

Troop 609 Mackinac Island Scout Service Camp

Adult Information

Imagine waking up to the sound of horse's clip-clopping down the street, hearing the foghorn on Round Island passage or the sound of a passing ship. Picture an elite group of Girl Scouts standing at attention in full uniform, and as they raise the Fort flags in unison, you feel a sense of pride knowing you were a member of this wonderful historic program, the Mackinac Island Scout Service Camp.

As an adult volunteer staff member, you will receive training and support (along up to nine other adults) throughout the spring and summer in preparation for the week on the Mackinac Island. What you put into the program; you get back a hundred-fold. Working with Troop 609 in this girl led program is truly a reward and it will change you forever. Apply today and make a difference in the lives of 54 girls and thousands of Mackinac Island visitors!

Returning Adults **due by November 1st**
New Applications **due January 1st**

Required time commitments. All trainings are at Camp Linden:

February 21, 2026	White Patrol Training day, Saturday 9am -5pm
March 27-29, 2026:	Adult Training Weekend and Girl Selection, Friday 7pm – Sunday 12pm
April 24-26, 2026:	Adult prep Weekend and Basic Training, 7pm Friday until 12:30pm on Sunday
May 15-17, 2026:	Planning weekend, 7pm Friday until 12:30pm Sunday
June 19-21, 2026:	Training Weekend, 6 pm Friday until 12:30pm Sunday
July 17-18 , 2026:	Training Friday 7pm – 5:30pm Saturday
TBD	Mackinac Island, Michigan. Saturday to Saturday. Week will be announced in December. Will be a late July or Early August Week. 10am the day of arrival until 2pm the day of departure
Sep 25-26, 2026:	Staff Wrap-Up Weekend, 7pm Friday – 12pm Saturday
Other:	Additional time before and after trainings for duties as needed

The application deadline will be extended if a position is not filled. For more information contact Brenda Coleman at honorguarddirector@yahoo.com.

Qualifications and position descriptions on next page.

QUALIFICATIONS

- Must be a Michigan resident, 21 years of age and older
- Past experience in Troop 609 as a girl, adult staff, or parent is preferred
- Experience working with youth grade 6th – 12th; scouts, church, sport members, band member etc. allowing them to make decisions and mentoring them
- Registered Girl Scout member willing to take necessary GS and safety training
- Willingness to learn the details and the mechanics of the program
- Ability to allow girls to lead patrols with mentoring and coaching, having to step into the work as needed, to ensure the troop is trained and prepared for the week on the island.
- Ensure the overall safety and well being of the entire group is being considered and followed
- Ability to maintain a good relationship with eight to ten adults living in close quarters
- Ability to collaborate with girls and adults while supporting girl and other adult decisions in a positive accepting environment
- Ability to maintain a positive attitude and mentoring relationship with girl participants
- Willingness to put girls needs and wants before their own personal ideas and free time
- Proficient Computer Skills

BASIC POSITION RESPONSIBILITIES (Full job descriptions are available upon request, but will be reviewed prior to committing to the position)

All adult positions may participate in Flag and Guide Duty. All positions require additional time outside of the training working on program related tasks.

- **Unit Leader (four positions)**
 - Supervise and help lead a patrol of 11-14 girls during trainings and the week on Mackinac Island. Participate in all assigned patrol activities; Guide Duty, KP (Kitchen Patrol) duty, Service Duty etc.
- **Food and Business Manager**
 - Purchase and coordinate all food and other supplies for the training weekends and the week on Mackinac Island. Mentor Adults and Junior Leadership on Food prep, kitchen safety and cleanliness. Maintain budget, balance checkbook. Act as a relief person to the other adult positions on Mackinac Island. Current ServSafe Certification is required or willingness to take the course.
- **Program Administrator**
 - Coordinate with all vendors for Troop 609. Responsible for the craft supplies, games and any team building activities. Works with a Program Support adult to oversee the girl run Program Committee that plans the evening programs, crafts and decorations for Mackinac Island. Mentor Unit Leaders and Junior Leadership. Back up to Director if needed. Support to the other adult positions on Mackinac Island.
- **Program Support (up to two positions)**
 - Works with the Food and Business Manager and Program Administrator to ensure all packing is done at the trainings and all cleaning supplies are purchased. Inventory and ordering of any T-shirts, uniform shirts, coats, ponchos, name tags and ties/cords. Responsible for girl and adult laundry on Mackinac Island. Works with the Program Administrator to oversee the girl Program Committee. Support to the other adult positions on Mackinac Island.
- **Health Supervisor**
 - A current license for EMT, CNA, RN or MD is required for this position or willing to take a specialized course for this position. Give temporary care for illness and accidents. Assist the director in supervising the health and safety of all girls and adults according to council health and safety directives. Collect, review, and maintain all health forms, Camp Docs, medications and medicine logs for girls and adults.

Costs

The costs for an adult member of Troop 609 include uniform costs (Shirts, shorts, watch, name tag, socks, shoes, official Girl Scouts' insignia, coat, poncho, and staff T shirt), miscellaneous cost for spirit gifts and assembling girl gifts, shared food expenses for adult only training weekends and miscellaneous snacks for the program. Also, any costs associated with certificates/licenses for position, including Basic First Aid & CPR for all positions.

