**QUARTER MASTER**

**Qualifications:**

1. Must be 21 years of age.
2. Experience and/or training in Outdoor Living Skills from one of the many organizations offering this type of program. That might be National Outdoor Leadership School, Outward Bound, Leave No Trace, Girl Scouts, Boy Scouts, Camp Fire USA, 4-H or many universities offering a similar training program.
3. Personal experience in wilderness living or extended primitive camping.
4. Ability to train and teach staff, youth, and children.

**Responsible to:** Program Leadership Team

**General Responsibilities:**

1. The Quarter Master is responsible for the organization and upkeep of Don Lee’s trip equipment. The Quarter Master will provide the required equipment (tents, stoves, food, etc.) necessary for all off site trips. The Quarter Master will also train our staff and campers how to properly use all equipment used for an off-site trip.

**Specific Responsibilities:**

1. Communicate with counselors the required equipment needs for all off-site trips.
2. Develop a system for checking-out and checking-in equipment.
3. Keep all equipment organized and in working order while utilizing the gear shed for storage.
4. Repair all equipment as need and inform the Program Leadership Team if there are any equipment needs.
5. Conduct a training session with all staff and campers participating in an off-site trip.
   1. All staff and campers should know how to assemble a tent, how to use a camp stove, and how to use any other equipment required for their trip.
   2. Staff and campers should also learn how to care for the equipment used on off-site trips.
   3. Staff and campers should receive a list of equipment taken on each trip so they do not leave any items behind at a camp site.
6. Work closely with our Kitchen Staff to pack the proper amount of food for each off-site trip including Sail-Over-Lunches.
   1. All staff should be aware of the food that is brought on each trip and when certain meals should be ate.