

## DESCRIPTIONS OF STAFF POSITIONS AT CAMP

**Camp Staff Mission:** As camp staff, we serve as missionary disciples for Jesus Christ. Through our words and actions, we help all children participating in camp activities to have a real encounter with Jesus Christ; we accompany them on their journey of seeking and growing a relationship with Jesus through the Catholic faith; and we encourage them to boldly live and share their faith with others.

Descriptions of the various staff roles are as follows:

### MEDICAL PROFESSIONAL

**Purpose:** To supervise and be responsible for the general health and safety of campers and staff. Must be a Registered Nurse, physician, or EMT.

#### **Medical Professional:**

- Collects all medicines from campers and administers them according to physician's directions.
- Checks incoming campers' health records, notes pertinent information, and shares appropriate information with kitchen staff, counselors, and Camp Director as needed.
- Stores ALL medicine in the infirmary.
- Maintain regular infirmary hours but is available at all hours for first aid.
- Keeps records of all accidents, illnesses, treatments, and distribution of medications. Gives completed incident reports to the Camp Director at the end of session.
- Establishes and maintains contact with a local physician, treatment center, or emergency room to care for emergencies.
- Advises staff on any medical conditions of campers and how to handle emergencies. Will demonstrate use of EpiPen to staff.
- Works with the Camp Director to make sure proper insurance pages are filled out and sent to appropriate individuals when applicable.
- Observes rules, regulations and instructions of the particular campsite.
- Takes the opportunity to teach good health practices and preventive medicine whenever the opportunity arises.

- **Insurance Claim Procedures** (Does this all look relevant still?)

*All claims are secondary to the child's primary insurance coverage.*

If a child requires an emergency trip to the hospital or doctor's office, the nurse will:

- Complete the Camp Insurance form with all appropriate information
- leave a copy of the form with the medical institution and keep a copy for camp
- make sure the hospital knows they need to file the form with the insurance company
- keep a copy of all paperwork from hospital/institution
- If a child requires a prescription that gets phoned in by a doctor, only on a parent's authority, insure that payment is made for the prescription beforehand. Camp cannot be responsible for paying for prescriptions.

## **CAMP COOK STAFF**

**Purpose:** To provide staff and campers with sufficient, attractive, appetizing, and nutritionally well-balanced meals.

### **The Camp Cook Assistants will assist the Head Camp Cook:**

- Prepare, serve, and store foods properly, in accordance with established local health standards.
- Work with campers with special dietary needs
- Posts daily menu for hoppers.
- Help with dining room and kitchen clean-up for each meal, each day of camp.

## **FAITH FORMATION DIRECTOR and ASSISTANTS**

**Purpose:** To teach the religious formation program to campers using materials provided.

### **The Faith Formation Director:**

Themes for the Faith Formation curriculum will rotate on a six-year cycle as follows:

- Life in Christ (10 Commandments, Beatitudes, works of mercy)

- Vocations and Using Our Spiritual Gifts
- Creed (Main beliefs we profess as Catholics)
- Prayer and Liturgy (Mass)
- Sacraments
- Saints and Mary

The lesson plans for the week will be provided on a thumb drive to each director well before their assigned session. Using the provided plan, the director will prepare (together with assistants) daily teaching sessions for each age group. The program allows for the religious formation director to personalize each day using music, crafts, videos, PowerPoint presentations, Scripture, and prayer.

The Faith Formation director works with other directors on any joint projects where planning is required.

Faith Formation should be the focus for our whole day at camp. Try to plan activities that help the campers get to know each other, especially those in their cabin group who are not from the same town. In the plan for the week, there are always many ideas that involve group work. Try to stick with the prepared activities as much as possible.

There should be plenty of copies for any planned activity. If you need to borrow supplies from crafts, be sure to check with the Crafts Director so both of you are not planning to use the same supplies at the same time. We try to provide you with all the supplies you will need.

**Counselors must attend all religious formation sessions with their campers!** If this is not happening, please let the Camp Director know. They are expected to participate as much as the campers.

## **MUSIC DIRECTOR and ASSISTANTS**

**Purpose:** To provide opportunities for everyone to participate in vocal and instrumental music both as forms of prayer and for fun.

### **The Music Director:**

- Works with the Spiritual Director and Liturgy Director in planning liturgies (Mass, Reconciliation Service, morning and evening prayer, and Adoration).
- Provides opportunities for campers to learn camp songs.
- Leads singing in liturgies and prayer and encourages campers to participate.

