

Duty Warden Job Description

- Hold a valid CRB, safeguarding certificate and first aid qualification
- Be prepared to join AAC SAS and abide by all the scouting rules. Being familiar with the yellow card.
- Wear site uniform when working on site.
- Notify the manager when any of your certificates are within 3 months of expiring.
- Be available to unlock site at the beginning of your weekends and remain on site to lock up at the end of your weekends.
- Take responsibility for contacting crew and making sure you have enough qualified staff available during your weekends to run the required activities and supervise any junior crew.
- Make sure the number of junior crew does not exceed the number of adult crew.
- Contacting the groups booked in for your weekends to check arrival times and activities required.
- Put a plan together for the required activities making sure staff knows what they are doing.
- Be available to help on site run activity weekends.
- Be responsible for checking buildings and equipment with the campers at start and end of each camp.
- Liaise with site manager any concerns, issues occurring during your weekend, including damages and accidents.
- Making sure minor maintenance is done to maintain the safe running of the site.
- Reporting major maintenance to the site manager.
- Keep the crew and campers safe at all times.
- Checking all equipment is packed away correctly, all windows are shut, fire doors are secure, buildings locked, everywhere is clean and tidy, and that both gates are locked at the end of each weekend.
- See any visitors are approached and the purpose of their visit dealt with efficiently.
- Make sure staff running activities have the correct qualification.
- Make sure junior crew are supervised effectively following the scouting policies.
- Motivate and work with the crew to do the maintenance and improvement jobs on site when they are not on activities.
- Keep site clean and tidy.
- Do the invoicing and cashing up at the end of your weekends.
- Attend all management meetings or send a representative from your crew. You must attend at least 2 a year yourself.
- Attend any training session at the manager's request.
- Making sure campers are happy at all times.
- Support the site manager at all times
- Come to an agreement with your crew with regards to supply and cost of meals over each weekend.
- Be a good role model for all crew and campers.