



ONE FAMILY

ROYAL FAMILY KIDS CAMP

Sponsored by Edgewater Alliance Church

VOLUNTEER ROLE DESCRIPTIONS

CHILD SPECIALIST

Social Worker, Psychologist, School Counselor, Marriage Family Therapist (MFT).

Preferably a Social Worker or Psychologist, but could be a School Counselor, Marriage Family Therapist (MFT) or other professional who has a combination of both experience and education working with kids from hard places. This role provides both a safety net for the volunteers who are inexperienced working with Foster children and a level of confidence for Social Services to know that there is a knowledgeable advocate on the team.

“The person you choose for this position should be someone your Social Services would trust as being capable to make decisions regarding the physical and emotional safety of children in foster care.”

The terms Child Specialist or Camp Therapist or Mentor Psychologist may give comfort to the adults as a professional resource; however, those titles may create a barrier between the person and their ability to just hang out with the children. Feel free to rename the position, to something more appealing to the kids.

Who to look for:

The role of the Child Specialist (Social Worker, Psychologist, School Counselor or MFT) is there to assist the children, the team and the church. They are the emotional and behavioral firefighter on the team. When everything goes well, they walk around and just care for kids. However, when an emotional or behavioral fire breaks out, volunteers call for the fire fighter that knows more than they do, and that is when the expertise based on education and experience becomes important.

Three main areas for the Child Specialist skill sets are:

- Training before Camp or Mentoring Program
- Critical decision making before or during
- Assisting with emotional or behavioral conflict when it arises

In these three areas, volunteers look for those of “equal or greater” authority than themselves. It’s not just the experience; sometimes the position, title and authority also play a strong role.

It is our recommendation to get the highest qualified, professional that you can that also meets the above expectations and roles. If a Camp Program is unable to recruit an individual to attend camp for the entire week, ask the local Social Services Office what their minimum requirements would be for continuing with camp. Call the For The Children for additional ideas. Mentoring Programs usually do not need the Child Specialist to attend all of the events, although it can be extremely helpful when they are able to interact with the children and assist Mentors with specific needs and questions.

CHILD PLACEMENT COORDINATOR

Responsibilities Include:

- View the DVD: “Child Placement Coordinator”
- Works with Social Services to place potential campers
- Phone or meet with Social Services Campership Coordinator before application process begins to explain and/or review camp policies
- Providing any written information about camp to agency
- Corresponding with Social Services using letters, applications, brochures, etc.

- Requesting number of referrals (campers) for camp
- Receiving and reviewing all referrals from SSA Campership program
- Acting as liaison with campers' foster parents, guardians, or group home staff by phone and introducing self, the camp, camp dates and answering any questions before sending applications
- Sending application and introductory letters to foster parents, shelters, group homes, etc.
- Periodically providing SSA Campership Coordinator and Camp Program Director with lists of children contacted and applications sent and received, including finalized list immediately before camp
- Sending acceptance letter to campers who have completed applications
- Calling all foster parents, guardians and group home staff who were contacted but did not submit application by deadline. Determine problem and if necessary add different child to fill opening.
- Meeting with and working closely with Camp Director regarding SSA policies and keeping updated on number of available counselors
- Working with Director and Dean of Men/Women to match campers with counselors
- Calling counselors and giving them the name and age of their campers so they may plan for room decorations, small gifts, etc.
- Meeting with each counselor at camp before campers arrive to briefly go over camper's history, needs, possible behavior problems, and solutions. It is important that this not be done before camp to prevent counselor anxiety, protect confidentiality and to avoid confusion over possible last minute changes.
- Work with camp nurse to create list of children on medication, type of medication, and list of non-swimmers.
- Providing list of camper names alphabetized by foster parents' last name for registration clerk to use at registration at bus departure point
- Assist at registration whenever needed by greeting foster parents and campers; calling no shows, etc.
- Turning over complete files on all children to camp director to be kept at camp for the week
- Providing questionnaire for counselors upon returning from camp to list any information about their campers that they feel would be helpful for future counselors and staff.
- Ensuring all files are brought back from camp, add counselor remarks and return files to Camp Program Director to file away for next year
- Being on hand when campers return to call any "no show" foster parents, group home staff or shelter, personnel
- Maintaining list of previous campers
- After first year (when possible) contacting all previous foster parents, guardians, and group homes before the following camp, offering them first priority for camp placement. Then receiving new referrals from SSA.
- Praying for the camp

