



PREPARED ESPECIALLY FOR:  
FOR THE POSITION OF:

\_\_\_\_\_ (name)  
\_\_\_\_\_ (event name)  
Short Term Camp Administrator (NCAP)

RESPONSIBLE TO  
KEY MEETINGS

Committee Chair  
Event Planning Meetings  
Event

#### POSITION CONCEPT:

Responsible to the Chair of the Committee hosting the event. Is responsible for reviewing the Short Term NCAP guidelines with the Event Chair. Prepares the event NCAP Book and ensures safety and compliance with Scouting America policies.

#### REQUIREMENTS

- Registered Scouter 18 years of age or older with current YPT status
- Current certification in Resident Camp Director or Short Term Camp Administrator

#### PRINCIPAL RESPONSIBILITIES:

<https://www.capitolareascouting.org/activities/camping/short-term-camp/>

1. Attend regular Event Committee Meetings, as requested by the Event Chairperson
2. Assist the Event Chair, Staff Advisor, and Committee to host an event
3. Submit the NCAP Local Council Authorization and Assessment Declaration (Part A) no later than 30 days before the event
4. Prepare the NCAP book with the Short Term NCAP Committee liaison
5. Ensure event/s complies with the NCAP requirements by completing an NCAP inspection at the beginning of the event
6. Submit the NCAP Local Council Authorization and Assessment (Part B) no later than 30 days after the event
7. Meet with Event Lead and Staff Advisor and follow National and Council budgeting, safety and NCAP standards and regulations.