

**Responsibilities of the
Quartermaster**

The Quartermaster is responsible to the Operation Director and/or Camp Director for efficiently supplying equipment to Troops and Staff members as needed. The Quartermaster should be a handy individual who can make simple repairs to equipment and supplies. The Quartermaster should also be a resourceful individual who can accomplish varied and ever-changing tasks.

The Quartermaster must:

1. Preferably be 18 years of age. Exceptions will be made by conference between Camp Director and Council Program Director
2. Be or be willing to obtain a registration in the Boy Scouts of America
3. Possess a valid drivers' license
4. Be a mature and responsible individual.

The Quartermaster is further responsible for:

1. The Quartermaster should also regularly check the amount of gas, oil, and other fluids in vehicles used primarily by the Camp Staff.
2. Helping to transport Troop equipment on check-in and check-out days
3. Providing assistance in the supervision of the use of Camp vehicles. The Ranger should be informed of any needed maintenance. Any use of Camp vehicles by persons not specifically authorized to use them must be reported to the Camp Director immediately. The Quartermaster should regularly check the amount of gas, oil, and other fluids in vehicles used primarily by the Camp Staff.
4. Making deliveries during the week as needed by Troops or Staff. (Requests for unnecessary deliveries should be denied and/or referred to the Camp Director)
5. Setting hours for the Quartermaster Shop in cooperation with the Camp Director so that Troops and Staff members can get equipment they need. Changes or departures from these hours must be cleared by the Camp Director
6. Keeping accurate records of equipment rented or loaned, inventories, and needed repairs
7. Making repairs to equipment whenever possible. If repairs are needed which the Quartermaster cannot make themselves, they should be reported to the Ranger or the Camp Director
8. Maintaining good security in the Quartermaster Shop.
9. Assisting Staff members and Ranger in making general repairs throughout the Camp
10. Turning in a report on the Quartermaster operation to the Camp Director at the end of the Camp season. The report should contain detailed information on needed equipment
11. Assisting with other duties as requested by the Camp Director or Program Director
12. Abiding by the Camp rules set forth in the *Staff Understandings/Policies* and the *Staff Guide*.