SECRETARY

Responsibilities Include:

- Providing all office/production support of camp including preparing forms and correspondence
- Coordinating Registration process, registering campers, etc., at church on morning of Camp
- Praying for the camp

NURSE

Responsibilities Include:

- Being at camper registration to collect medication and to screen camper for illness
- Ensure a copy of each camper's Insurance I.D. card accompanies their application.
- Total health care program and record keeping for the camp
- Observing general health conditions of the Resident staff, and reporting daily any problems to Camp Program Chapter Director
- Screening incoming campers upon arrival in camp for ear infections, foreign objects in ears, reaction of pupils to light, swollen and infected tonsils, throat infections, head lice and any specific complaints of campers
- Keeping all medications secure in the infirmary

- Collecting health histories and reports of physical examinations from the campers and keeping them on file in the infirmary
- Maintaining the Nurse's Logbook of all medical treatments given. All records to be kept for statutory limit by the Director
- Observing everyone in camp for specific problems
- Determining how all disabilities and injuries are to be handled
- Maintaining first aid kits and ensuring that each group going away from main camp has a first aid kit with them
- Ensure each Counselor & Staff are equipped with a Fanny Pak containing: gauze wipes, antiseptic wipes, vinyl gloves, band aids (2-3).
- Praying for the camp

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ACTIVITY CENTER COORDINATOR

Responsibilities Include:

- Developing 20-25 interesting and creative activities that emphasize "process not product," some of which relate to theme
- Gathering all supplies needed for the centers
- Staying within the budget of crafts
- Keeping morale high
- Having centers ready when campers arrive, and keeping them in good order all week
- Setting up, taking down and storing all supplies for centers
- Praying for the camp

CURRICULUM COORDINATOR

Since the Camp Program curriculum includes materials that may be used by several different staff members, it is helpful to have a Curriculum Coordinator. The Curriculum Coordinator may also fulfill one or more individual curriculum roles as Drama Coordinator, Breakfast Club Coordinator, Bible Teacher, etc. Also, one person may fill more than one of the roles such as Music and Breakfast Club, Bible Teacher and Drama, etc.

- Receives from Camp Program Director all curriculum materials and information related to budget for curriculum-related expenditures
- Learns (or perhaps helps to determine) who is responsible for each component of the curriculum (e.g. music, drama, Breakfast Club, etc.)
- Meets with Camp Program Chapter Director to determine which staff members are available during camp schedule to assist with drama, music, Breakfast Club, and Bible stories as needed.
- Becomes thoroughly familiar with all aspects of the curriculum to be used in connection with Breakfast Club, Bible Stories, Music, and Drama
- Gives curriculum materials to the coordinators of Breakfast Club, Bible Stories, Music, and Drama, and gives them information on funds budgeted for expenses
- Meets with the coordinators of each curriculum area to determine their needs, to assist in planning, and to oversee the completion of tasks. (Tasks that may require assistance include selecting individuals for the drama, setting up sound system

or drama props, receiving permission to use camp facilities in a particular way, etc.)

- Praying for the camp

BIBLE TEACHER

Responsibilities Include:

- Receives Bible story materials from Curriculum Coordinator as well as an overview of the annual camp theme (e.g. Sheepfold, Olympics, In Search of God's Treasure, Following New Blueprints) and daily themes.
- Receives information from Curriculum Coordinator on budget allocated for Bible stories and procedures for reimbursing expenses
- Oversees coordination of the "chapel," "assembly" (i.e. Sheepfold, Olympic Arena, Jungle, Construction Zone, etc.) time, and cooperates with Music and Drama Coordinators to work Program songs and drama into this time.
- Teaches four or five daily Bible lessons using Camp curriculum and develops creative and engaging ways to teach the daily Bible stories
- Discusses with the Curriculum Coordinator any special needs (e.g. A/V materials, special setup, need for helpers, etc.) and provides progress reports periodically
- Encourages the use of the activity book for the campers which includes the annual camp theme, daily themes, and ideas for campers to think about with their counselors
- Praying for the camp

