Directors must arrive by **10:45 a.m.** Staff must be in full uniform and ready to work upon arrival.

WEEKLY COMMITMENT AND DISMISSAL

Staff members are expected to remain on duty for the entire week and will be dismissed on Saturday afternoon only by the Camp Director, following the completion of all assigned responsibilities. Before departure, staff must ensure their program area is clean, organized, and secure.

QUIET HOURS AND REST

Adequate rest is essential for all staff. Quiet hours in the staff area begin at **11:00 p.m.** Noise levels must be kept low enough to avoid disturbing fellow staff or campers. Staff are encouraged to be in bed by **11:30 p.m.**

LEAVING CAMP AND NIGHTS OFF

Staff members must obtain permission from both the Camp Director and Program Director before making arrangements to leave camp, except during scheduled nights off, to ensure proper coverage. Nights off are scheduled by the Program Director. Staff must sign out with the Camp Director prior to leaving and sign back in immediately upon return using the sign-out roster.

END-OF-SESSION RESPONSIBILITIES

The Camp Frontier summer camp session concludes only when the Camp Ranger determines that the camp has been properly closed. Individual staff members are released from their duties only after camp closure is complete.

CONDUCT AND ROLE MODELING

The conduct of every staff member—both in and out of camp—must meet the highest standards and must not negatively affect camp morale, campers, or Camp Frontier’s reputation within the community. The Scout Oath and Law will be followed at all times. Staff members are role models, and campers are always watching; therefore, professionalism and appropriate behavior are expected at all times.

PUNCTUALITY

Staff members are expected to be on time for all scheduled activities. Tardiness reflects poorly on individual responsibility and attitude and, by extension, affects the entire staff.

SOCIAL MEDIA USE

Staff should refrain from posting any statements or images on social media that could be perceived as negative or harmful to the image of Camp Frontier. Consider how a fellow staff member or a parent might view the post and whether it could affect their confidence in sending a child to camp.

HAVE FUN

Have fun this season. Enjoying your time at camp is often a sign that you are fulfilling your responsibilities and contributing positively to the Camp Frontier experience.

PREPARING FOR CAMP

PAPERWORK

Before beginning work, all paperwork must be completed and submitted.

Paid full-time staff must provide...

- Signed Contract
- I-9 Form
- W-4 Form
- 2 Forms of ID
- Direct Deposit Form
- Scouting America Health Form (Parts A, B, C)
- Camp Staff Code of Conduct
- Youth Driving/Transportation Form (if under 18)
- Scouting America Membership Application
- Proof of Complete Online Trainings (Safeguarding Youth, Peer on Peer Abuse, Sexual Harassment Prevention, and Hazardous Weather)

CIT staff must provide...

- Signed CIT Agreement
- Scouting America Health Form (Parts A, B, C)
- Camp Staff Code of Conduct
- Youth Driving/Transportation Form (if under 18)
- Scouting America Membership Application
- Proof of Complete Online Trainings (Safeguarding Youth, Peer on Peer Abuse, Sexual Harassment Prevention, and Hazardous Weather)

ALL PAPERWORK MUST BE RECEIVED BEFORE BEGINNING EMPLOYMENT. FAILURE TO TURN IN PAPERWORK WILL RESULT IN A DELAY IN PAY OR DISMISSAL.

SAFEGUARDING YOUTH TRAINING

Safeguarding Youth Training taken within the last year is required by all staff. This training is completed online and will be communicated to you before employment. Please submit your certificate after completing the course.

PEER-ON-PEER ABUSE TRAINING

All staff must complete online Peer-On-Peer Abuse Training before beginning work. This course must be taken annually for returning staff. Details of this course will be sent before employment begins. Please submit your certificate after completing the course.

SEXUAL HARASSMENT PREVENTION TRAINING

All staff must complete an online sexual harassment prevention training course before beginning work. This course must be taken annually for returning staff. Details of this course will be sent before employment begins. Please submit your certificate after completing the course.

SCOUTING AMERICA HAZARDOUS WEATHER TRAINING

Hazardous Weather training taken within the last 2 years is required by all staff. This training is completed online and will be communicated to you before employment. Please submit your certificate after completing the course.

ADDITIONAL CERTIFICATES AND TRAINING

A specific staff position at camp may require additional training or certificates before the start of the season. These requirements will be communicated to you prior to signing your contract. Please remember to submit your certificate after completing the course.

CAMP EMPLOYMENT POLICIES

EMPLOYMENT AT WILL

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

EQUAL OPPORTUNITY EMPLOYMENT

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

CODE OF CONDUCT

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

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

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

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

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

CODE OF CONDUCT CONT.