Troop 609 Mackinac Island Scout Service Camp

Adult Application

PLEASE PRINT. FILL OUT COMPLETELY. USE ADDITIONAL PAPER IF NEEDED.

Name: _____
 First Middle Last Maiden Name

Current Address: _____

Preferred Phone Number: _____ E-MAIL _____

Occupation _____ Birth Date _____

What girl scout council are you a registered Girl Scout with _____

PREFERRED POSITIONS (Number in order of preference)

_____ Director	_____ Unit Leader (four positions)	_____ Food and Business Manager
_____ Program Administrator	_____ Program Support (two positions)	_____ Health Supervisor

THREE REFERENCES (non-related people who know you well). The forms for them to fill out are attached.

Name	Phone with area code	Email address
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Do you have any certifications? Especially as it relates to the positions you are applying for. List them below, along with any expiration dates. If no, are you willing to get them for the position?

Have you served at the Mackinac Island Scout Service Camp before? Yes _____ No _____

What troop was it with? _____ What year? _____

What positions did you hold? _____

Describe your experience, as an adult, allowing youth, grades 6-12, to make their own decisions and plan activities. _____

What other types of service have you participated in outside of Girl Scouting? _____

What skills and qualifications do you have for the position(s) you are applying for? _____

Describe your work ethic? _____

Why do you want to serve as an adult member with Troop 609 of the Mackinac Island Scout Service Camp? _____

I agree to take training offered to help me carry out my volunteer position. I understand that by volunteering for this position that I will be putting the girls needs and wants above my own personal free time. I understand the mandatory attendance at the trainings and the additional time that may be needed outside of the trainings to complete my expected duties. I am acquainted with and subscribe to the principles embodied in the Girl Scout Promise and Law and will abide by the conditions stated herein. I authorize the Girl Scouts Heart of Michigan and its agents to investigate all statements on this application, and the references listed above. I authorize all references and sources to release information without liability for damage incurred in providing it. Further, I release the Girl Scouts Heart of Michigan and its agents from liability and damages related to or arising out of any reasonable background investigation. I understand if any information given is incorrect, I will be held responsible.

Signature _____ Date _____

Mail to: MISSC 3116 Blue Grass Lane Swartz Creek MI 48473
--



Mackinac Island Scout Service Program Troop 609
Confidential Reference Outline

Name of applicant: _____ Name of reference: _____

Please mail this Reference to the address below by the application deadline

The above name applicant has applied to be an Adult Leader of the Mackinac Island Scout Service Program with Troop 609. Troop 609 participates in various duties on Mackinac Island and Fort Mackinac including flag ceremonies, guide duty, and various service projects. This Adult Leader will be guiding, mentoring and working with Girl Scouts ages 6th - 12th grade. If you have any questions about the program, please ask the applicant or contact the Director at honorguarddirector@yahoo.com. Use additional paper if needed. Thank you for your assistance!

1. How long have you known the applicant? How do you know them? _____

2. How has she evidenced the following (give specific examples if possible):

a. Her ability to work in a group setting: _____

b. Her overall attitude: _____

c. Her dependability and maturity? _____

3. Other comments _____

Signature _____ Phone Number: _____ Date _____

Mail to: Brenda Coleman, Troop 609 Reference, 3116 Blue Grass Lane, Swartz Creek MI 48473



Mackinac Island Scout Service Program Troop 609
Confidential Reference Outline

Name of applicant: _____ Name of reference: _____

Please mail this Reference to the address below by the application deadline

The above name applicant has applied to be an Adult Leader of the Mackinac Island Scout Service Program with Troop 609. Troop 609 participates in various duties on Mackinac Island and Fort Mackinac including flag ceremonies, guide duty, and various service projects. This Adult Leader will be guiding, mentoring and working with Girl Scouts ages 6th - 12th grade. If you have any questions about the program, please ask the applicant or contact the Director at honorguarddirector@yahoo.com. Use additional paper if needed. Thank you for your assistance!

4. How long have you known the applicant? How do you know them? _____

5. How has she evidenced the following (give specific examples if possible):

a. Her ability to work in a group setting: _____

b. Her overall attitude: _____

c. Her dependability and maturity? _____

6. Other comments _____

Signature _____ Phone Number: _____ Date _____

Mail to: Brenda Coleman, Troop 609 Reference, 3116 Blue Grass Lane, Swartz Creek MI 48473



Mackinac Island Scout Service Program Troop 609
Confidential Reference Outline

Name of applicant: _____ Name of reference: _____

Please mail this Reference to the address below by the application deadline

The above name applicant has applied to be an Adult Leader of the Mackinac Island Scout Service Program with Troop 609. Troop 609 participates in various duties on Mackinac Island and Fort Mackinac including flag ceremonies, guide duty, and various service projects. This Adult Leader will be guiding, mentoring and working with Girl Scouts ages 6th - 12th grade. If you have any questions about the program, please ask the applicant or contact the Director at honorguarddirector@yahoo.com. Use additional paper if needed. Thank you for your assistance!

7. How long have you known the applicant? How do you know them? _____

8. How has she evidenced the following (give specific examples if possible):

a. Her ability to work in a group setting: _____

b. Her overall attitude: _____

c. Her dependability and maturity? _____

9. Other comments _____

Signature _____ Phone Number: _____ Date _____

Mail to: Brenda Coleman, Troop 609 Reference, 3116 Blue Grass Lane, Swartz Creek MI 48473