MUSIC COORDINATOR

Responsibilities Include:

- Receives Camp music from Curriculum Coordinator as well as an overview of the annual camp theme (e.g. Sheepfold, Olympics, In Search of God's Treasure, Following New Blueprints, Royal Court), and daily themes.
- Receives information from Curriculum Coordinator on budget allocated for music and procedures for reimbursing expenses
- Directs music and singing throughout the camp program, involving kids in music using hand motions where possible and/or sign language
- Cooperates with Breakfast Club Coordinator and Bible Teacher to work Camp songs into Breakfast Club.
- Teaches Camp songs to counselors and staff before camp
- Ensures that Camp music CDs are ordered to give to campers to take home
- Discusses with the Curriculum Coordinator any special needs (e.g. A/V materials, need for helpers, etc.), and provides progress reports periodically
- Selects songs from Camp CD. May add a few other songs, especially a favorite or two from previous years.
- Uses an appropriate mixture of upbeat and "quiet" songs and praying for camp
- Praying for the camp

BREAKFAST CLUB COORDINATOR

Responsibilities Include:

- Receives Breakfast Club materials (Puppet Scripts, Object Lessons, etc.) from Curriculum Coordinator as well as an overview of the annual camp theme (e.g. Sheepfold, Olympics, In Search of God's Treasure, Following New Blueprints), and daily themes.
- Receives information from Curriculum Coordinator on budget allocated for Breakfast Club and procedures for reimbursing expenses
- Plans daily Breakfast Club sessions using Camp curriculum, and works on creative and engaging ways to fill this hour of "counselor relief."
- Cooperates with Music Coordinator to work Camp songs into Breakfast Club
- Oversees those who do puppet scripts, object lessons, and other activities associated with Breakfast Club

- Discusses with the Curriculum Coordinator any special needs (e.g. A/V materials, puppet stage, need for helpers, etc.), and provides progress reports periodically
- Praying for the camp

RECREATION DIRECTOR

Responsibilities Include:

- Preparing morning exercise routine
- Flag salute
- Planning an organized game each day between 4:30 - 5:00 p.m.
- Developing wholesome athletic events for children ages 6 to 12 where everyone is a winner and competition is minimized
- Developing water games
- Having games ready when campers arrive each day
- Praying for the camp

PHOTOGRAPHER/VIDEO/SOUND MAN

Responsibilities Include:

- Taking six snapshots of each camper (with Grandparents, Aunts and Uncles, Counselors, engaging in activities) to be given to campers on Friday
- Taking slides that do not identify campers
- Developing a 10-minute presentation with slides
- Developing a program with video for the kids to see themselves (optional and only to be shown at camp)
- Setting up sound equipment as needed
- Praying for the camp

STAFF ASSISTANTS

Responsibilities Include:

- Working with assigned staff members
- Being available as needed to assist other staff members
- Knowing the Administrative Team Objectives
- Being flexible to needs of camp
- Putting needs of camp above your own wants or needs
- Reporting to Dean of Women
- Praying for the camp

COUNSELOR RELIEF COORDINATORS

Responsibilities Include:

- Working closely with counselors to anticipate their need of assistance with the campers
- Providing relief for the counselors as necessary
- Reporting to the staff the well-being of the counselors and campers
- Other related duties
- Praying for the camp

GRANDPA AND GRANDMA

Responsibilities **MAY** Include:

- Adding the dimension of extended family to the camp
- Show and tell stories
- Giving safe hugs to the children
- Reading stories at night
- Helping where needed
- Sorting and delivering camp mail
- Distributing daily snacks to campers

AUNT AND UNCLE

Responsibilities **Include:**

- Adding the dimension of extended family to the camp
- Show and tell stories
- Giving safe hugs to the children
- Reading stories at night
- Helping where needed
- Praying for the camp
- May give a special “remembrance” gift to campers just from Grandma & Grandpa