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

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

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

SAFEGUARDING YOUTH AND MEMBERSHIP STANDARDS

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

TEXTING AND SOCIAL MEDIA

Per Scouting's Barriers to Abuse, two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Youth staff members under the age of 18 and adult staff members age 18 and older cannot communicate with each other electronically unless another 21+ aged, registered adult is copied on the communication. This includes texting, social media, messenger apps, and any other digital communication platforms. This policy reinforces Scouting America's Safeguarding Youth policies and Barriers to Abuse.

Always be fair and courteous to fellow camp staff employees, volunteers, and members when posting to social media. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or council and Scouting America policy.

ALCOHOL AND ILLEGAL DRUG USE

Camp Frontier has a **ZERO TOLERANCE** policy for the possession, consumption, or being under the influence of alcohol or illegal drugs on camp property. This includes the purchase of alcohol or illegal drugs for other staff members, including minors. **VIOLATION OF THIS POLICY WILL RESULT IN IMMEDIATE TERMINATION AND POSSIBLE REFERRAL TO LOCAL LAW ENFORCEMENT.**

USE OF TOBACCO PRODUCTS AND VAPING

Smoking, vaping, and the use of smokeless tobacco products is **PROHIBITED** in all camp frontier public spaces, buildings, tents, and vehicles. The designated smoking area at camp is restricted to the back of the staff parking lot out of view from participants, campers, and other staff. **STAFF UNDER THE AGE OF 21 ARE PROHIBITED FROM THE USE OF ANY TOBACCO PRODUCTS AND VAPING OF ANY KIND. USE OF THESE PRODUCTS BY A MINOR WILL RESULT IN IMMEDIATE DISMISSAL FROM CAMP.** Staff under 21 are also not permitted in the designated smoking area unless they are retrieving something from their personal vehicle.

STAFF CONTRACTS

You are responsible for **READING** and **UNDERSTANDING** the contents of your contract before signing it. **YOUR SIGNATURE INDICATES YOUR APPROVAL OF ALL CONDITIONS.** PSR Leadership reserves the right to transfer an employee to another assignment at any time if it is felt they are better suited to that position or that a change would better serve the Camp Frontier participants.

STAFF SALARIES

Salaries are determined by experience, rank, work ethic, and responsibilities of the position.

PERSONAL APPEARANCE

Developing Character in youth is the primary objective of Scouting America and must be kept at the front of each staff member's mind. Anything that a staff member does that detracts from this purpose is inappropriate.

A fresh, clean, and approachable look ensures that every participant feels comfortable. Personal appearance is important since each staff member reflects not only themselves, but also on the Scouting America organization as well.

Camp Frontier's Standards for personal appearance include...

- Correct uniform that is clean and properly fitted and properly worn.
- Personal cleanliness and hygiene are required. Staff must shower frequently and encourage participants to do likewise.
- Facial hair, if worn, must be clean, trimmed, well-kept, and show evidence of grooming. Camp is not the place to begin growing a new beard or mustache.
- Hair will be kept clean, neatly trimmed, and show evidence of good grooming.
- Visible tattoos and/or body piercings that may be offensive to participants or interfere with job duties and performance are unacceptable.

Pride in your appearance, uniform, and personal grooming makes you and others aware that you are a part of the Camp Frontier Team. If your appearance is less than that of the Camp Frontier standards, this implies that your attitude and performance are less as well. Each staff member shares responsibility for how the entire staff is perceived. **EACH DIRECTOR IS RESPONSIBLE FOR ENFORCING APPEARANCE STANDARDS WITHIN THEIR ASSIGNED AREA.** Should you want assistance, please speak with a member of the Leadership Team.

RELATIONSHIPS IN THE WORKPLACE

Staff are encouraged to socialize and develop professional relationships with other staff and Scouters while at camp. Staff who are engaged in a personal relationship before they start employment are expected to retain a professional environment around other staff and campers. Hand holding, kissing, and other similar displays of affection are not appropriate at camp, including in staff living quarters and the staff rec center. Camp is not the place to start a new relationship. Displays of affection towards other staff members or campers is ground for termination of employment.

PERSONAL VISITORS AT CAMP

Family members and friends are welcome to visit staff members during nights off. All visitors must sign in at the Camp Office before proceeding into camp. Visitors should not interfere with the staff member's job responsibilities or interrupt the program. Visitors are not allowed to stay in camp overnight and must leave the camp property by 11 pm.

SIGN IN/SIGN OUT POLICY

All staff are required to sign in/out at the camp office when arriving or leaving camp property. This includes weekends and nights off.

