

**RESPONSIBILITIES OF THE WEEKEND CAMP DIRECTOR**

1. Follow and adhere to Erie Shores Council's policies, standards, and BSA's "Guide to Safe Scouting".
2. Check in with Ranger and Camp Miakonda Operations Director.
3. Report any major injuries or emergencies to the Camp Miakonda Operations Director or professional Scouter in charge of the event. **(Youth Protection incidents and hospitalizations/fatalities must be reported immediately to the Council Scout Executive.)**
4. Units report any mechanical failures to the Camp Director. Weekend Camp Director will report problems to Camp Ranger for repair.
5. Work with all professional Scouters to assure a quality weekend for Scouts and Scouters.
6. Chair Scout Leader's Meeting at 9:00 PM, Friday. This is a mandatory meeting for advising all units/groups using our camp of the rules and regulations. **Ensure that ALL information from Friday Night Leaders' Meeting page is covered.**
7. Be sure all injuries are recorded in the Miakonda Lodge Health Log. If First Aid personnel are not in Miakonda Lodge, they need to be issued a radio for quick communications.
8. Report in writing any unusual problems, be it mechanical, weather, safety, or medical to the Council Camp Facilities Director and Council Program Director. Remember we have medical insurance for Erie Shores registered members. Fill out the appropriate paperwork as needed.
9. Be available for any problems that may arise.
10. Tour camp/cabins during the weekend. Make yourself visible.
11. On Open Weekends, be the head Camp Staff person.
12. Make sure all key cards and key sheets are filled out properly.
13. Make sure open weekend staff follow all procedures, check in-check out, Camp Code of Conduct, and any special instructions as set forth by Erie Shores Council.
14. Make sure all building and cabin lights are OFF. Be sure all latrines and buildings are secure and clean. During check-out make sure latrine is checked out at the same time as the troop assigned to clean Sunday. Lock Full House and Straight Flush as checked, only Royal Flush will be left open until final unit/group is departed.
15. Check out cabin keys after 6:30 PM. Fill out key and cabin inspection check in/out sheet.
16. Assist the District/Open weekend staff so that camp is left in a better condition than it was found.
17. Release Open Weekend staff after ALL keys, buildings, cabins and any miscellaneous items are taken care of.
18. **Smile** – It looks great on you.