



RFK CAMP JOB DESCRIPTIONS FOR 2014 OPEN ROLES

These descriptions are given so you will have an understanding of your role at camp, and should serve as a guideline. A successful camp can be accomplished by all of us working together with a servant's heart. BLESSED ARE THE FLEXIBLE FOR THEY SHALL NOT BE BROKEN!!

Volunteers can fulfill more than one role if they are interested. For questions on qualifications, please email us at royalfamilycoordinator@gmail.com.

PROFESSIONAL COUNSELOR/SOCIAL WORKER (full week)

Responsibilities Include:

- Must have professional training and credentials that meet highest licensing requirements of the state
- Assisting each counselor to help alleviate the tension lines established by a camping experience
- During camp would be liaison to child's professional counselor or psychiatrist, should a major issue arise during the week.
- Assisting in training sessions
- Praying for the camp

CAMP NURSE (RN/LPN) (full week)

Responsibilities Include:

- Being at camper registration to collect medication and to screen camper for Camp.
- Ensure a copy of each camper's Insurance I.D. card accompanies their
- Total health care program and record keeping for the camp

- Observing general health conditions of the Resident staff, and reporting daily
- 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 Log Book 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 bag containing: gauze wipes, antiseptic wipes, vinyl gloves, band aids (2-3).
- Praying for the camp

BREAKFAST CLUB COORDINATOR (full week)

Responsibilities Include:

- Receives Breakfast Club materials (Puppet Scripts, Object Lessons, etc.) from Drama Coordinator as well as an overview of the annual camp theme and daily themes.
- Receives information from Curriculum Coordinator on budget allocated for club
- Breakfast Club and procedures for reimbursing expenses
- Plans daily Breakfast Club sessions using RFKC curriculum, and works on creative and engaging ways to fill this hour of "counselor relief."
- Cooperates with Music Coordinator to work RFKC songs into Breakfast Club
- Oversees those who do puppet scripts, object lessons, and other activities associated with Breakfast Club
- Discusses with the Drama Coordinator any special needs (e.g. A/V materials, puppet stage, need for helpers, etc.), and provides progress reports
- Praying for camp

CAMP COACH (full week)

Responsibilities Include:

- Preparing morning exercise routine
- Planning an organized game each day
- 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
- Completes duties of Camp Support Staff when not leading their activity
- Praying for the camp

FISHING COORDINATOR (full week)

Responsibilities Include:

- Ensure enough equipment available for campers prior to camp
- Ensure enough bait available for the week of camp
- Works with Camp Counselors to help teach campers fishing skills
- Encourages campers during their fishing experience
- Completes duties of Camp Support Staff when not leading their activity
- Praying for the camp

WOODWORKING COORDINATOR (full week)

Responsibilities Include:

- Select and verify woodworking plans for camper projects prior to camp
- Prepares wood cut-outs for successful projects
- Brings equipment needed for woodworking projects
- Works with Camp Counselors to help teach campers woodworking skills
- Encourages campers during their woodworking experience
- Completes duties of Camp Support Staff when not leading their activity
- Praying for the camp

PHOTOGRAPHER/VIDEO/SOUND (full week)

Responsibilities Include:

- Taking 6 - 10 snapshots of each camper to be given to campers on Friday
- Taking slides that do not identify camper
- 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

TEEN STAFF ASSISTANTS (Ages 16 – 17) (full week)

Responsibilities Include:

- Working with assigned staff members
- Being available as needed to assist other staff members
- Being flexible to needs of camp
- Putting needs of camp above your own wants or needs
- Reporting to Teen Staff Coordinator
- Praying for camp

TEEN STAFF COORDINATOR (full week)

Responsibilities Include:

- Assisting Teen Staff Assistants in preparing for camp
- Meeting daily at camp with Teen Staff Assistants to check in
- Ensuring Teen Staff Assistants have assignments each day
- Report any issues or concerns to the Camp Directors
- Encourage and mentor Teen Staff Assistants
- Praying for the camp

GRANDPA AND GRANDMA (full week)

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
- Praying for the camp
- Research and know the name of their campers and the spiritual significance
- Teaching each their verse

CAMP COUNSELOR (full week)

Responsibilities Include:

- Completing application form and coming to an interview
- Reading and abiding by the Counselor Code of Conduct (see page 19)
- Being familiar with the Counselor job description
- Assisting in meeting the individual camper's needs - spiritual, emotional, social, 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
- Teaching each their verse
- 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
- Ensuring that camper takes shower, dries hair, brushes teeth, wears clean
- Encourage Cabin neatness
- Help settle suitcases, personal possessions etc.

- 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, then tell the nurse so we can order dry sheets for
- Report anything broken in your cabin to the Camp Director.
- Praying for the camp

CAMP SUPPORT STAFF (full week)

Responsibilities Include:

- Working with assigned Counselor or cabin
- Being available as needed to assist other counselors
- Following the Counselor Code of Conduct
- Knowing the Counselors Job Description
- Being flexible to needs of camp
- May assist with Sunshine Shop, Woodworking, Fishing, Games, Drama, etc.
- Praying for camp
- Reporting to Dean of Women or Men

REGISTRATION COORDINATOR (Monday only)

Responsibilities Include:

- Assist in recruiting Registration volunteer staff (8-10 people)
- Works with all volunteers assigned to Monday morning Camper Registration
- Communicates with event volunteers 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 RFKC 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 RFKC flag, a banner and/or balloons to clearly mark the Registration area, as well as make the area festive and welcoming
- Praying for the camp

CHECKOUT COORDINATOR (Friday Only)

Responsibilities Include:

- Assist in recruiting Checkout volunteer staff (8-10 people)
- Works with all volunteers assigned to Friday afternoon Camper Checkout
- Communicates with event volunteers prior to Camp
- Arranges for tables, chairs, signage boards, red traffic cones, barricades, folding screens for nurses station etc., used for Checkout set-up
- Ensures forms are copied & ready
- Arranges for light refreshments (donuts, coffee, juice) to be purchased ahead of time and offered to volunteers prior to Registration and the bus driver(s) as Royal Treatment for each of them as a show of thanks
- Has supply of pens/pencils for workers to use at Checkout tables
- Arrange to hang RFKC flag, a banner and/or balloons to clearly mark the Checkout area, as well as make the area festive and welcoming
- Praying for the camp

CARNIVAL COORDINATOR (Friday Only)

Responsibilities Include:

- Assist in recruiting Carnival volunteer staff (10 - 15 people)
- Works with all volunteers assigned to Friday afternoon Carnival
- Communicates with event volunteers prior to Camp
- Arranges for games, prizes, activities, inflatables, crafts, etc. for campers
- Creates a high energy environment for campers waiting to go home after camp

- Reserves a room(s) for extended time to entertain the campers prior to leaving for home
- Praying for the camp

EVENT STAFF (1 + Days)

Responsibilities Include:

- Providing support for their selected event(s) (Registration, Birthday Party, Checkout, Carnival)
- Reporting to the respective Event Coordinator
- Being flexible to needs of camp
- Praying for camp