

**2013 National Jamboree  
Staff Position Descriptions – Revised March 2012**

**ADMINISTRATION GROUP**

**Accounting**

Jamboree accounting processes and procedures.

**Banking**

On site cash management processes and procedures.

**General**

Applicants in this group could be placed in any area of service throughout the jamboree.

**HQ Support Staff**

Staff will consist primarily of youth. Duties will include misc. errands and disseminating information and directions as needed.

**IS Application Support**

Support major software applications utilized throughout the jamboree site.

**IS Hardware Support**

Organize, inventory, disseminate and maintain computer hardware.

**Media Local & National**

Work with local and national media outlets on jamboree related stories and news.

**Medical Service/EMS**

Jamboree Medical Services is composed of both medical services and emergency medical crews. Prior to arrival, Medical Services is responsible for evaluating the fitness of Scouts and Scouters for participation at the National Scout Jamboree. Medical Services is also responsible for providing front line care of health issues that occur while participating in the ten day Jamboree experience. We serve as a conduit and liaison to higher levels of care through local hospitals if needed. We provide specialty services such as dentistry, podiatry and ophthalmology on site for evaluation and treatment of routine diagnoses. Our licensed and credentialed staff is poised to deliver high quality care to ensure your health and wellness during the Jamboree.

**Photography**

This team will capture and record the areas and activities during the jamboree via still pictures.

**Registration**

Process staff and troop check in. Verify all criteria are met before handing out Jamboree credentials. Provide reports and other information on demand for upper management. Complete data entry to update on site attendance as needed.

**Videography**

This team will capture and record the areas and activities during the jamboree via video.

**LOGISTICS GROUP**

Distribution operations, including receipt, storage, issue, movement control, and non-engineering equipment rental (e.g., tenting and benches).

**Equipment**

Coordination of special equipment and tentage support for contingents and staff.

**Food/Ice Distribution**

Coordination and distribution of all meals to the troops. Responsible for water ice and other jamboree wide food distribution needs.

### **Logistics Support Team**

Logistics support personnel that perform a wide variety of functions including warehouse operations, transportation, material movement coordination, procurement support and man the Logistics Operations Center watch teams.

### **Movement Control**

Material and service sourcing, contracting, and contract management.

### **Retail Food Operations**

Support to retail food concessions to include food sales, service and patron control.

### **Retail Store Operations**

The Retail Store Operations serves Jamboree Participants, Staff and Visitors by providing merchandise and souvenirs in more than 15 Trading Post locations. As a member of this customer service team you will work in the trading posts serving in one of a variety of positions, from stocking merchandise, assisting customers to working the checkout area. Full training will be provided for all team members. When you're not working your assigned shift, you will have an opportunity to explore and enjoy the Jamboree.

### **Specialty Foods**

Coordination and delivery of Kosher/Halal meals, cakes and other specialty items to participants and staff.

### **Staff Dining**

Support of all dining service operations including food service, patron support and cleaning.

### **Warehousing**

Distribution operations including receipt, storage, and issue of material and supplies.

### **S.P.L.A.T. (Program)**

Members of the **2013 Summit Program Leadership Action Team (or S.P.L.A.T.)** must be committed to delivering the most intense, diverse, high energy, physically challenging and technically advanced jamboree program ever. We will use the EDGE method (explain, demonstrate, guide and enable). All program areas will operate extended hours so staff must be willing to work anytime between early morning and late evening. Summit Program Staff must be receptive to change as there will be many differences in the Summit program compared to that of past jamborees.

### **S.P.L.A.T. - Arena Experience**

The Arena at the Summit will be the venue for numerous activities, including entertainment, games, special presentations, etc. The staff on this team will need to be flexible and willing to do whatever is needed to facilitate these events and activities in the arena or in a number of other venues around the Summit Center. In most cases, no special training or skills are required.

### **Arena Daily Programs**

Daily themed programs will be held at the arena. The staff in this area will assist in conducting those programs.

### **Arena Events & Ceremonies**

Staff in this area will assist with the Jambo-Palooza, a daylong activities fair, and with other arena activities.

