

CK Campmaster Survey & Duties



Name: _____ Address: _____ City: _____ St: _____ Zip: _____

Phone: (_____) _____ Email: _____

Unit type: _____ Unit #: _____ Employer: _____ Profession: _____

Favorite hobby: _____ What are your two best handyperson skills? _____

Would you be willing to assist the Properties & Facilities committee on occasion? ____ YES ____ NO

I have experience/skills in the following:		I have access to the following equipment:	
Boat repair	Locksmithing	Backhoe	Floor Buffer
Carpentry	Mechanics	Brush hog	Frontend loader
Electrical	Painting	Bulldozer	Lawn Mower
Heavy equipment	Plumbing	Chainsaw	Log splitter
Landscaping	Roofing	Crane	Scaffolding
Mowing	Welding	Cherry Picker	Skid-steer
	Flooring	Excavator	Tractor
Other/List: _____			

If you checked a box, please describe your level of experience: _____

Camp Karankawa Campmaster Purpose: The purpose of the Campmaster Program is to aid the camp ranger and to serve the needs of the Scouts and volunteer leaders that visit Camp Karankawa.

Responsibilities

<ul style="list-style-type: none"> Attend training class from the Camp Staff. Arrive at camp prior to units checking in for events. Pick up needed key from the key box. Campmasters will be notified of who has been issued permits for the dates. Camp radio will be available for Campmasters. NOAA weather band will be available on a channel. Familiarize yourself with camp policies and usage guidelines fairly. Use Camp Karankawa weekend sign in/out form for each unit coming in and leaving camp. 	<ul style="list-style-type: none"> Escort the unit to their assigned campsite and ensure they are familiar with policies. Observe the speed limit in camp and make sure guests do. Ensure that all bathrooms are stocked and ready for use. All units are to take all trash to dumpster at Cub World or with them as they leave. (The dumpster at the ranger house should not be used.) Inspect all bathrooms and campsites for cleanliness before each unit is allowed to leave camp.
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Sleeping: All Campmasters will be able to reside in the staff cabin during their stay as Campmasters. This does not include other times on camp property.

Please return this form to the Camp Ranger at donald.hopwood@scouting.org.

CK Campmaster Duties

Job Scope: Camp Masters assist the Camp Ranger and are responsible for supporting units and families that are being hosted by Camp Karankawa. Camp Masters will be required to participate in a half-day of training, maintain personal First Aid and CPR training, as well as commit to at least 3 weekends a year, from Friday (11:00 am) through Sunday (12 noon). Camp Masters will have full use of the Leader's Lodge and Staff Cabin while in camp, as well as any camp facilities not being used by weekend campers. Becoming a Camp Master is also a great way to complete Wood Badge Tickets.

Opening camp for Units

___ Campsite(s), bathhouse(s), and program area(s) should be walked and noted of the shape they are in prior to unit arrival.

___ Electrical turn on and shut off will be done by at the opening AND closing of camp.

___ In the event of a water leak, the Camp Master is to notify the Scout Executive prior to any action taken.

___ The dumpster cover is to be open during the duration of the weekend.

___ Gate codes will be provided to the Camp Master prior to the Camp Master's arrival. Keys will be provided to the Camp Master upon arrival at Camp. The main gate is to remain open during business hours of 7:00 am until 10:00 pm. This gate is not to be locked while camp is occupied. Simply shut and wrap the chain around the gate.

Emergencies: The back gate is to be unlocked while camp is occupied. This gate serves as a secondary emergency route out of camp in the event of any of the following: Fire, Floodwaters across the main road, down tree across the main road, Phillips Chemical plant has an emergency that affects camp.: In the event of Phillips chemical plant has an emergency that affects camp a Phillips rep will be at camp to guide in efforts needed to remain safe. The Council Executive and Camp Ranger are to be notified in the event of evacuating camp for any reason.

Bathhouses: Bathhouses should be unlocked prior to units arrival. Units will NOT receive a key to the bathhouse.

___ Brazoria County law states that for every 10 people one bathroom is to be available. Each unit needs to be assigned a bathroom upon check in. The unit is responsible for keeping it clean while at camp.

___ The Camp Ranger/ Camp Master's responsibility is to supply the unit with the cleaning materials needed, the restocking of paper goods, and the unclogging of clogged toilets.

