

CAMP JOB DESCRIPTIONS

LFBC BOARD OF DIRECTORS

Responsible to: The local churches

1. Reps (preferably 2) from each church are appointed to serve from Morris Fellowship Chapel, Rosenort Evangelical Mennonite Church, Pleasant Valley Evangelical Mennonite Church, Rosenort Fellowship Chapel, and Rosenort Community Church.
2. Pray for camp, staff and campers both before, during and after camp!
3. Prayerfully plan all aspects of camp, coordinating with the Camp Director, Head Cook, and Camp Speaker.
4. Make all necessary adjustments or changes as needed for the betterment of LFBC.
5. Be responsible for the organization of transportation and delegating a Transportation Director.
6. Be responsible for all the financial and insurance needs for LFBC.
7. Create brochures, manage website, and social media content to keep people informed of camp events, registration, etc.
8. Create staff applications, and prayerfully examine all applicants before accepting to camp.
9. Create camper applications, and register all campers (30 boys, 30 girls).
10. Be responsible for the camp t-shirts for staff and campers.
11. Assist all Directors and Speakers as they prepare for camp.
12. Get involved in some capacity at camp if time allows.
13. Train all staff members according to the LFBC Staff Manual.
14. Ensure that all LFBC equipment is organized, accounted for, and sent up to camp and returned. (Currently stored at REMC)

TRANSPORTATION DIRECTOR

Responsible to: LFBC Board of Directors / Camp Director

1. Arranges transportation for staff and campers to/from camp.
2. Creates a list of those requiring transportation, and ensuring all those who need to have transportation arrive and depart on time.
3. Arranges for transportation of food and supplies, and all staff and camper luggage.
4. Arranges qualified drivers for the transportation to camp and back.
5. Makes sure that the transportation vehicle is registered and in good repair.
6. Ensures that the transportation vehicle is properly stocked with supplies in case of any car sickness or other incidents while on the way to/from camp (e.g. Paper towels, water bottles, gloves, Ziplock bags, disinfecting wipes).
7. Be a spiritual leader to staff and campers.

CAMP DIRECTOR

Responsible to: LFBC Board of Directors

One-time Tasks:

1. Help LFBC committee members with staff training at camp as requested.
2. Ensure safe movement of vehicles as kids arrive and depart.
3. Officially welcome the kids to camp when they arrive on the bus and allow them out by cabin group; check attendance.
4. Collect all phones and cameras and devices from cabin leaders and kids.
5. Lead opening ceremonies / icebreaker games.
6. Plan the camp theme, and necessary decorations.
7. Lead closing ceremonies.
8. Keep track of attendance as parents pick up their kids and again before the bus leaves.
9. Create a Babysitting schedule in coordination with the staff with children so that babysitters have breaks, and specific hours that they are to be babysitting.

Daily Tasks:

1. Prepare and lead cabin activities.
2. Ring the bell for meals, activities, and every other change in the schedule; keep the camp moving forward on time with the schedule as best as possible.
3. Be in communication with the kitchen after ringing the mealtimes bells; occasionally they need some extra time before they are ready for the kids to come in.
4. Lead morning warmups/stretchers.
5. Lead or assign meal prayers and create challenges (could be that day's cabin activity) or trivia for ushering in cabins in orderly fashion so they don't wait too long in kitchen.
6. Call for seconds and mealtime announcements.
7. Assign fair point values for various team activities and cabin challenges.
8. Keep track of points from activity leaders, cabins snoopers, and wide games and special events.
9. Work with Recreation Director for wide games/carnival/special events.
10. Support cabin leaders dealing with misbehaving kids, or needing help with preparing cabin devotions, and providing individual cabin leader encouragement.
11. Hold cabin leaders and support staff accountable to the camp policies (with the help of any available committee members as necessary).
12. Host chapel sessions: opening announcements, lost & found, prayer, sword drills, finding staff/cabin leader testimonies.
13. Lead prayer meeting with support staff during cabin devotions, communicate camper/cabin leader prayer needs and check in with support staff for anything that should be communicated to the cabins.
14. Patrol cabins after lights out bell and enforce lights out.
15. Be a spiritual leader to staff and campers.

