

**Responsibilities of the  
Project COPE Assistant**

The Assistant Project COPE Director is responsible to the Project COPE Director, to work cooperatively in the safe and effective operation of Project COPE. The Assistant Project COPE Director must possess exceptional interpersonal skills, the ability to remain non-judgmental and accepting of all participants, and an ability to think quickly and creatively.

The Assistant Project COPE Director must:

1. Be at least 18 years of age
2. Possess or be willing to obtain a current registration in the Boy Scouts of America
3. Possess or be willing to obtain a current certification in American Red Cross Standard First Aid or its equivalent

The Assistant Project COPE Director is further responsible in:

1. Assisting with scheduling of participants as requested
2. Assisting the Director on the course when needed, e.g., when High Course events are run
3. Managing a group, with the Director's supervision, if directed
4. Assisting the Director with safety checks of all equipment and events used on the course as directed by the National Standards for Project COPE courses.
5. Insistence on proper safety procedures on the course, without expectations
6. Maintenance of a proper psychological atmosphere on the course for optimum benefit to participants
7. Assisting the Director in maintaining equipment and events used in the execution of the Project COPE program and maintaining up-to-date inventories of said equipment
8. Becoming thoroughly familiar with the BSA's National Standards for Project COPE courses and maintaining strict compliance with them
9. Working to maintain a high degree of morale amongst the course participants
10. Becoming familiar with the needs of the participants within the assigned crew
11. Assisting in the operation of the climbing tower and in leading Venture crews as requested or directed by the Project COPE Director or Camp Director
12. Assisting the Director in writing a complete report on the Project COPE Program at the end of the season
13. Abiding by the Camp rules set forth in the *Staff Understanding/Policies* and the *Staff Guide*

Revised 2011/10 aat