STR Day Camp Position Descriptions (overview)

**Lead Staff**

**Staff Manager**
This person would be a camp committee member, the leader of the mission group, or other trained adult.
- Confer with Schedule Manager on staffing, timing of activities, discipline issues, duties to be completed, morning meetings and at end of Monday and any other days needed to facilitate an enjoyable and effective ministry week for all.
- Be available to assist staff, pray with them, appreciate them, help them find the right fit for the week, etc.
- Handle camper or staff discipline issues in which counselors need assistance per discipline procedure policy.
- Be available to assist counselors in praying with campers/salvation. Make sure there is a written account of decisions for Christ. Note any special prayers, issues surrounding their prayer, etc.
- Manage with Schedule Manager camper drop off in mornings and pick up in afternoons.
- Lead the camper opening time in morning and closing in afternoon, if not the Worship Leader, or make sure this position is filled. We have had a review game time for the two younger groups in the afternoon and songs.
- Stay visible during the day, helping wherever needed

**Schedule Manager**
This person would be a camp committee member or other trained adult.
- Confer with Staff Manager on the timing of activities and anything that would help keep the activities on schedule, meetings on Monday and any other needed days to make adjustments to scheduling.
- Give needed reminders to leaders of time left at the current activities
- Manage camper drop off & pick up with Staff manager.
- Coordinate transportation of campers to activities
- Help with discipline issues per discipline procedure policy
- Be available to help pray with staff and/or campers & help where needed

**Rancher Manager**
This person would be a camp committee member or other trained adult.
- Confer with Staff Manager on the timing of activities and anything that would help keep the activities on schedule, meetings on Monday and any other needed days to make adjustments to scheduling.
- Manager Rancher camper drop off & pick up. Confer with Staff/Schedule Managers.
- Give needed reminders to Rancher leaders of time left at the current activities
- Coordinate transportation of Rancher campers to activities
- Help with discipline issues per discipline procedure policy
- Be available to help pray with staff and/or campers & help where needed
**Food Service Manager**
The Food Service Manager is secured by STR and plans the menu, purchases and inventories supplies and manages the preparation, serving and clean up of camp food.

**Worship/Music Leader/Emcee** - position filled before camp by Committee through application process
(Ideally this position could be filled by the adult leader of the resident volunteer group. A qualified teen could lead the song/worship time (with song assistants), when an adult conducts the assemblies in morning and afternoon.)

- **Lead singing and play guitar.** Music should be a mix of silly camp songs, fun Christian songs and worship choruses. Music will be provided to the leader in advance of the group’s mission week; however, the leader may provide some songs of his own choosing that he feels most comfortable leading, as approved by Managers.
- Maintain order and discipline and a spirit of praise and worship
- Be ready for general assembly with campers at 9:00am to go over rules and introductory information, lead in singing and prayer.
- See to smooth transition between activity rotations; lead music or give an object lesson (i.e. little magic trick or something to hold attention) if a time filler is needed
- Pray before lunch and release the children to get their food in an orderly manner, if not handled by the group leader or staff manager.
- Stay visible during the day, helping wherever needed/assist a camper group
- Handle discipline problems as needed per discipline procedure policy
- Be alert for opportunities to lead a child to Christ or to counsel in spiritual matters
- Conduct general assembly at end of the day consisting of Bible review, music, closing instructions and dismissal
- Lead program on Friday afternoon for parents with Managers

**Nurse** - Open to physicians, registered nurses or practical nurses or persons with any level of certified EMT training
- Check supplies on hand. Purchase those that are needed prior to camp after consulting with Day Camp Director
- Become familiar with the Nurse manual supplied by Camper Registrar before opening day of camp
- Each day of camp, look at the food menu and double check with Food Service Manager to make sure any food allergies are being addressed
- See that physical limitations have been communicated to Managers
- Receive medication as each child arrives
- Care for minor injuries, dispense medication and keep accurate records in the log book
- In case of sickness, call parent
- In case of serious injury summons an ambulance and call parent

**Life Guard** (usually about 4-5 hours a day, 3 swim sessions)
- Need current certification
- Explain swimming rules to campers on Monday, including swim test
- Bring a whistle and use it when appropriate
- Keep accurate headcount of campers while swimming
- If you are a resident volunteer, help in other areas when not needed to supervise swimmers
**Bible Teacher**

This position could be fulfilled by the Worship Leader or by various youth in a mission team group, or by a designated teacher. One option would be to have every senior counselor teach the Bible lessons to their group and assistant counselors teach the memory verses to their group. If this was too much for the capabilities of some senior counselors, the lessons could be split among 2-3 teachers. In this way, more young people gain teaching experience in this setting. Lessons and verses are provided to your group in advance of your arrival so the youth have time to learn, practice, and be critiqued by your leaders.

- Present the Bible lesson (provided by STR)
- Draw out a present-day application
- Teach memory verse using a fun game (or have assistant vols teach verse)
- Make a list of review questions (if not already provided) for each day’s closing program (younger groups)

**Creation Teacher**

- Prepare in advance of camps or use prepared lessons (can use Answers In Genesis materials in addition to other visuals/activities). Must be committee approved.
- Present age appropriate lessons
- Make a list of review questions for each day’s closing time

**Lead Counselor/Assistant Counselor**

(This name changes based on the theme, currently Sheriff/Deputy. A minimum of 10 senior counselors and 20 assistant counselors are needed. Assistant counselors must be at least 15. We place younger counselors with the youngest group of campers, 8-9 years old (staff manager has right to move staff to facilitate effectiveness). Campers are enrolled into one of three group categories: Cowpokes (8-9), Ropers (10-12), & Ranchers (13-14).