- Plans and conducts vocal and instrumental music practices when necessary.
- Encourages musicians to participate in musical activities according to their talents and skill.
- Leads scheduled daily music sessions, teaching both camp songs and the planned liturgical songs.
- Is responsible for planning and supervising campfire activities.
- Involves campers in morning and evening prayer when needed

The Music Director is a vital part of camp! The Music Director (and Assistant) is in charge of choosing and helping campers choose music for liturgies and campfires. The Music Director also helps campers form their attitudes about songs as a form of prayer.

## LITURGY DIRECTOR

**Purpose:** To help provide meaningful liturgies and prayer services for campers and staff. Involve as many campers as possible!

### **The Liturgy Director:**

- Plans liturgies (both prayer and Mass) with campers, in consultation with the Spiritual Director and Music Director. (Keep in mind the theme of the day.)
- Consults with the Craft Director about the environment for liturgies (banners, etc.).
- Acts as sacristan in providing items for liturgical celebrations:
  - chalices (normally 2 for staff night, 4 the rest of the week)
  - wine (1 cup for staff night, 2 1/4 cups the rest of the week)
  - purificators (same number as chalices)
  - communion plates (1 for staff night, 2 the rest of the week)
  - 1 large host
  - small hosts according to the number in the group
  - altar cloth
  - Corporal

- Candles
- water, bowl, and towel for washing hands
- Eucharistic Ministers (2 for staff night, 5 the rest of the week)

The Liturgy Director (the main organizer for daily Mass, the Reconciliation Service, morning and evening prayer, and Adoration) is in charge of the most important aspect of camp life. The Liturgy Director, Spiritual Director, and Music Director meet with the grade assigned to plan the liturgy. Use campers as lectors, gift bearers, altar servers, and in any other positions for special activities planned. Try to focus the liturgies on the day's theme, but allow freedom for campers to choose songs and activities that are special for them.

When choosing Eucharistic Ministers, try to give every adult on staff a chance to be a minister at least once. A good plan is to invite the Senior Counselors from the planning group to be ministers. Choose adult staff to be ministers with them. All Eucharistic Ministers must be Confirmed.

The Liturgy Director is responsible for making sure there are enough individual candles for everyone's use at the campfire. Put round disc wax-catchers on candles--put some in several plastic sacks--pass around at the campfire. Counselors need to return them to you at the last night's staff meeting.

## **SPORTS DIRECTOR AND ASSISTANT**

**Purpose:** To provide opportunities for recreation for campers and staff in a safe, yet fun environment.

### **The Sports Director:**

- Plans various sports activities, taking into consideration age, ability, and interest of campers, making sure to involve all campers.
- Establishes safety rules and explains them to campers.
- Encourages campers to use sports equipment during free time and to return the items used when they are finished.

As Sports Director, you are in charge of an important part of the camp experience. It is important to select activities appropriate for the age group. Fair play and fun should always be stressed over winning. It is always nice (when possible) to give campers a choice of two or three activities to play. If they are divided equally you can do several during the hour, or play one of the activities another day.

Always be sure to keep a close watch on the temperature and weather. High temperatures can cause campers to become sick and exhausted. Quieter activities are suggested on hot, humid days. Be sure to allow campers to rest and get drinks as much as needed. A water bottle was on the NEEDS list for camp. Campers should be encouraged to fill them and bring them to sports activities.

A 5-gallon jug of Gatorade must be taken to the activity site There are 2-5-gallon jugs in the kitchen to mix Gatorade in and take down to the sports area. If two areas are used, then both jugs need to be filled with Gatorade.

The safety of the campers is a MUST. Please check with the Camp Director if you have an idea for a new sporting activity so safety can be discussed. Be creative and crazy when planning events, but try not to do things that might get people excessively dirty or hurt. Make the nurse aware of any injuries during activities.

