

USA GIRL SCOUTS (SINGAPORE)

2015 Overnight Camp Job Descriptions

Cabin Mom (each cabin will have 3 Cabin Moms): NB 12 needed

1. Spends both nights in Camp (will be assigned a cabin different to that of her daughter.)
2. Should arrive at Camp on Friday afternoon as early as possible before Camp starts, to familiarize with the cabin set-up before the girls arrive.
3. Is responsible for supervising the girls in the cabin, taking care of their physical needs and sleeping overnight in the cabin with the girls. Each cabin contains 40 persons (girls and adults). Ages will be mixed. In particular they must enforce good behavior in cabins and reasonable sleeping times according to the Camp rules.
4. Should be familiar with Camp schedule for the girls in their cabin and, in conjunction with the Cabin Mom Day Help, ensure girls keep to their schedule of activities (e.g. get them to meals on time and off to activities). Schedule will be provided to the Cabin Moms.
5. Liaises with Food Coordinators to get the food for the Cabin and supervises the girls at meal times (which are taken in the eating area of their assigned cabin).
6. Supervises/motivates the girls in doing their Kapers (Camp chores) in consultation with PA's.
7. Monitors allergy & other physical restrictions of girls in their cabin as notified on the cabin lists.
8. Sends girls to the Camp Nurse on time for prescribed medication (according to the list provided).
9. Should know from cabin list which girls need extra assistance with settling into Camp or who may sleepwalk and pay special attention to them as needed.

Overnight Cabin Volunteers (Saturday) NB 4 needed

Should arrive at Camp or before 5:00 PM Saturday. Same duties as Cabin Mom, but is only required to stay overnight one night (Saturday night). Helps out generally with Saturday evening Camp activities and with breakfast and camp clear up on Sunday morning until bus loading.

Cabin Mom Day Help (NB 4 needed)

1. Should arrive at Camp on Saturday at or before 8:30 AM and stay until 6:00 PM.
2. Accompanies a designated Cabin group around activity stations, gives support/motivation to girls as necessary, deals with toilet requests, ensures girls keep with group and to activity timetable, helps Cabin Mom with food for the Cabin and supervision of snack and meal-times.
3. As directed by the Cabin Moms, the Cabin Mom Day Help may alternatively stay part of the day in the Cabin so that the Cabin Moms may rotate out of the Cabin.

Activity Station Volunteers

- **4 needed for Friday afternoon/evening activity 4:30 PM to 7:30 PM**
- **At least 35 needed for Saturday day activities, 8:30 AM to 6:00 PM. Possibility to help for Saturday half day sessions: 8:30 AM to 1:30 PM, or 1:00 PM to 6:00 PM.**
- **2 needed for Sunday morning activity 8:30 AM to 10:45 AM**

Saturday Activity Station Volunteers should arrive at Camp Christine at or before 8.30 AM and stay until 6:00 PM. For half day sessions, arrive at 8.30 AM and stay until 1.30 PM, or arrive at 1:00 PM and stay until 6:00 PM. Friday and Sunday Activity Station Volunteers – times are as stated above.

Role is to assist with daytime Camp activities. Volunteers should have a flexible, positive attitude and come prepared to help run an activity station. Instructions will be given in the briefing on arrival. All roles include activities set-up and clean-up after. Activities may include sports, games, craft, water sports, team-building etc. Where possible we will notify you before Camp starts as to where you will be assigned to help.

Camp Set-Up

Should arrive at Camp Christine on Friday at 2.30 PM and stay until at least 5.30 PM, to assist with Camp set-up before the girls arrive. This involves taking supplies, food and other consumables to the 4 cabins, setting up tables, cleaning up main hall and cabins/eating areas, and other set-up jobs as directed by the Committee.

Camp Clean Up/Breakdown

Unless already staying at Camp, should arrive at Camp Christine on Sunday at or before 9:00 AM and stay until the end of Camp (if possible until at least 11:30 AM), to assist with Camp clean-up and breakdown. This will involve taking supplies, food and other consumables from Cabins 2, 3 and 4 to Cabin 1 (then perishables to be disposed of and others loaded onto the returning supplies minibus), dismantling tables, cleaning up main hall and each of the cabins, moving trash bags, and other break-down jobs as directed by the Committee.

We need lots of volunteers for this please! “Many hands make light work!”