

CJ'07 Subcamp Service Scouters

Job Description

- Liaison between Subcamp Chief/Deputy Chief and units
- Advise and assist units in assigned service area
- Ensure a high standard of site cleanliness, safety and health is maintained
- Be able to determine when and what type of intervention is required with units. With tact complete intervention without undermining authority or responsibility of unit leader(s). When necessary involve other members of service unit, Chaplain/Care Corps or Deputy Subcamp Chief.
- Help units with practical situations – shelter rigging, stove/lantern refueling/operation etc.
- Ensure units know when & where of specific unit program schedule
- Ensure well-being of participants through unit Scouters

General Information for Service Scouters

- There must always be 2 Service Scouters from each area on duty at all times from the hours of 7am to 11pm. Service scouters can arrange daytime free time with their team leader as long as their area is adequately covered.
- Walkabouts through your assigned area should be done at breakfast, supper and later evening. Watch for proper food storage, garbage & gray water disposal, messy campsites, help needed by youth and or leaders.
- Service Scouters should be patrolling service areas every hour during program periods watching for messy sites, unauthorized people in subcamp, valuables or gear left out when unit is gone etc. If you find a messy site leave a tactful note (sad face) to the unit leader about situation. Try positive reinforcement also – leave notes (happy face) at “good” sites once in a while or when messy site improves.
- In event of inclement weather put away any unit/personal gear left out (sleeping bags etc)
- Don't forget to look after yourself and your fellow service scouters and their sites too
- Encourage unit leaders to police condition of biffys and water points
- **Do not allow washing of any kind at water points – unit water jug filling only at water points**
- Night shift service scouters will help with food parcel unloading/distribution before going off duty.
- Night shift service scouters will have 8 hour sleep day and be expected to be back on duty by 5pm.
- Vacation days will run from 12 noon to 12 noon following day.

How to Help Your Units

- **Get to know your assigned units – leaders and youth as quickly as possible**
- Check with your units each morning (7 a.m.) Some groups will need early wake-up calls so they can be ready for off-site activities. Check to make sure they are up and moving.
- Check to make sure groups are going to the proper activities for the day. Some may decide to cancel. Make sure that subcamp hq is aware they may be in subcamp in case of emergency etc.
- Campsites are private. Request permission to enter site when visiting etc. Exception will be subcamp night security patrol or in case of bad weather.
- Service Scouters will not leave subcamp while on duty unless authorized – and not all team members at same time. Advise Deputy Subcamp Chief of absence.
- Be alert to protect youth from being taken advantage of in badge trading.
- There will be Service Scouter staff meeting every day – most likely at breakfast time.
- Make sure your groups have arrived safely home after the afternoon sessions. Deliver newspaper if available.
- You may be asked to join a group for a meal – take the opportunity to get to know them.
- Encourage the groups to participate in subcamp evening activities. Stop by in the evening for a cup of coffee and a little talk. Share some of the fun events of the day. Make a point of talking with the youth as well as adults. Many leaders like the opportunity to share after a long day with the unit.
- Each service scouter will stand 1 overnight security shift in the subcamp.
- Do a late night check to make sure groups are settled in for the night.
- Remember - you are part of a team - a service unit and a subcamp team. You don't have to handle any situation alone. Consult one another and share information to avoid potential problems.
- Be proactive and be visible as a Service Scouter.
- We are there to help everyone have the best time possible. Visit with the youth as well as the adults.
- Be understanding and compassionate as well as helpful. Identify units that seem to be under-prepared or under-led which may lead to problems as time progresses.
- Some units may need some practical help such as setting up a shelter or getting stoves to work etc. while other units may require more support services in relation to homesickness, leader stress/burnout, youth conflicts etc.
- Be aware of potential problems in your service area and let deputy chief and/or chaplain know of any support issues.
- Be aware that units with only 1 leader may need additional support & servicing so leader does not suffer burnout.
- Be prepared to use your own initiative by offering to supervise unit while Scouter takes a **short** break or helping with meal preparation etc. Get involved as needed and call in other help as required.
- Do not allow all unit leaders to leave jamboree site for a “break night” while leaving youth in your care – this is absolutely forbidden. Leaders are responsible for their unit for the entire duration of the jamboree.
- Report any problems/conflicts with leaders to the Deputy Subcamp Chief immediately.

Orientation Checklist for Arriving Units

A. The Tour (on the way from Arrivals to Subcamp HQ)

1. Facilities: point out location of
 - First Aid
 - Toilets
 - Showers
 - Stores
 - Telephones, etc.
 - Security
 - Opening Ceremonies area
 - Bus loading for off-site events
 - Event areas in X Centre
 - Emergency Evacuation collection area for subcamp

2. Subcamp Headquarters
 - How to identify service scouters and sites within subcamp
 - Bulletin board for announcements etc.
 - Flag pole
 - Badge board
 - Administration
 - First Aid
 - Chaplain
 - Subcamp Program Coordinators and activity area
 - Subcamp Chief, Deputy
 - Subcamp QM staff and area
 - Care Core Staff
 - Scouter's Hospitality Tent & hours of operation
 - Safe-keeping in HQ

B. Take to assigned site & show where tables (1) is to be picked up (if necessary)

- Service Scouter site(s) within Service Area
- Food Collection Point
- Toilets
- Water taps – explain no washing/drinking at tap locations!
- Grey water disposal
- Garbage and recycling areas
- Out of Bounds areas – bush, private property

Information for Boulevard Lake Subcamp Units

Do's

- Store away all food after each meal and at bedtime
- Dispose of all garbage and gray water in proper locations after each meal
- Dress for weather of the day
- Use sunscreen and lip balm
- Wear a hat and carry a water bottle at all times – stay hydrated
- Respect the campsites of other units – ask permission to enter
- Meet your neighbours, offer help if needed and friendship
- Respect your fellow jamboree participants, treat them the way you want to be treated
- Pick up any garbage you see lying on the ground – it is your good deed each day
- Get to know your Service Scouters – they are a valuable resource
- Participate in subcamp activities
- Treat everyone as you want to be treated – with courtesy and respect
- Let service scouter(s) know if anyone is not going with unit to program event & why

Don'ts

- Leave a messy campsite
 - Leave any food or leftovers out
 - Leave any valuables lying around
 - Carry large amounts of cash or badges around
 - Throw trash in biffys – pumpers will not pump or clean biffys in this case
 - Wash or rinse hands, clothes, dishes, cutlery etc. at water taps
 - Fill water bottles at water taps
 - Cut across other campsites
 - Place anything in roads/lanes – pegs, guys, carts etc.
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- Quiet time is 10pm and Curfew is 11pm - please respect other campers quiet time
 - Units leaving messy sites will be required to clean up before traveling to program events or free time
 - Abusive/inappropriate language and actions by anyone will not be tolerated within the subcamp
 - There is a variety of games & activity gear available to sign out at subcamp hq
 - Subcamp flag break will be 8am each day and flag lowering will be sunset each evening
 - Service scouters will enter your site in event of inclement weather to put stuff away
 - Anyone caught dumping garbage in biffys will be required to clean them by hand
 - Check bulletin board in hq area regularly for information and updates
 - Subcamp HQ tent will have a lost and found box
 - While Service Scouters are there to help you, they will not “look after” units to allow leaders to leave jamboree site for a “leader’s meal” or a “stress break” etc. Service Scouters may help supervise units for a couple of hours while leader has an on-site break.
 - Leaders are responsible for their own unit for the entire duration of the jamboree.