## **WATERFRONT DIRECTOR AND ASSISTANT**

**Purpose:** To maintain a safe waterfront and provide enjoyable and educational waterfront experiences. **The Director must be certified in Lifesaving. Others on the Waterfront must have Senior or Junior Lifesaving or CPR Certified.**

### **The Waterfront Director:**

- Sees that rules are explained before first swim

### **RULES:**

1. No running
2. No towel snapping
3. No chicken fights
4. No diving
5. No excessive dunking
6. Stay in assigned area
7. Keep an eye on the inner tubes--they tend to float away!
8. No jumping off the dock

9. Must have a buddy in the water to check on when lifeguard does a buddy check.
10. No rock skipping or throwing.

- Notifies the Nurse of any accidents or illnesses at the waterfront.
- Notifies Camp Director if water seems unsafe for swimming or if any unsafe conditions exist.
- Ensures that the backboard and life belts are at the waterfront.
- Checks with Nurse for First Aid Kit and Pocket Mask for waterfront
- Inflates inner tubes for use at the river (deflates inner tubes at end of camp).
- Buddy check will be done every 5 minutes
- Early out of water at the half hour, all out at 15 till the hour.
- Staff who choose to swim on their breaks can only do so if a lifeguard is there on duty.

## **CRAFT DIRECTOR AND ASSISTANT**

**Purpose:** To provide opportunities for campers to artistically express ideas and be creative in planned activities.

### **The Craft Director:**

- Will prepare the projects that have been planned by the Camp Director, considering age, ability, and interest of campers.
- Uses available supplies, keeping in mind the supplies needed for the remainder of the sessions for that season.
- Keeps the craft area as orderly as possible, putting away supplies and sweeping floor at the end of each day.
- Is available to help with banners or decorations for Liturgy, or to make cards needed for special occasions.

Crafts are an important part of camp. Craft activities should tie in with the themes of camp as much as possible. Also, since the frog is our symbol, any kind of activity in which frogs are used or made is very appropriate. Preparation for activities is important and examples of already finished crafts are a good idea. Supplies should be ready at the beginning of each session and clean-up at the end of the session is essential.

Leather rounds are provided for name tags to be made on the first day. Only ONE should be used by each camper and staff member. (PLEASE closely monitor how they are used.) If a mistake is made, be creative in fixing the tag so the name can be read. These nametags are to be worn each day while camp is in session.

## NATURE DIRECTOR

**Purpose:** To provide an interesting and informative program of nature study to help campers become aware of nature as God's gifts to us.

### The Nature Director:

Plans hikes, lectures, activities or games to inform campers about the natural surroundings of the camp.

The Nature Director is a vital part of camp. The Nature Director should try to give campers an understanding of nature as an important part of God's world and relate the need to be stewards of God's creation. Included in the Nature Director's binder are pages of ideas that have worked for directors in the past. Feel free to use or modify these suggestions.

There is also a file box of pamphlets, books, and ideas for your use. Campers like to do the scavenger hunt--just make sure you are organized, have enough copies, and the items can be found.

## CAMP COUNSELORS

### SENIOR COUNSELOR

**Purpose:** To provide supervision for the campers and to be a good witness to one's faith. Work effectively with a Junior Counselor and other staff members.

### The Senior Counselor:

- Takes responsibility for the success of the camper's experience at Camp Re-NEW-All by:
  - being concerned about the physical and emotional welfare of all campers assigned to him/her;



- providing an atmosphere conducive to the formation of Christian community
- witnessing to his or her faith in all he or she does through actions, speech, attitude, concern for others' needs before self, cheerfulness, good humor, attentive and active participation in liturgy, prayer services, and all activities.
- Helps his or her Junior Counselor to grow and mature by his or her encouragement, support, and sharing of responsibilities.
- Cooperates with other staff in any way possible to help make camp successful and enjoyable for all participating.
- Follows camp rules as set forth by the Camp Director.
- Discusses camper problems with Camp Director, Assistant Director or Spiritual Director.

## **JUNIOR COUNSELOR**

**Purpose:** To assist Senior Counselors in managing and supervising campers assigned to them.

### **The Junior Counselor:**

- Takes full responsibility for the safety and welfare of the campers for short periods of time as requested by the Senior Counselor.
- Will help Senior Counselor in the morning to wake campers and get them ready for the day. Will also help at bedtime and lights out to make sure campers are getting ready for bed and are in the cabin and in their beds at lights out.
- Gives witness to one's faith in all actions, speech, attitude, concern for others' needs, cheerfulness, good humor, attentive and active participation in liturgy, prayer services, and in all activities.
- Follows camp rules as set forth by the Camp Director.
- Staff Meeting Attendance: Junior and Senior Counselors alternate nights for attendance at Staff Meetings: Junior Counselor attends Monday and Wednesday nights; Senior Counselor attends Tuesday and Thursday nights.