### **Arena Shows**

Staff in this area will assist with the major evening shows held in the arena.

### **Jamboree Band**

The Jamboree band will perform at various times during the Jamboree. Preference given to youth, but adults may also apply.

### **Patch Trading**

At the Summit, patch trading during the jamboree will be limited to specific times and will be consolidated into a designated area in the Summit Center. Staff for this activity will ensure that patch trading is conducted in accordance with BSA guidelines.

### **S.P.L.A.T. - Exhibits & Displays**

As always, the jamboree will present numerous types of exhibits & displays. The staff on this team will need to be flexible and willing to do whatever is needed to facilitate these exhibits & displays in the Summit Center. In most cases, no special training or skills are required. Staff who have a special skill or interest in one of these areas should indicate that in the special information section of the application.

### **Alpha Phi Omega Exhibit**

APO exhibit located in the Summit Center.

### **Boy Scout Exhibit**

Staff will be promoting the Boy Scout program.

### **Boys' Life Exhibit**

Staff will be promoting Boy's Life magazine and its programs.

### **Brownsea Island Experience**

A recreation of the first Scouting event in 1907 conducted by Baden-Powell. Preference given to youth but a limited number of adults will also be needed.

### **Chartered Organization Exhibits**

Exhibits related to the various Scouting Chartered Organizations.

### **Cub Scout Exhibit**

Staff will be promoting the Cub Scout program.

### **Disability Awareness Challenge**

Seventeen fun and challenging exhibits and hands-on activities which will give participants the knowledge of and sensitivity to the various types of disabilities. This experience will enhance their understanding of what those who have special needs/disabilities go through on an ongoing daily basis.

### **High Adventure Base Exhibit**

This staff will be composed primarily of BSA professionals with minimal volunteer staff support.

### **International Display**

Staff will be promoting the World of Scouting and future World Jamborees. Knowledge of other scouting programs and knowledge of other languages is helpful but not required.

### **Merit Badges**

The merit badges offered at the Summit will be those which would not be usually available in local councils or summer camps. Commissioner administrative service to support the MBs will be the primary function of the Merit Badge Activity Staff.

### **National BSA Exhibits**

Help coordinate exhibits like NESAs and Boys' Life. This staff will be composed primarily of BSA professionals with minimal volunteer staff support.

### **Outside Vendor Displays**

For example, AT&T or ExxonMobil. This staff will be composed primarily of BSA professionals with minimal volunteer staff support.

### **Professional Recruiting Exhibit**

This staff will be composed primarily of BSA professionals with minimal volunteer staff support.

### **Sea Scouts Exhibit**

Staff will be promoting the Sea Scouting program. Knowledge of the program is required.

**Summit Center Exhibits**

Assist with managing various exhibits located in the Summit Center.

**Summit Center Exhibit-Alumni Relations**

Alumni Relations exhibit located in the Summit Center.

**Summit Center Exhibit-SCOUTStrong (Health & Wellness)**

Staff will consist of both adults and youth. Duties will include greeting and assisting visitors, disseminate information about the exhibit and answer questions about the BSA's Healthy Living Initiative. Basic computer skill set is preferred.

**Summit Center Exhibit-Military Action Center**

Help coordinate the military exhibits located in the Summit Center.

**Summit Center Exhibit-Museum-Scouting Heritage**

Museum & Scouting Heritage exhibit located in the Summit Center.

**Summit Center Exhibit-National Museum**

In 2013, the National Scouting Museum will bring the history of Scouting to West Virginia! People of all ages are invited to participate in fun interactive programming and hands-on activities as they expand their knowledge of the museum's unique collection.

**Summit Center Exhibit-NESA**

National Eagle Scout Association located in the Summit Center.

**Summit Center Exhibit-Sustainability Treehouse**

Permanent exhibit at the Summit reflecting BSA's commitment to environmental and operational sustainability. Visitors explore the indoor and outdoor program spaces that reveal vertically layered educational stories about the Summit site and environmental stewardship.

**Summit Center Exhibit-WV Exhibit**

Assist with West Virginia exhibit located in the Summit Center.

**Venturing Exhibit**

Staff will be promoting the Venturing program.