STAFF DISCIPLINE

Trust is important to Scouting America and the Camp Frontier Leadership team. It is part of the Scout Law. The Camp Frontier Leadership Team takes these matters seriously because we care not only about your welfare, but the welfare of our participants. Therefore, any employee credibly suspected of violating the trust placed in them through the Scouting America Staff Code of Conduct policies can and will be disciplined accordingly. All violations will be noted in the staffer's individual personnel file and may jeopardize future employment at Camp Frontier. Discipline will be on a case-by-case basis, and discipline will vary based on the offense. Discipline will be between the staffer and management and shall not be the concern of others. Camp Frontier may terminate the employment of any individual with or without advance notice or reason.

OPEN DOOR POLICY

Erie Shores Council and Camp Frontier are committed to maintaining a good working relationship with their employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. These problems and complaints must be discussed so that a resolution can be reached. Most problems can be solved, but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

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

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

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

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

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

NON-HARASSMENT POLICY

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

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

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

NON-HARASSMENT POLICY CONT.

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

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

Similarly, sexual harassment involves:

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

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

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

NON-HARASSMENT POLICY CONT.

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

Any employee or staff member who feels that they have suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to the Camp Director so that an investigation of the complaint can be undertaken. Please review the Open-Door Policy in this manual.

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

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

DISCIPLINE PROCEDURES

- (1) Verbal Warning/Coaching
- (2) Written Warning
- (3) Dismissal

REGULAR OFFENSES

- Not attending meals, flag ceremonies, campfires, etc.
- Not wearing the correct uniform at designated times
- Sleeping in any program area during program time
- Sleeping in the staff rec center after 11 PM closing
- Being continually late to program activities
- Returning after midnight from a night off
- Not signing in or out when leaving camp property
- Disrespect to campers, unit leaders, or other staffers
- Riding in a pickup truck bed, trailers, or vehicle without back seats unless it is an official hayride

EXTREME OFFENSES

- Use of tobacco products or vape products anywhere other than the designated smoking area
- Use of tobacco products or vape products by minors (under 21)
- Possession, use, or being under the influence of alcohol or illegal drugs on camp property
- Theft of PSR or another person's property, including food
- Repeat offenses or gross misconduct
- Hazing staffers including sexual harassment
- Fighting
- Sexual relations or cohabitation by unmarried couples
- Use of fireworks or explosives
- Bringing personal weapons on camp property
- Unauthorized or personal use of PSR vehicles
- Carelessness or deliberate failure to observe safety measures
- Tampering with smoke detectors, fire alarms, or fire extinguishers
- Abusing camp equipment and/or facilities, including graffiti
- Inappropriate, unauthorized, or illegal use of the internet
- Use of profanity, especially around campers

STAFF NIGHTS OFF

Staffers have the privilege of taking one night off Monday through Thursday evenings each week of camp at the discretion of their Area Director and the approval of the Camp Director. Area Directors must submit their staff's nights off before week one to the Program Director. Specific staff with permission to leave Friday night will not receive an additional night off. Nights off begin at 5 pm and end at midnight. Nights off are taken during operational weeks of camp and do not apply to time spent during setup and training sessions.

Drivers transporting others must be 21 years of age or older. All staff under 18 must have written permission from a parent or guardian to leave camp with another staff member. A list of staff members who are permitted to drive them is required.

All staff must sign out at Loftus Lodge before departing and sign in immediately upon returning. Failure to do so may result in a loss of the next night off. If a staff member stays in camp on their night off, they must remain in uniform while in the presence of Scouts.

Senior Staff members over 18 with one or more years of employment may have the opportunity to leave camp between 9:00 PM and 10:30 PM Mon. through Thur. All staffers must have completed their program duties and have approval from the Camp Director. **REQUESTS MUST BE MADE BY 1:30 PM TO THE CAMP DIRECTOR.** Failure to return by 10:30 PM will result in forfeiture of the next night off. Permission to leave may be denied for excessive requests or if we drop below the minimum number of staff on site.

WEATHER EMERGENCIES

- **Alerts & Warnings**

A National Weather Bureau radio will be located at the Camp Office and Ecology Area. These radios will be monitored during the entire weather alert.

- **Extreme Heat & Humidity**

All program areas will be notified of heat illness/injury possibility. Physical activity will be limited as much as possible except at Aquatics. Operation at most program areas are not affected, with the exception of programs that require physical exertion.

- **Thunderstorms**

Aquatic Programs, High C.O.P.E., and Climbing Tower will be suspended.

- **Tornado or High Winds**

Camp staff will be notified of all tornado **WATCHES**. The Tornado Alarm will be sounded when a tornado **WARNING** goes into effect for the immediate area. Campers and staff will proceed to the tornado shelter areas. The Tornado alarm is sounded on the main camp siren, going up and staying at full volume and pitch for 5 min.