Range Set Up and Take Down: An itemized list of Range Equipment, Firearms and Ammo will be provided to Camp Master(s).

___ Camp Masters will pull Range Equipment (including cleaning materials), Firearms and Ammo from the Compound and or from the Range Closet and transport all to the Ranges.

___ Camp Masters will review the unit's NRA certifications (a Range Safety Officer and an Instructor is required for each Range) with the unit leader. Camp Masters will review the Range Safety Brief with the Range Safety Officer.

___ Camp Masters will check in on the Ranges at least once per day, while the Ranges are in operation.

___ Camp Masters will ensure that the units properly clean all Firearms and that all unused ammo is accounted for.

___ Camp Masters will return the Range Equipment, Firearms, and Ammo to the Compound and or to the Range Closet.

Check in of Unit: The unit(s) / families reservation form is in the binder marked "camp reservations." The binder will be located at the Leader's Lodge. If a unit / family shows up to camp with no reservation the Council Executive is to be notified. The Council Executive will be the sole decision maker as to if the unit or family stays or not.

___ The camp reservation form is to be reviewed with the unit leader(s) / families to ensure all information is correct. Ranges are to be opened to only those units that reserved the Ranges, when the reservation form was submitted to the Council Office.

___ Units / families will provide proof of Health Forms for all campers.

___ Bathroom deposit(s) are to be collected during check in.

___ Give unit leader a camp map. Escort the unit(s) / families to their assigned campsite.

Provided the following to the unit / family leader(s)

____ Location of bathhouse, fire rings and firewood, dumpster, light switches, ranges.

____ Camp Master's cell phone number (for emergencies!) Location of where the Camp Master will be sleeping.

____ Address the wildlife in camp: Snakes, Spiders, Alligators, Wasps, Hogs

Camp Master Daily Duties

____ Each unit / family in camp should be checked on at the minimum of twice a day while at camp, to ensure safety and wellbeing of all campers.

____ Bathhouse checks - Bathhouses should be checked at least once a day while at camp, to ensure enough paper goods in each bathroom and that there are no clogged toilets.

____ Program areas and Ranges should be checked on at a minimum of once a day

____ Items to pass the time - Camp Master(s) can work on the following upon approval from Camp Ranger, including Camp projects, Mowing, and Prepping supplies for upcoming event.

If the Camp Master needs to leave while camp is occupied for any reason you are to notify the unit / family leader(s) of the time you are leaving and plan to return. Ensure that the leader(s) have your contact information.

Check out of Units: Have a walkthrough of the following with the unit leaders.

____ Bathhouse - Ensure all assigned bathroom(s) are cleaned

____ Campsite - Ensure trash is removed from campsite (placed in the dumpster) and water spigots are turned off

____ Program area - Ensure that the area is clean and ready for the next use. Scouts leave an area better than they found it

If a unit / family leaves without completing the following, the bathroom deposit is to be kept. Cleaning the assigned bathroom(s). Fire rings are placed back in the middle of the campsite. If anything was broken in the bathhouse while the unit(s) / families are in camp the bathroom deposit is to be kept.

____ Obtain final head count.

____ Collect any outstanding payments

____ Any unused firewood should be placed back in the stack that it was taken from.

Closing camp

____ Bathhouse - Any light switch left in the on position should be placed in the off position. All bathrooms should be locked.

____ Program area - If any program area was used by unit(s) / families or Camp Master, the area needs to be walked for trash and ensured it is ready to go for the next use. If anything is broken, a list of the item(s) should be made with the location and description of how it was broken for the Camp Ranger upon his return to camp.

____ Camp equipment is to be returned to the compound. Keys to the equipment are to be placed back to their storage location. Compound doors are to be shut and locked.

____ Gates - The back gate is to be locked. The compound gate is to be shut and locked. The front gate is to be shut and locked.

Camp Master's departure of camp

After unit are checked out, the Leader's Lodge / Staff Cabin is to be cleaned from the Camp Master's stay. Any food that was placed in the refrigerator should be removed and disposed of. Leave all Camp Master keys, collected funds and head counts in the refrigerator in the compound. Close the camp dumpster cover. After the front gate is locked call or text the Camp Properties Committee to notify of departure and give report of weekend.

____ Signature of Campmaster

____ Printed Name of Campmaster

____ Date

____ Phone