

Camp Host Detailed Responsibilities

1. Check for certifications if needed. If they plan to use the ranges, climbing tower, or zipline using their own supervision, they'll need to have a copy of their credentials for running those areas.
 - Archery- USA Archery Level 1 or higher
 - Rifle or Shotgun – two NRA certified instructors. At least one person needs to be an instructor for that discipline, and one RSO.
 - Climbing tower or zipline – NCS C.O.P.E. director or Site Specific C.O.P.E. Level 2 training
2. Check with the unit and make sure they understand Camp Decorah's rules and emergency procedures.
 - If they are not staying in a lodge, they should be aware of the closest shelter they should retreat to in case of severe weather.
 - Vehicles are only permitted on roads. Troop trailers can be parked in sites. If there are no events currently going on, vehicles can stay parked next to the site. Otherwise, vehicles need to be returned to the parking lot.
 - Remind them camp has separate dumpsters for trash and recycling.
 - Campsites should be cleared to the best of their ability upon checkout and any damage should be reported so it can be fixed.
3. Upon check in, complete a walk through with a unit leader to make sure everything is in order
 - Fire rings clear (if the rings get too full during their stay, ashes should be spread in the woods or brought to the dumpster, only if completely cold)
 - Latrines clear of debris or trash
 - Check smoke and carbon dioxide detectors in lodges
 - Structures free of damage
 - Lodges should have a trash can and recycling bin, a broom/dust pan, and a shovel for the fireplace if it has one. Camp sites should have a broom, water bucket, shovel, and rake. If the unit wants other tools for a project, they can check them out from you from the sheds behind the commissioner building.
4. Run a check out when the unit is ready to leave. The site should be back to the condition they found it in, to the best of their ability. If any damage was incurred, or noticed after check in, notify the Camp Steward and they'll take care of it.
5. If the water is shut off to their site/lodge for the winter, help them get water from Dahl or Hagerman.
6. If any assistance is needed, if there are any emergencies, or if anything needs to be unlocked, the Camp Steward can be contacted at any time.