**S.P.L.A.T. - High Adventure**

The High Adventure program at the Summit will include six areas of activities that will take the jamboree program to a higher level in both skill and excitement for the participants. There will be selected high adventure activities in the Summit Center for visitors and participants AND more in-depth high adventure activities in remote Base Camp areas open only to participants. Most high adventure staff positions will require some type of certified training, e.g. COPE, ACCT, professional lifeguard, Scuba, and NRA Instructor. Volunteers who do not have these certifications at the time of application must agree to obtain any required certification no later than the end of 2012 to qualify for a final appointment.

**Adventure Courses**

The adventure courses experience will provide participants with incredible, exhilarating, and fun activities involving high wires, canopy walks, zip lines, and elements rarely available elsewhere in one place. Emphasis at the base camp will be on exposing participants to challenge courses, canopy walks, rock climbing, and bouldering in individual or group elements that require confidence, skill, and teamwork. Required staff qualifications will be: appropriate certifications for the assigned activity (e.g., COPE or Climbing Director or Instructor and/or ACCT facilitator certification. Additional training, provided at no cost to the individual, will be required prior to the Jamboree.

### **Aquatics & Boating**

The aquatics experience will tantalize participants with the wide range and comprehensive nature of recreational and skill building areas found within the Scouting aquatics program. Emphasis will be on exposing participants to aquatics activities they've never experienced, deepening skills in areas of current aquatics interest, encouraging lifetime recreation and fitness through aquatics activities, promoting aquatics personal safety and the safety of those around them, and most importantly, having fun in, on and under the water. Required staff qualifications will be: (1) appropriate certifications for the assigned aquatics activity (e.g., Professional Lifeguard, Scuba) or appropriate mastery-level experience for the assigned aquatics activity (e.g., Watercraft), (2) balanced emphasis on aquatics program and safety concerns, and (3) the passion to pass on your love of aquatics to participants and ensure that each and every one receives a mountaintop experience that will build aquatics memories and dreams to last a lifetime.

### **BMX-Extreme**

The extreme sports experience will include a wide array of activities requiring skill and daring. Various levels of skill will be offered. The programs will include mountain-boarding, BMX bicycle tracks and courses, mountain biking, obstacle courses, skateboarding, skate parks, and trampolines. Interested staff members that are certified instructors in the activity of assignment (including OEC trained Mountain Bike Patrol) are encouraged to apply, however, no certification is needed for the majority of assignments. Onsite training will be available. All personnel should be comfortable in providing first aid to be able to address scrapes, spills, and road rash occurring in these exciting venues.

### **Hiking, Fishing, Nature, & Cons**

The hiking, fishing, nature, and conservation experience includes conservation activities and educational activities from multiple national and local sources involving the latest in technology and experience to stimulate thinking, logic, and further leadership with principles of ecology and conservation. In addition, activities in this area will include geocaching, orienteering, spelunking, fishing, tracking, and a wide array of hikes for both adventure and inspiration. Participants will be exposed to the many elements and beauties of nature along with the methods and obligations to preserve and enhance these for the benefit of future generations. Staff qualifications include certification in Leave No Trace, instructor capabilities, and national conservation requirements.

### **Offsite Outfitter Programs**

The Outfitter Adventures team will partner with various professional outfitters from the New River Reserve area to provide participants an opportunity to experience activities on the New River including kayaking, canoeing, whitewater rafting, river tugging, and river boarding. In addition advanced scuba, rock climbing, and caving may be available. Staffing for this area will principally require an interest in logistics, i.e., getting participants from the Summit to the appropriate activity and back safely and efficiently. The professional outfitters will provide all certified program staff applicable to their specific activity.

### **Shooting Sports**

The shooting sports experience will include everything from basic archery to rifle and shotgun shooting. Wide-ranging activities will challenge all levels of participant proficiency. Summit Center activities will include outdoor archery, air rifle, and electronic shotgun and rifle simulations. The base camp will incorporate 60 acres of shooting ranges and courses that instruct, develop skills, and excite all ages. Given the advanced level of these activities, instructor certification will be required of all staff.

