

# 2011 ROYAL RANGERS MERIT CAMP

## JOB DESCRIPTION—ASSISTANT PATROL ADVISOR

### Requirements

Must be at least 18 years of age.

Must be a born-again Christian, receive positive recommendation from his Pastor and be approved by the Merit Camp Staff.

Must demonstrate a willingness to cooperate with and follow the instructions of the Camp Commander, Camp Coordinator, and Assistant Camp Commander.

Must agree to abide by all policies and procedures of the Merit Camp and carry out all duties contained in this job description.

All staff are asked to pay a fee as outlined on the registration form to cover the cost of their meals and camp for the week. This helps keep down the cost of the camp for the campers. You will also receive a Merit Camp t-shirt, baseball cap, name tag, camp notebook, etc. Extra t-shirts may be purchased if needed.

### Duties and Expectations

Take time to pray for each of your campers before the camp begins. Learn as much as you can about each camper before they arrive. Take time to get to know your campers the first day. Follow the lead of your Patrol Advisor.

Assist in the registration process by being available to escort boys to their assigned dorms (or other duties as assigned by the Camp Commander or Camp Coordinator).

Participate in "Secret Place" each morning and assist the Patrol Advisor in providing supervision during this time. Be aware of boys who may need help with reading and/or writing during this time.

Keep an eye out for boys who are ill or homesick. Those who spend a lot of time alone may need some extra attention to "draw them out." If a boy says he does not feel well, take him to the camp nurse.

Take time to participate in some "fun" activities with the boys in your cabin. Don't be so busy doing things for the boys that you have no time to give them what they want...you and your attention. Take time to talk to your boys whenever possible (at meals, walking to and from activities, etc.).

Make every effort to build team spirit and accountability with regard to honor patrol (i.e. behavior, being on time to events, uniform of the day, etc.).

No staff are to stay in the camper's dorms other than those assigned to that dorm. No staff are to enter the camper's dorms unless they are "dorm staff" or are authorized to do so by the Camp Commander or Assistant Camp Commander.

Staff are not to take equipment from the designated equipment area without it being signed out by the quartermaster. Staff are not to take equipment from the office area without it being signed out by the office coordinator. Equipment must also be signed **IN** by the quartermaster or office coordinator. Report any damage to equipment at the time it is signed back in.

Keep practical jokes under control. Things like water, shampoo, shaving cream, etc. in sleeping bags is not acceptable at any time. The general rule of thumb with regards to this is: Thou shalt not trespass on thy neighbor's person, property, or self-esteem!

Enforce lights out and quiet each night. You are on your honor for reporting infractions for purposes of Honor Patrol scoring. The only legitimate excuses for lights and/or talking after lights out is illness, homesickness, an extended prayer time, etc.

Follow the Progressive Discipline Policy in dealing with problems. If the Patrol Advisor is available, refer the problem to him immediately. If he is not available, let him know about the problem as soon as possible.

Patrol staff are not to choose the patrol's name, song, yell, etc. As an Assistant Patrol Advisor, you are there to help the patrol accomplish what **they** can accomplish. It's okay to assist the patrol with extra materials for flags or bolo ties, as long as the ideas and work are the boys'.

Severe discipline problems are to be referred immediately to the Camp Commander, Assistant Camp

Commander, or Camp Coordinator.

Boys who are homesick or have other problems may be referred to the Camp Chaplain for counseling.

If you have a grievance, talk to your Patrol Advisor. He will discuss the problem with the appropriate individuals and try to resolve the problem. Do not talk about the problem with campers or other staff members.

Assist the Patrol Advisor in whatever ways are needed by carrying out his requests promptly, courteously, and efficiently. Follow *his* lead...