- **Hail**

Whenever possible, all campers and staff will proceed to enclosed structures/buildings and storm shelters in case of the threat of hail.

STAFF END OF SEASON CHECK OUT PROCEDURE

Staff are required to work until the end date specified in their contract. An end-of-season thank you celebration will be hosted on the Saturday of summer camp week 6 once program areas have been put away. Staff will be expected to turn in all issued keys, radios, and end-of-year reports the following morning upon dismissal. Staff staying on for the additional Cub camp week will be given check-out instructions as needed for the following Saturday.

GENERAL INFORMATION

FOOD

You are provided with 3 meals a day. You should discuss special diets for medical or religious reasons with the Camp Frontier Commissary Director 3-4 weeks before staff week. If staying the weekend, Dining Hall leftovers from the previous week may be eaten. A Scout is clean. Please clean up after yourself.

LAUNDRY

Washers and dryers are available at no cost to you. You will need to provide detergent and fabric softener. Staff-only machines can be found in the Butler and Clark shower houses. Remove your clothes promptly when the washer or dryer cycle is done. CIT's are only permitted to use laundry facilities during their time on staff. If a Scout or leader needs laundry facilities, please direct them to the camper laundry facilities at the Quartermaster Building.

THE TRADING POST

The Camp Frontier Trading Post carries a wide array of gear, uniform parts, and souvenirs. Note that uniform parts are already set at a special price for staff when ordering before camp. Refer to your welcome packet for details. The Trading Post operates on cash, check, credit cards, and gift cards for everyone in camp.

VESPERS

All Program Staff members are strongly encouraged to attend Sunday evening's non-denominational, all faiths, service. The Camp Frontier Chaplain will be happy to visit or consult with you upon request.

WEEKENDS

Staff are strongly encouraged to leave over the weekend; however, they may stay on property if needed. Any staff-related behavioral issues will result in the loss of this privilege.

TRAINING AND GUIDANCE

Expert training is provided for programs and positions throughout the summer. Your supervisor is interested in assisting you in growing and developing. You will have a mid-season and final performance review. At these reviews, your supervisor will talk about your performance, how you can be more effective, and how you can make the best use of your talents.

PERMANENT FILE

Camp Frontier regularly confirms employment history for potential employers. **YOUR PERSONNEL FILE IS THE PROPERTY OF ERIE SHORES COUNCIL AND IS CONFIDENTIAL.** Termination details may be shared with other Scouting America programs.

PROFESSIONAL SCOUTING AS A CAREER

You will have an opportunity to meet with the Erie Shores Council Executives and Board members during the summer. Staff are encouraged to reach out to these individuals if they have questions about careers in Scouting.

PAY AND PAY DAYS

Staff salaries are based on a tiered schedule that is linked to position responsibility and Camp Frontier experience. Pay periods are weekly. All staff are required to set up and use direct deposit. Employees are responsible for verifying that deposit amounts are correct. For issues with payroll, please speak with the Program Support Director.

PSR HEALTH LODGE

The PSR Health Lodge offers emergency health care from our Camp Health Officer. Camp Frontier does not provide physicals for employment. You are responsible for the purchase and securing of any maintenance drugs you may require.

ILLNESS OR INJURY

Staff members who incur an illness or injury preventing them from performing their regular job responsibilities and/or require a prolonged recovery period may be released to recuperate at home at the discretion of the camp director and medical staff. Upon complete recovery and full release by a physician, the staff member may return to work if the position has not been filled, or they may be reassigned to another staff position. Staff will not be paid for time missed due to illness or injury.

INSURANCE

All staff members should have a copy of their medical insurance card with their physical form on file in the health lodge. You and/or your parents must understand the coverage and limitations of your plan. Camp Frontier provides coverage for injuries received from accidents **WHILE ON THE JOB** through Workers' compensation.

TO QUALIFY FOR THIS BENEFIT, YOU MUST REPORT ALL INJURIES AND ILLNESSES IMMEDIATELY (WITHIN 24 HOURS) to the Health Lodge staff and to your supervisor so you can receive proper care and the benefits from this insurance. An incident report will be submitted for workers' compensation insurance claims.

PRESCRIPTION MEDICATIONS

Get into the habit of taking your prescription medication at the same time as you did at home. The staff schedule and culture can be a major change, but it is very important to remain on your medication schedule.

