

Chief of Staff

Woodruff Scout Camp - Summer 2026

Reports To: Camp Director

Department / Area: Executive Leadership / Staff Operations

Classification: Seasonal Summer Staff - Senior Leadership Position

Pay Range: \$500 per week

Employment Dates: May 16 - July 19, 2026 (or later as assigned)

Minimum Age: 21+ or qualifying Woodruff summer camp experience

Position Summary

Coordinates internal leadership operations, connecting the Camp Director, Program Chief, Business Manager, Program Director, and Area Directors while managing schedules, communication, accountability, and staff logistics.

Key Responsibilities

- Coordinate communication across the camp leadership team.
- Manage leadership schedules, nights off, and coverage rotations.
- Facilitate leadership meetings and track follow-up actions.
- Maintain records of certifications, training, and compliance.
- Monitor staffing coverage and assist with resource allocation.
- Support large-scale events, emergencies, staff recognition, and morale.

Qualifications & Requirements

- At least three seasons of Woodruff leadership staff experience required.
- Strong knowledge of Woodruff operations and camp culture.
- Demonstrated leadership, organization, and communication skills.
- Ability to manage multiple priorities under pressure.
- First Aid and CPR required; training provided.

Compensation & Benefits

- Uniforms, housing, and food provided.
- Professional development and future leadership opportunities.

Work Environment

Administrative and leadership areas with frequent movement across all program and facility departments.

General Staff Expectations

All Woodruff Scout Camp staff share responsibility for camp operations, safety, service, and spirit. Staff may assist with meal service, facility upkeep, ceremonies, campfires, special events, and other campwide duties while serving as positive role models for Scouts and leaders.

Source: <https://www.campwoodruff.org/summercampstaff>

Prepared from the current source-page position description on October 1, 2026.