COUNSELOR

Responsibilities **Include:**

- Completing application form and coming to an interview
- Reading and abiding by the Counselor Code of Conduct (see page 16)
- Being familiar with the Counselor job description
- Assisting in meeting the individual camper’s needs - spiritual, emotional, social, and physical
- Becoming a healing factor in the lives of the campers
- Creating P.M.A. - Positive Mental Attitude - at the camp
- Developing a dependency upon the Spirit of God to solve minor and major incidents
- Being able to remember that their prayer partner is praying for them
- Knowing the name of their campers and the spiritual significance (What’s In A Name)
- Teaching each camper their verse (What’s In A Name)
- Knowing whereabouts of each child every minute of the day
- Being prepared to give devotional at night (supplied by camp)
- Being on time for events and meetings
- Discussing any incident with the Dean of Men or Women, or Resident Counselor
- Ensuring that campers take showers, dry hair, brush teeth, and wear clean clothes
- Cabin Care:
 - Encourage Cabin neatness
 - Help settle suitcases, personal possessions etc.
 - Cabins inspected each day by nurse, Dean of Men and Women
 - If you can clean-up the cabin and have a few minutes left over, remember the outside of the cabin
 - Cleanliness and order are a first for wet sheets. Please have child put sheets in a large bag, and then tell the nurse so we can order dry sheets for your camper’s bed
 - Report anything broken in your cabin to the Camp Director.
- Praying for the camp

COUNSELOR ASSISTANTS

Responsibilities Include:

- Minimum age: 16 years
- Working with assigned Counselor
- Being available as needed to assist other counselors
- Following the Counselor Code of Conduct (see page 16)
- Knowing the Counselors Job Description
- Being flexible to the needs of camp
- Reporting to Dean of Women or Men
- May not be solely responsible for camper(s) without adult (18 years or over) present
- Praying for camp - **Your attitude will determine your altitude, so please be cheerful! What is a Counselor? God's person, in God's place, doing God's work, in God's way for God's glory!**

REGISTRATION COORDINATOR

Responsibilities Include:

- Assist in recruiting Camper Registration workers from among volunteers
- Works with all workers assigned to Monday morning Camper Registration
- Communicates with workers prior to Camp
- Arranges for tables, chairs, signage boards, red traffic cones, barricades, folding screens for lice checks, etc., used for Registration set-up
- Reserves a room(s) for extended time to entertain the campers prior to leaving for camp
- Ensures forms are copied & ready
- Arranges for light refreshments (donuts, coffee, juice) to be purchased ahead of time and offered to workers prior to Registration and the bus driver(s) as Royal Treatment for each of them as a show of thanks
- Has markers, pens, stick-on labels, etc. available for marking Carry-All bags that hold campers' belongings for transport to camp
- Has supply of pens/pencils for workers to use at Registration tables
- Arrange to hang a banner and/or balloons to clearly mark the Registration area, as well as make the area festive and welcoming
- Praying for the camp

CAMP SCRIBE

Responsibilities Include:

- Is present at camp
- Ever looking for a memorable story to write down
- In a non-obtrusive manner, casually interview/record Counselors', Staff and Campers' special, life changing moments during the week
- Edit and assemble the week's stories to keep as a record of the week
- E-mail your best stories to For The Children to be used in publications and newsletters. It's your stories that communicate the overwhelming ministry to those who can't be at camp but want to share all God's doing through wonderful volunteers for special children.
- Praying for the camp

FISHING COORDINATOR

Responsibilities Include:

- Be available at the waterfront during activity times to provide fun, safe fishing experiences for our campers.
- Have all equipment ready to go, ready for FUN, i.e., poles, hooks, bait, life vests, etc.

- Oversee interesting waterfront activities
- Ensure water safety rules are in force
- Create super memories by the waterfront
- Have camera at the ready to take photos of “first fish caught”
- Help those in need, i.e., putting worms on hooks, taking fish off hooks, posing campers for “first fish” photos
- Storing equipment away following camp • Praying for the camp