STAFF RECREATION CENTER

The staff rec center is located across from the Trading Post. The building is air-conditioned, has a television with a VCR/DVD player, a refrigerator, a microwave, games, and sofas. You are welcome to bring PG and PG-13 rated movies for viewing. Camp Frontier is not responsible for lost or stolen personal items left in the rec center. **R RATED MOVIES SHOULD NOT BE PLAYED IN THE REC CENTER AND ONLY PLAYED WITH STAFF THAT ARE 17 AND OLDER IN YOUR PRIVATE STAFF LIVING AREAS.** Sleeping in the rec center after hours is **NOT** allowed and is grounds for dismissal. All staff are responsible for keeping the rec center clean. Failure to keep the rec center clean may result in loss of use of this facility.

PHONE USAGE

Cell phone usage is not permitted during program time or in front of Scouts. Cell phones should be kept out of sight during program times and when Scouts are present.

INTERNET

Camp Frontier has computers available for use in the camp computer lab. If you are using a computer and a Scout needs it, please sign off. Scouts working on Merit Badge homework is our first priority. Bringing your own electronic device is acceptable. WIFI is available in various locations for your personal use when off duty or for Camp Frontier business. **USERS ARE EXPECTED TO BE COURTEOUS AND NOT ENGAGE IN ILLEGAL OR INAPPROPRIATE ACTIVITY.**

STAFF ACTIVITIES

Throughout the course of the summer, the leadership team will provide the staff with a variety of special events and activities for staff recreation and enjoyment. More information on these events will be announced during the summer.

CAMP SOCIAL MEDIA

PSR maintains official websites on Facebook and X. The PSR Leadership is only authorized to speak on behalf of PSR. However, we have a private staff Facebook group. **THE IMAGES, INFORMATION, AND OPINIONS EXPRESSED ON THIS SITE SHOULD FOLLOW THE GUIDELINES IN THE SCOUT OATH AND LAW.** The Program Support Director is responsible for inviting staff to this page; please see them for an invitation if you have not already been invited.

PERSONAL PROPERTY

The Erie Shores Council cannot assume responsibility for the loss, damage, or destruction of personal property at camp. It is highly recommended that you lock up personal items in a lock box or vehicle when not in use.

CAMP CLEANLINESS

All staff share the responsibility of keeping the camp clean. Pick up litter when you see it. Staff will be assigned in teams to share in cleaning common areas such as the staff rec center.

BICYCLES AT CAMP

The use of bicycles at camp is limited to job tasks for your position. All bicycles must be approved by the Camp Director before being brought to camp. The Camp Director may limit the number of bicycles in camp for safety purposes. Any staff member must wear an approved helmet when riding on camp property. Program bicycles are not to be used for personal use or tasks around camp.

YOUR PSR MAILING ADDRESS

(Your Name): Staff
Pioneer Scout Reservation
07371 County Road S
Pioneer, OH 43554

EMERGENCY TELEPHONE: 419-459-4962

Leave this number with your family for emergency calls. Explain to your family that you may not be reached immediately. We will do our best to get you to a phone within 30 minutes.

LIMITATIONS ON HIKING AND PHYSICAL ACTIVITY

If heat or humidity conditions at camp become severe, the Camp Director will notify staff of precautions or limit activity in some areas to prevent dehydration and heat exhaustion. Areas are expected to run as normal unless instructed otherwise by either the Camp Director or the Program Director. The Commissioners will inform all Troops of the above conditions.

PERSONAL VEHICLES

Staff vehicles must be parked in the staff lot next to the Dining Hall while camp is in session. Those staying in the cabins may park in front of their cabins. Neither staff nor camper vehicles are permitted past the parking lot at Frontier Headquarters without direct permission from the Camp Director. Please report any violation of this rule to the Camp Leadership Team. Staff may drive to staff site during weekend hours with the permission of the Camp Director. Camp Frontier is not responsible for theft or damage to personal vehicles.

STAFF HOUSING

Staff members will be assigned to housing locations upon arrival at camp. All staff members are responsible for providing their own linens, blankets, pillows, and towels. Please do not move Camp Frontier furnishings into or out of your living quarters without the approval of your housing site leadership. **YOU ARE EXPECTED TO LIVE IN YOUR ASSIGNED HOUSING. ALL STAFF MUST LIVE ON PROPERTY UNLESS SPECIAL PERMISSION IS GIVEN BY THE CAMP DIRECTOR.**

In addition to maintaining a clean appearance of your community and living quarters, you are also responsible for eliminating safety hazards, such as open flames, overloaded electrical outlets, and food or trash that will attract wild animals and rodents. **NO FLAMES ARE ALLOWED INSIDE STAFF HOUSING.**

PSR Leadership will make occasional checks of living quarters and communities. These checks are necessary to maintain health, fire, and safety standards for your protection and to identify maintenance needs. Whenever possible, you will be given the opportunity to be present when visits are made.