### **S.P.L.A.T. - Jamboree Trek & Service**

#### **Buckskin Village & Games**

As participants reach the summit of Garden Ground Mountain during their Jamboree Trek, they will have an opportunity to participate in various activities. One of these will be the Buckskin Village. Staff members for this area should have expertise in one or more buckskin activities and skills. These staff members will be encamped on Garden Ground Mountain for the duration of the jamboree.

### **Day of Service OA Crew Leaders**

Preference for this position will be given to youth members (under age 21) of the Order of the Arrow. A new component of the Summit jamboree will be the Day of Service, or Giving Back. This is an all-day activity beginning at the unit campsite in the subcamp. Each unit will be led by a crew leader who will work with the unit on a service project in the local community, in the adjacent National Park Service property, or at the Summit. Crew leaders will also help explain the value of servant leadership. A very limited number of adults will be recruited for adviser positions for the Day of Service OA crew leaders.

### **High Adventure Safety Corps**

The High Adventure Safety Corps will work with the staff of the various high adventure program areas to ensure that all facilities and protocols meet the necessary standards of safe practice applicable to the activities being conducted. These staff will function independently from the program staff and report directly to the program leadership. Staff members must be properly qualified and certified in safety inspection procedures.

### **Highland Games**

As participants reach the summit of Garden Ground Mountain during their Jamboree Trek, they will have an opportunity to participate in various activities. One of these will be the Highland Games. Staff members for this area should have expertise in highland games. These staff members will be encamped on Garden Ground Mountain for the duration of the jamboree.

### **Jamboree Trek OA Guides**

Preference for this position will be given to youth members (under age 21) of the Order of the Arrow. A new component of the Summit jamboree will be the Jamboree Trek. This is an all-day adventure beginning at the unit campsite in the subcamp. Units will be led by a guide on a four-hour hike to the summit of Garden Ground Mountain. Lunch will be followed by a full afternoon of activities, including the Buckskin Games, Highland Games, Pioneering area, the OA Indian Village, and other programs. Guides will also assist with these mountaintop activities. The day ends with a closing program and barbecue dinner before returning to camp by bus. A very limited number of adults will be recruited for adviser positions for the Jamboree Trek OA guides.

### **OA Indian Village**

Staff members for this position should be youth members (under age 21) of the Order of the Arrow with expertise in American Indian activities. As participants reach the summit of Garden Ground Mountain during their Jamboree Trek, they will have an opportunity to participate in various activities. One of these will be the OA Indian Village. These staff members will be encamped on Garden Ground Mountain for the duration of the jamboree. A very limited number of adults will be recruited for adviser positions in the OA Indian Village.

### **OA Service Corps**

Preference for this position will be given to youth members (under age 21) of the Order of the Arrow. The OA Service Corps will perform service in support of the various programs of the jamboree, as it has since 1950. In addition, the OA Service Corps will be responsible for providing evening recreation and entertainment opportunities in the jamboree staff village. A very limited number of adults will be recruited for adviser positions in the OA Service Corps.

### **Other Mountaintop Programs**

As participants reach the summit of Garden Ground Mountain during their Jamboree Trek, they will have an opportunity to participate in various activities. In addition to the programs specifically described, other offerings will include games, demonstrations, stage shows, and other recreation options. Staff members for these activities should have the necessary expertise for such programs. These staff members will be encamped on Garden Ground Mountain for the duration of the jamboree.

### **Pioneering**

As participants reach the summit of Garden Ground Mountain during their Jamboree Trek, they will have an opportunity to participate in various activities. One of these will be the Pioneering area. Staff members for this area should have expertise in various pioneering activities and skills. These staff members will be encamped on Garden Ground Mountain for the duration of the jamboree.

### **S.P.L.A.T. - Media**

As always, the jamboree will offer numerous types of information to participants, staff and visitors. However, media at the Summit will be predominately digital (non-paper) formats. The staff on this team will need to be flexible and willing to do whatever is needed to facilitate this new jamboree paradigm. Staff who have a special skill or interest in one of these areas should indicate that in the special information section of the application.

#### **Hometown News**

Preference given to youth but adults may also apply.

