

# OA Camp Coordinator

Typically, Order of the Arrow lodges—like their members—tend to relax during the long days of summer.

Summer camp, however, is a great opportunity to maximize the Order's impact on members and non-members alike. Unit elections, OA gatherings, Brotherhood ceremonies, call out ceremonies, service projects, rededication ceremonies, troop contact—the role of the Order at summer camp is limitless! But what camp staff member has enough spare time to coordinate these activities? Consider a new role: The OA Camp Coordinator.

The OA Camp Coordinator, or OACC, is an OA member who cheerfully serves both the camp and the lodge during the summer. Responsible for the various lodge programs at camp, the OACC is the “go-to” person for all Order of the Arrow related questions. On any given day, the OACC might make torches for that week's call out ceremony, conduct a unit election for an in-council troop in the comfort of their own campsite, organize OA members to serve coffee and newspapers each morning to Scoutmasters as reveille sounds, or promote the next big event to each troop OA representative. With a hard-working OACC in place, the lodge and the camp develop a win-win relationship.

It makes sense that the Order of the Arrow should have a more prominent role at summer camp besides its weekly ceremonies. The Order of the Arrow was born at summer camp, heralded by a camp director and his assistant in the summer of 1915. Cheerful service continues to guide the organization. The OACC program can continue to honor these traditions while providing an integral role at camp. After all, camp staff members often tend to be OA members, providing a strong link between the camp and the lodge throughout the summer.

Each lodge should consider expanding the service it provides to the council and camp by increasing program awareness, maximizing resources available to units, and providing younger campers with role models in Scouting's National Honor Society.

It is clear that the benefits to the lodge are numerous:

- Organizing consistent recordkeeping of call out and Brotherhood conversion information
- Increasing attendance at future events due to promotion at camp
- Creating impressive, better planned call out ceremonies
- Continuing a program that doesn't lapse for three months during the summer
- Expanding awareness about lodge activities and programs
- Increasing Brotherhood conversion rates
- Contacting troop OA representatives and Scoutmasters directly
- Providing on-site elections and call outs all summer long for in-council troops

The council and camp benefit even more:

- Adding a consistent camp service project coordinator
- Establishing on-site resources for OA program
- Filling a “gap” in the camp program for OA members
- Boosting camper morale through OA gatherings
- Increasing camper and troop return by creating a memorable program
- Recruiting quality future staff members

So what does it take to get this program off the ground? First, a sit-down conversation among the lodge chief, lodge adviser, staff adviser, camp director, and camp program director will take the conversation down the right road. If an OACC has already been selected, bring them in on the conversation as well. If not, discuss how the interview process might work, who will select the OACC, what their duties will be, and who the OACC will report to.

Second, discuss the salary source. Staff members are paid to work at summer camp, and the OACC is a staff member. Who should fund the position? In some councils, the lodge contributes all of the OACC’s salary. In others, the lodge splits the cost with the camp. Once decided, the paying entities can discuss the salary with the employee. Additionally, discuss funding for items like call out ceremony expenses, OA cracker barrels, and other items. Will the lodge pay, or the camp?

Third, agree on the OACC’s duties. After all, not only will the OACC need some structure to their day-to-day activities, the lodge and camp will want to know what to expect from the OACC too! Compile a list of objectives and the action plan necessary to achieve those goals. When will call out and Brotherhood records be sent to the council headquarters? When is the best night for an OA gathering? How will the OACC work with the Camp Ranger to maintain and coordinate camp service projects? With everyone working together, the job will develop itself. Remember: Don’t limit the OACC’s duties to what is recommended here; let imagination be the only limit!

Finally, remember that communication and planning are key factors to the OACC’s success. If the camp administration, lodge Key Three, and OACC maintain a good working relationship, the benefit to the camp and lodge will be invaluable.

# Order of the Arrow Camp Coordinator Job Description

(Sample)

**Position Title:** Order of the Arrow Camp Coordinator (OACC)

**Reports to:** Camp Director; Program Director; Outdoor Skills Director; Lodge Key Three

**Salary:** \$\_\_\_\_\_ per week (commensurate with staff member of similar experience)

**Duration:** Staff week through close of camp (include dates)

## Staff Agreement:

1. You will remain a currently registered member of Scouting America and the Order of the Arrow.
2. You will obey the Scout Oath and Law at all times.
3. You have read and agree to abide by all the policies stated in the Camp Staff Handbook.
4. You will provide a current Annual Health and Medical Record (parts A, B and C) complying with Scouting America regulations when you report to camp.
5. You will accept any assignment by the Camp Director at the compensation scheduled for that assignment.
6. You will be in proper uniform at all times.
7. You will not use alcoholic beverages, drugs, narcotics, or tobacco.
8. The Council may terminate your employment at any time, if dissatisfied with your performance, as outlined in the Camp Staff Handbook guidelines, if a violation of this agreement occurs, or due to budgetary constraints.
9. You may terminate your own employment with 24-hours written notice to the Camp Director and Lodge Key Three.

## Overall Job Description:

### Camp Functions

- Teaches general OA training session
- Teaches Camping merit badge
- Teaches Leave No Trace principles
- Organizes weekly OA color guard
- Other standard camp staff functions (participating in camp activities, moving tents, etc.)
- Organizes OA members to deliver newspapers and coffee to Scoutmasters each morning

### Lodge Related Program Functions

- Keeps ceremonial items in order, cleaned, and in good repair
- Conducts weekly OA gathering
- Builds all campfires for weekly campfire program
- Organizes weekly call out, brotherhood, and rededication ceremonies
- Conducts elections for in-council troops that request one

All other duties as assigned by the Camp/Program Director