



# STAFF JOB DESCRIPTIONS

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## ADULT STAFF

In compliance with the diocesan policy, all adult camp volunteers (age 18 and over) must attend a VIRTUS safe environment training and complete the diocesan background screening process PRIOR TO MAY 15 to be eligible to attend camp. (See back for more details.)

**HEAD COOK:** Prepares 3 meals a day and snacks for approximately 100-125 people for five days. Supervises use of kitchen resources and kitchen staff.

**NURSE (Licensed RN):** On-call 24 hours a day; provides for safety and health of campers and staff.

**ASSISTANT CAMP DIRECTOR:** Assists camp director with duties at camp.

**RELIGIOUS FORMATION DIRECTOR:** Facilitates religious formation sessions for campers; should have experience working with children's religious education.

**LITURGY DIRECTOR:** Plans liturgical celebrations (includes Reconciliation, morning and evening prayer, and meal prayers); knowledge of liturgical guidelines would be helpful.

**MUSIC DIRECTOR:** Leads campers in prayer and camp songs; have vocal and/or instrumental capabilities.

**CRAFT DIRECTOR:** Prepares materials and activities for craft sessions in accordance with camp themes; should have experience working with crafts of all types.

**SPORTS DIRECTOR:** Male or Female staff person with knowledge of appropriate sports and games and ability to lead campers.

**NATURE DIRECTOR:** Provides campers with opportunities to explore nature in accordance with camp themes; should have an interest in nature/outdoors.

**SENIOR COUNSELOR:** Oversees activity of 10-15 campers.

**MAINTENANCE:** Routine maintenance and repairs at Camp St. Vincent in Fredericktown

## ADULT, YOUNG ADULT AND HIGH SCHOOL STAFF

**WATERFRONT DIRECTOR:** Supervises recreational waterfront program for campers and staff; must have Red Cross Lifesaving Certificate.

**WATERFRONT ASSISTANT:** Assists Director; must have Red Cross Lifesaving Certificate.

**RELIGIOUS FORMATION ASSISTANT:** Assists Director with Religious Formation.

**ASSISTANT COOK:** Assists Head Cook in preparing meals and snacks.

**CRAFT ASSISTANT:** Works with Craft Director in conducting crafts program.

**MUSIC ASSISTANT:** Assists Director with music; have vocal and/or instrumental capabilities.

**SPORTS ASSISTANT:** Junior staff person; assists Director with sports and games.

**JUNIOR COUNSELOR:** Assists Senior Counselor in overseeing activities of campers.