



## **JOB DESCRIPTION CAMP HOST – CAMP HOFFMAN**

### **Purpose:**

Camp Hosts coordinate weekend site activities at Camp Hoffman during spring/fall and help ensure campers have a great experience. They are required to stay overnight and assist during the day in basic programming, provide tours of the museum, offer troops assistance with camping functions when requested, and trouble shoot any issues that arise. Camp Hosts ensure the needs of guests and visiting troops are met within the framework set in the Troop Camp Folder and Troop Camp Manual with regard to equipment and program facilities available for troop camp use.

**Accountable to:** Outdoor Program Manager

### **Principle Duties:**

#### **1. Before Troops Arrive:**

- Confirm that site is prepared for troop use: clean, in good repair.
- Check that emergency procedures and exit signs are posted.

#### **When Troops Arrive:**

- Check in each troop in parking lot. Inform troops of vehicle procedures.
- Inform each troop of mandatory Friday night meeting.

#### **Mandatory Friday Night / Saturday Meeting (Leaders Only):**

- Inform leaders of site and emergency procedures.
- Review all camp activities; including flag, use of facilities, Sunday service, etc.
- Discuss service projects and make suggestions when necessary.

#### **During the Weekend:**

- Visit troops to ensure that safety standards, guidelines and program needs are being met.
- Offer ongoing program assistance and support to all troops.
- Coordinate service projects and provide resources when feasible.

#### **2. When Troops Leave:**

- Check each troop out using Master Checkout Sheet.
- If graffiti is found, please ask leader to facilitate removal.
- Ensure troops complete the Troop Camp report.
- Complete the following paperwork and leave in the mailbox on the front porch of HBSR:
  - Master Checkout Sheet
  - Supply Checklist
  - Troop Camp Reports
- Make sure House by the Side of the Road is clean, heat is at 55 degrees, lights off.
- Ensure the site is left better than when you arrived.

**Qualifications:**

- ❑ Currently a registered adult member of GSUSA.
- ❑ Understands and advocates the Girl Scout Mission and four program emphases.
- ❑ Supports national and council goals, annual objectives, policies, standards and procedures.
- ❑ Successfully completed Troop Camp Training.
- ❑ Attended Camp Hoffman Camp Host training.
- ❑ Knowledge and experience in current troop camp procedures and policies.
- ❑ Ability to help assess the needs and interests of girls and leaders who are camping, and how best to meet those needs.
- ❑ Ability to identify potential risk management hazards and deal with them appropriately.
- ❑ Ability to communicate effectively with troop/ group leaders and other adults on site.
- ❑ Ability to establish a cooperative camp community during troop camp weekends.
- ❑ Ability to effectively relate to and communicate with girls and adults with diverse backgrounds.
- ❑ Willingness to invest the time needed for proper training and doing the job.
- ❑ Previous experience troop camping with a troop.