Appliances allowed in your living quarters include up to 3 home usage fans, Christmas lights for your bunk, electronic chargers, and alarm clocks. Electrical wiring is designed for limited needs. Fans must be turned off when the living quarters are vacant.

You will be held financially responsible for damaged or missing items from your living quarters. Graffiti or names written on any Camp Frontier structure or equipment is not acceptable.

STAFF HOUSING CONT.

IF STAFF MEMBERS DO NOT CLEAN THEIR LIVING QUARTERS BEFORE DEPARTURE AT THE END OF CAMP, IT MAY AFFECT FUTURE EMPLOYMENT OPPORTUNITIES AT CAMP FRONTIER. While we do not require a security deposit, your last paycheck will serve as one until Leadership checks your living space.

Although this is your personal area, it is also in view of the Scouts and leaders. It is to be kept clean and orderly. Staff need to be aware that they are always “on stage,” in other words, their actions are closely scrutinized by Scouts, Leaders, guests, and visitors, whether on or off duty, whether in camp or out of camp. Loud/rowdy behavior after 11 PM will not be tolerated.

APART FROM MARRIED HOUSING, AT NO TIME SHOULD MEMBERS OF THE OPPOSITE SEX BE PERMITTED IN THE SAME SLEEPING AREA/STAFF HUT. Non-staff members are not allowed in the living communities except for the staff’s immediate family. If you are under 18, you must live with others under 18. Those 18 and over must live with others 18 and older per Scouting America policy. Youth sharing huts must be no more than two years apart in age.

EMERGENCIES IN CAMP

Staff should refer to the emergency action plan provided by the Camp Frontier Leadership Team. This plan should be posted in every program area and by all phones/radios in camp. If responding to an emergency, notify a member of the Leadership Team immediately. Stay calm and follow the instructions listed in the plan. Should anyone ask you about the situation, politely refer them to the Camp Director. You should never discuss **ANY** incident with others, including members of the media. **THE SCOUT EXECUTIVE ALONE SPEAKS FOR THE CAMP.**

CAMP PROPERTY/EQUIPMENT

MAINTENANCE ORDER

If your program area needs supplies or to have work done by the ranger department, your area director must submit a maintenance order on the online system. Area directors will be given usernames and passwords before camp for this purpose. Try to anticipate work orders ahead of time so that you are not waiting for supplies or work. All maintenance orders must be approved by the Camp Ranger.

CAMP KEYS

Keys will be assigned to staff members who need them for their camp duties. Staff members are financially responsible for the keys and the materials the keys give access to. The charge for lost keys is \$25.00 per key per lock it will open. Do not loan your keys out to other staff. Staff may have access to areas not covered by their job description using the keys they are issued. Staff are responsible only for using keys to gain access to areas that fall under their job description. Misuse or abuse of key privileges may result in disciplinary action.

CAMP VEHICLES

Camp vehicles are to be driven only by staff authorized by the Camp Ranger. Misuse/abuse of camp vehicles will result in loss of driver privileges and/or dismissal from camp staff. Vehicles will be driven at the posted speed limits. Speed on gravel roads is not to exceed 5mph.

CAMP OWNED DIGITAL AND PAPER INFORMATION

Upon termination of employment with the Erie Shores Council, no employee may copy or subsequently use or disclose, directly or indirectly, any confidential or proprietary information acquired during employment. All documents and other materials relating, directly or indirectly, to any confidential or proprietary information that is used, prepared, or learned by employees during their employment with Erie Shores Council are, and shall remain, the sole and exclusive property of Erie Shores Council, and must be returned (together with any copies that may have been made) at the termination of employment.

COUNSELOR IN TRAINING (CIT) PROGRAM

Counselors in Training (CITs) are individuals 14 years old and older who want to serve on the camp program staff. CITs spend staff week and at least 1 week or possibly more at camp. CITs report to a Program Commissioner and will rotate through nearly all program areas. This rotation allows them to explore their talents and interests so that when they are 15 years old, they have knowledge of where they'd like to work the following camping season.

CIT's must not be required to undertake work-related duties exceeding the hours per day or hours per week set by the Camp Director.

It is important to treat CITs with respect. They are not paid for their hard work. We must remember they are the best resources we have for future staff members.

CITs should be provided with the opportunity to learn the skills in their program area that will help them as future staff members. Work with them. Give them a taste of what it's really like to be a staffer in your area. If you're a lifeguard, show the CIT the proper way to observe those in the water. If you're a merit badge counselor, involve the CIT in your lesson. With proper preparation, guidance, and supervision, the CIT may even teach a merit badge skill.