#### **Jamboree Radio**

Preference given to youth but adults may also apply.

#### **Jamboree Today**

Preference given to youth but adults may also apply.

#### **K2BSA**

Technical expertise and experience required.

#### **Leaders' Update**

Preference given to adults but youth may also apply.

### **S.P.L.A.T. - Religious**

#### **Chaplains**

Jamboree chaplains provide a friendly, sincere welcome to Scouts, leaders, and visitors. They schedule, arrange and officiate at formal worship services. They are available for counseling to any jamboree participant in need and for broader assignments in case of a camp wide emergency. Most importantly, chaplains contribute directly to the overall spiritual climate of the subcamp and are expected to lead by example, exemplifying the twelfth point of the Scout Law: A Scout Is Reverent.

#### **Religious Support Staff**

Non-clergy support staff for Chaplain Corps.

### **S.P.L.A.T. - Technology**

Technology Quest (introduced at the 2010 National Jamboree) is an exciting hands-on experience with program elements from distinguished technology and science focused Partners such as LEGO, National Geographic, The X PRIZE Foundation, and many more. Our staff will work with our Partners to deliver exciting activities that will impact youth far beyond the Jamboree and inspire them to continue exploring science opportunities. You do not have to be a scientist or an engineer to help us bring this program to life! You do need to be willing have fun and be customer focused for our youth and Partners. The staff will consist of both youth and adults. Staff who have a special skill or interest in a particular area may indicate that in the special information section of the application.

#### **Technology Quest Exhibits**

Youth staff are encouraged to apply.

### **S.P.L.A.T. - Visitor**

At the Summit there will be a staff dedicated to providing visitors with a fabulous jamboree experience. Staff members will work at both off-site and on-site visitor reception centers and also serve as guides and facilitators for all visitor activities. There is no special training or skills required other than a pleasant, positive attitude and the desire to serve others.

#### **Greeters & Facilitators**

Greet visitors as they arrive at the Summit parking area and accompany them on the 30-45 minute bus ride from parking area to Summit Center.

#### **Main Visitors Center**

Greet visitors as they arrive at the Summit Center.

**Off-Site Arrival**

Greet visitors as they arrive at the off-site Summit parking area.

**Summit Center Information**

Assist visitors as they walk around various parts of the Summit Center.

**VIP Guides**

Accompany VIP guests on their tour around the Summit Center.

**Visitor Special Events**

Assist with setting up and providing special events.

**SCOUT & SUBCAMP OPERATIONS GROUP****Fire Service**

Fire prevention and/or suppression on the Summit site during the Jamboree.

**International Service**

Work with the International Department to provide opportunity for International Scouts to attend the National Scout Jamboree.

**Lost & Found**

Pick up, categorize, and document items lost on site at the jamboree and attempt to return the item to the owner while on site.

**Postal Distribution**

Pick up letters and packages from the local post office, carry it to the jamboree site to be delivered to the recipient.

**Repairs & Maintenance**

Ensure all facilities and equipment remain in proper working condition. Repair or make arrangements for repair of any on site equipment or facilities.

**Safety Service**

Identifying and assisting safety concerns for the Jamboree.

**Sanitation Coordination**

Ensure all restroom facilities are clean and in proper working condition. Report any repair issues to the appropriate areas.

**Security Service**

Provide security including but not limited to traffic control and parking management during the jamboree.

**Staff Housing**

Assigning and providing staff housing.

**Subcamp Staff**

Operational and day to day management of the subcamp during the jamboree.

**Subcamp Staff – Venturing**

Operational and day to day management of the Venturing subcamp during the jamboree.

**Village Staff**

Pre-Jamboree planning and organization. Operational management of villages during the jamboree. Preference for this position will be given to applicants applying to attend Session 1 (July 11-25, 2013) of the jamboree.



**Volunteer Staff Village**

Pre-Jamboree planning and organization. Operational management of the volunteer staff village during the jamboree. Preference for this position will be given to applicants applying to attend Session 1 (July 11-25, 2013) of the jamboree.

**Youth Services**

Provide appropriate supervision and programming opportunities for youth staff.