- Supervise a particular group of children. One counselor must go with any campers being transported on-site to other activities per policy. For those going to Horse lessons or other specific activities, make sure you have it noted/know where each is at all times.
- Make sure campers stay hydrated during hot days by requiring everyone to drink
- Record attendance, Scripture memorization, discipline issues not readily corrected, and prayer/decisions for each child in your group
- Make a point to get to know each child in your group as much as possible, noting specific needs or circumstances on the attendance sheet
- Supervise swim time rotating positions among group leaders. Swim with your group if you are able, increasing friendly interaction and assisting with water safety.
- Make a point to talk to each child individually by the end of the week, to ascertain the status of their relationship with Jesus, and pray with them.
- Help them learn their memory verses each day and the songs.
- Activity sessions could include Sports, challenge course, kayak/canoeing, games, fishing, etc. Deputies will lead their group in that activity. Crafts should be led by a dedicated crafts person since it requires more setup and cleanup. Sometimes activities will be led by a person coming onto campus for that particular activity in which case you will help them.
Crafts Coordinator – support staff; not a counselor or resident volunteer group member
- Plan crafts for the 4 weeks of camp, customizing to theme if possible (2 crafts for 100+ campers each week, for 4 weeks)
- Make the craft yourself to insure that the difficulty level and final appearance is as expected and so you have a sample for campers to view
- Buy materials needed to make crafts (funding supplied by STR).
- Have alternate activity/craft available for unexpected free time

Support Staff
Includes - Activity Leaders: Kitchen crew, Outdoor skills/survival (when offered), fishing, kayak/canoeing, roping (when offered), obstacle course, zip line, archery/bb guns, etc.
Includes - other part time positions, and group helpers who are not counseling (one per group, so we have 4 volunteers with each camper group).

Waterfront Leader
Note: Clean floating dock before the first day of camp
- Make sure swimming area is roped off and noodles are attached to rope
- Keep area clean and picked up
- empty boats of rain water as needed
- Make sure paddleboats are secured to pier/boat dock; do not drag boats on anything; enter them when they are floating
- Make sure life jacket shed is orderly
- Lead camper instruction on PFD’s and boating
- Assist with any waterfront activities

Food Service Assistants/Kitchen Crew - Five additional people are needed as kitchen crew.
- Prepare and serve meals under direction of Food Service Manager
- Assist with inventory
- Leave kitchen clean each day
- Begin each day at time determined by Food Service Manager and can leave before camper dismissal, if not a resident volunteer.

Transportation Teams
- Teams of 2 adult drivers in 15 passenger vans bring campers to camp in am and return them to parent's pick up location in pm.
- Rider sits with campers to get to know them and keep order/have fun.

Tractor driver - transport campers & volunteers on a wagon to activities on designated days; part time

On-site Transporter - Usually an adult group leader
- Drive campers to and from activities in addition to the activities leader so there are never children waiting to be taken or picked up.
- Fill in when someone has to leave campus unexpectedly
**Games Leader** – preferably a support staff or Assistant counselor; part time if not a counselor; Prior to or during opening exercises, see that ice water and cups are at the game area each day, if this has not been assigned to another.

- A list of possible games will be made available before camp (and some to not use) and you can use those or other appropriate games that you know better. Make sure game equipment/supplies are set out and ready for campers when they come. Game shed by lower level restroom has supplies.
- Explain game (sport), if needed, and pick teams in a fair and orderly manner
- Supervise the game, participate
- Put equipment away after the last session and prepare for the next day
- Help in other assigned areas when not busy with game times, if not a counselor.

**Crafts Leader** – 1-2 adults; support staff, not a counselor; part time

- Learn how to make the crafts and where supplies are kept before camp week
- Make sure everything needed to make craft is ready for the campers when their activity begins (see schedule)
- Step by step, explain how craft is made
- Make sure each craft is labeled with camper name and group
- Keep crafts from each group separate (need boxes)
- Clean up area after each session
- Assist in distribution of finished crafts at the end of the day
- If you are a resident volunteer, help in other assigned areas when not busy with your activity
- Keep Coordinator informed of supply count for future weeks

**Archery & BB gun Instructors** - part time

- Must be trained to use camp equipment ahead of time
- Must be able to instruct campers
- Set up equipment at archery location and put away each day
- Take water jug and cups and bring back at end of activities and any trash

**Fishing Instructor** - part time

- Know location of equipment and make sure it is usable before camp and each day.
- Instruct campers/counselors and keep them at a safe distance from each other. Swimming could be going on at the same time.
- Have equipment ready for each group, including bait

**Zip Line Leader** - part time

- Know location of equipment and make sure it is usable before camp and each day.
- Instruct campers/counselors and safely secure harness on each participant

**Obstacle Course** - part time

- Instruct volunteers and campers in using the course safely and to build teamwork and confidence
- Position volunteers on both sides of wall and at rope platforms
Afternoon Cleanup - All Volunteers (unless we have separate volunteers to do these duties each day after camp) duties are assigned to each camper group of volunteers

- Empty trash barrels and replace liners, whenever needed, and always at the end of the day (nocturnal critters will strew it everywhere if you don’t). Remember to tie a small knot to keep bag from falling into the barrel. Clean and disinfect barrels the end of each week. Turn barrels upside down at end of each day.
- Transfer trash to dumpster after camp each day.
- Clean camper restrooms-sweep (hose if needed), empty trash, clean toilets, sinks and mirrors
- Sweep (use leaf blower, hose if needed) pavilion, serving area, and restroom porches as needed each week.
- Put anything the campers left in the Lost & Found at nurse office
- Keep the restrooms/showers downstairs clean and picked up
- Clean Volunteer Housing weekly; If you are leaving, empty refrigerator and clean it

Thank you for helping at camp!