Be careful to provide the CIT with guidance and support; remember, they are new to staff, they are 14, and they may not have had the benefit of the same training you have had. Each CIT is different, just as each of you is different. We should match the work assigned to the CIT's strengths, skills, and gifts or talents. We should provide the resources the CIT needs to do the work and hold each CIT accountable for the quality of the job.

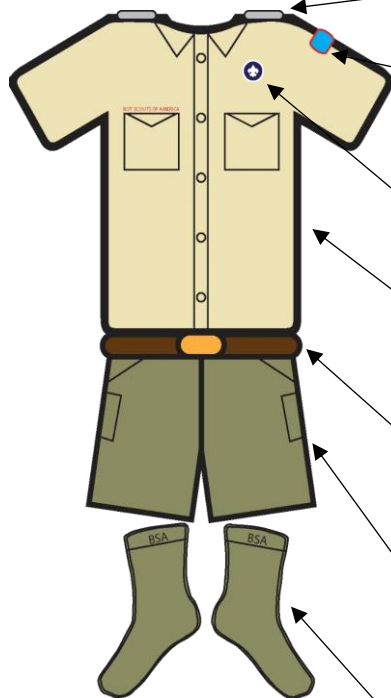
DRESS CODE AND PERSONAL EQUIPMENT

APPROPRIATE UNIFORM

SCOUTING AMERICA IS A UNIFORMED ORGANIZATION, AND WEARING A UNIFORM PROPERLY AT CAMP FRONTIER IS PART OF YOUR JOB RESPONSIBILITY. The proper uniform is required whenever you leave your housing area unless you are leaving Camp Frontier property. Staff members must bring or buy enough uniform parts to be in the correct uniform on a daily basis. **SHIRTS MUST BE TUCKED IN AT ALL TIMES.**

Camp Frontier will provide each staff member with a staff hat, a staff T-shirt, a name badge, and a \$30 credit to use towards the purchase of their uniform. CITs will be provided with a staff hat and a staff T-shirt. Hats are to be worn when serving in the Dining Hall. Name badges must be worn by staff while in uniform. Name badges, staff hats, and/or staff shirts are not to be embellished. Name badges and staff apparel are an important part of our customer service and our security plan. You **MUST** wear your own name badge. **SELLING OR TRADING A STAFF UNIFORM SHIRT, HAT, OR STAFF PATCHES IS GROUNDS FOR DISCIPLINE OR DISMISSAL.**

Please refer to the diagram on the next page for uniform requirement details.



Shoulder Loops (silver) - All staff must wear silver shoulder loops to represent that they are a part of Erie Shores Council Staff

Council Shoulder Strip – staff may choose to wear the Erie Shores Council shoulder strip or a council shoulder strip from their home council

Venturing Emblem – All Venturing uniforms must have the Venturing Emblem

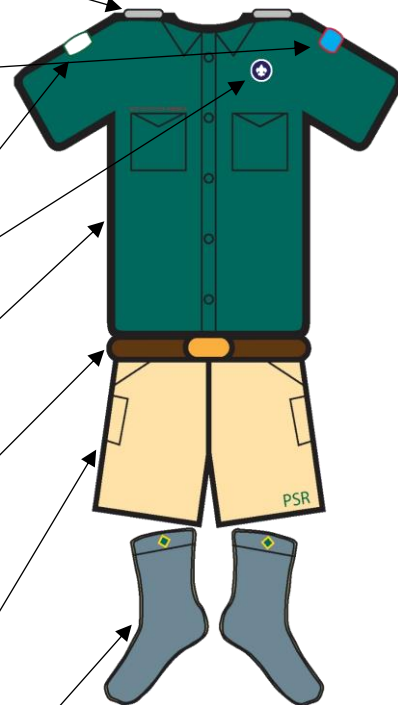
World Crest Emblem – All staff must wear a world crest emblem on either uniform

Uniform Shirt – All Staff must have either an official Scouts BSA or Venturing uniform shirt. Any era of the official uniform shirt is accepted.

Uniform Belt – Acceptable belts consist of; Scouts BSA green webbed belt (BSA only), Venturing Webbed Belt (VS only), Camp Frontier leather belt w/ buckle, national camp belts (i.e. Philmont, Sea Base, Summit), plain brown leather belt.

Uniform Shorts/Pants – All Staff must wear either the official Scouts BSA or PSR Venturing uniform shorts/pants. Any era of official Scouts BSA pants/shorts are accepted.

Uniform Socks – All Staff must wear either official Scouts BSA or Venturing uniform socks. Knee, crew, or ankle are accepted. Must be latest version centennial socks (no red tops).



PERSONAL EQUIPMENT

Plan for hot weather during the day (80s-90s) with cool mornings and nights (40s-70s).

REQUIRED:

- **Personal Hand Sanitizer**
- Water bottle *****STAY HYDRATED*****
- Scouts BSA/Venturing Uniform Shirt
- 2-3 Pairs of Official Scouts BSA or PSR Venture Shorts/Pants/Switchbacks
- 7+ Pairs of current official Scouts BSA or Venturing Socks
- Camp Frontier Approved T-shirts (T-shirts from other camps except National Scouting America camps are not permitted)
- Sweater, Hoodie, Sweatshirt, or Jacket
- Underwear, Socks, and Sleepwear
- Lightweight Hiking Shoes or Boots
- Sandals or Crocs for the Shower ONLY to Avoid Athlete's Foot
- Rain jacket or parka
- Swimsuit
- non-Scouting clothes for nights off
- Long pants and bandanas for COPE and ATV
- 1-2 Blankets and Twin-Size Sheets or a Sleeping Bag and Pillow
- Toiletries (toothbrush, toothpaste, and shaving items)
- Towels
- Laundry Bag
- Flashlight
- Wristwatch
- alarm clock
- Supply of personal medications
- Footlocker/storage container with a lock

OPTIONAL

- Backpack (strongly suggested)
- Hanger for your uniform shirt
- Storage shelves or Rubbermaid drawers
- Power strip and/or grounded extension cord (3 prongs)
- Carpet remnant or area rug
- fan (box or upright fans ONLY)
- Cell phone, iPad, laptop, and chargers
- Duct tape
- Sharpie, pens, and pencils
- Paper/notebook
- Christmas lights
- Sunglasses
- Camp Chair
- Money for nights off and/or the Trading Post
- Sunblock
- Bug spray
- G, PG, and PG-13 movies for the staff rec center; all others are to be viewed in your personal living space.
- Fishing license if 16 and older
- Scouting America approved pocket knife
- Sandals for nights off

CAMP SCHEDULE

Camp week	Dates
Staff Weekend	Fri. May 1 – Sun. May 3
Staff Development	Wed. June 10 - Fri. June 19
Week 1	Sun. June 21 - Sat. June 27
Week 2	Sun. June 28 - Sat. July 4
Week 3	Sun. July 5 - Sat. July 11
Week 4	Sun. July 12 - Sat. July 18
Week 5	Sun. July 19 - Sat. July 25
Week 6	Sun. July 26 - Sat. August 1
Cub Scout Camp	Sun. August 2 – Wed. August 5

BASIC WEEKLY SCHEDULE

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MORNING	10:45 Directors Meeting 11:00 Staff Arrival/Lunch	7:30 Breakfast 8:30 Flag Raising 8:50-12:00 Program Areas	7:30 Breakfast 8:30 Flag Raising 8:50-12:00 Program Areas	7:30 Breakfast 8:30 Flag Raising 8:50-12:00 Program Areas	7:30 Breakfast 8:30 Flag Raising 8:50-12:00 Program Areas	7:30 Breakfast 8:30 Flag Raising 8:50-12:00 Program Areas	7:15 Site Guides to Troops
AFTERNOON	12:30 Troop Arrival 12:30-5:30 Troop Guiding 5:30 Dinner	12:30 Lunch 1:00 Free Time 2:00-5:00 Program Areas 5:00-6:00 Free Time 6:00 Dinner	12:30 Lunch 1:00 Free Time 2:00-5:00 Program Areas 5:00-6:00 Free Time 6:00 Dinner	12:30 Lunch 1:00 Free Time 2:00-5:00 Program Areas 5:00-6:00 Free Time 6:00 Dinner	12:30 Lunch 1:00 Free Time 2:00-5:00 Program Areas 5:00-6:00 Free Time 6:00 Dinner	12:30 Lunch 1:00 Free Time 2:00-5:00 Program Areas 5:00-6:00 Free Time 6:00 Dinner	Dismissal- TBD
EVENING	7:00 Flag Lowering 7:15 Vespers 8:00 SM/SPL Meeting 9:15 Opening Campfire	7:00 Flag Lowering 7:15-8:15 Program Areas	7:00 Flag Lowering 7:15-8:15 Program Areas 8:30-9:45 Root Beer Cantina	7:00 Flag Lowering 7:15-8:15 Program Areas 7:45 OA Callout 8:30-9:30 Nalgene Tourney	7:00 Flag Lowering 7:15-8:15 Program Areas 8:30-9:45 Root Beer Cantina	7:00 Flag Lowering 8:30 Closing Campfire	

All staff members **MUST** participate in all special activities and outposts specific to their affiliate Program Area

CAMP FRONTIER - PIONEER SCOUT RESERVATION