ASSISTANT DIRECTOR / LFBC BOARD REP

Responsible to: LFBC Board of Directors

1. Is present at camp to be in communication with the Directors, staff, camp owners (LLBC), the Board of Directors, and parents as needed to address any issues that occur while at camp.
2. Be present and available, namely to the Directors and cabin leaders, to help and support them in their roles.
3. Be knowledgeable about the camp location, as well as with the procedures outlined in the LFBC Staff Manual to help with upholding the values that we have for LFBC, as well as all safety and health operatives.
4. Meet with the lifeguards and review waterfront procedures with them before camp begins.
5. Help to support the Directors with any problems, being sure to remain neutral, honest and confidential in the assessment of situations and the decided actions needed, making sure to prayerfully consider all parties involved.
6. The campers and staff should go to the Directors first with any questions or concerns but can also come to the Assistant Director if the Camp Directors are unavailable. All concerns should be shared openly between the Assistant Director and Camp Directors so that both parties have full disclosure.
7. At the Director's request, the Assistant Director may run evening staff meetings.
8. Be an encouragement to all staff in their roles and help to mentor them.
9. Update social media to reflect arrivals/departures, and highlights from camp, or be in communication with the person who makes those updates to keep people informed.
10. Be a spiritual leader to all staff and campers, directing them to Jesus and prayer when dealing with camp and everything that occurs at camp.

CABIN LEADERS

Responsible to: Camp Director

The focal point of camping at LFBC is quality relationships between each of the cabin leaders and their campers. Because cabin leaders spend the majority of their time with their campers, they will have the opportunity to build the kind of relationship with each camper that is necessary to nurture them in their spiritual life. In pursuing this relationship, the cabin leaders must devote time and energy to each camper and share their personal faith and commitment to Christ.

Responsibilities:

1. Embrace the objectives, traditions and policies of LFBC.
2. Live with a small group of campers in a cabin and carry the full-time responsibility for all activities and experiences of your group. You represent their mother and father while they are at camp, and you should seek to accomplish the following for each camper:
 - a. Physical Protection - a safe, healthy, comfortable setting.
 - b. Social Security - "My cabin leader loves me." "My cabin group includes me."
 - c. Spiritual Certainty - "Jesus loves me so much He died for me. He has a purpose for my life." "The Bible tells me about Jesus and His purpose for my life."
 - d. A Sense of Self-worth - "My group needs me; I can contribute something to my group."

- e. Appropriate Environment - Maintain appropriate language, jokes and behaviour within your cabin. What stories do you want your campers to tell their parents at home about their experience?
3. Cultivate a personal relationship with each of your campers daily, not only to help them solve their problems, but also to guide them in self-discovery. Show an interest in the camper's home, friends, hobbies and dreams. Discover the things your campers excel in and utilize their strengths. Be sensitive to the camper's concerns, frustrations or weaknesses. Set specific and realistic goals for each camper in terms of his/her relationship to God and man, and work towards those goals while the camper is in your care. Be camper oriented. Give the camper top priority in your interests and involvements. Be fair-minded and avoid discrimination. Ask God to love them through you.
4. Teach as best you can, encouraging Scripture memory and creating a setting for daily devotions. Create an attitude and atmosphere for prayer and encourage your campers to develop a meaningful and regular prayer life.
5. Take responsibility for the camper's health, safety and belongings.
 - a. Clothing - See that campers dress for the weather conditions. Clothes (including underclothes) should be changed daily. See that campers do not sleep in their clothes or on bare mattresses. They should wear pajamas and use a sheet or sleeping bag on mattress. No bathing suits under clothes! No wet clothing to be worn!
 - b. Hygiene – Younger campers will need to be reminded to take showers, wash their hands, comb their hair and brush their teeth.
 - c. Rest - Because they are outdoors and more active than usual, campers require more rest than at home. Be firm about the evening curfew! You must retire with your campers. Both cabin leaders are to be present for evening devotions.
 - d. Medications and Health - All medications must be given to the nurse. She will also administer medication to the campers. Report all symptoms of illness to the nurse immediately. Observe campers' diet, eating habits and table manners.
 - e. Safety - You should inform campers and ensure that they adhere to camp safety procedures, especially at the waterfront and archery range. Help keep grounds free of glass, nails, garbage and any other hazards. Discourage rough play that is likely to cause injury. Pillow fights can be a cause of serious injury and should be avoided or strictly controlled.
 - f. The Cabin - Take full responsibility for your cabin, its equipment, furniture and immediate grounds.
6. Participate in follow-up during and after the camp session in trying to accomplish our follow-up goals and responsibilities.

WORSHIP DIRECTOR

Responsible to: Camp Director

1. The Worship Director may also hold another position at camp, as a cabin leader or other.
2. Plan chapel worship sessions together with the Camp Director, including songs, lyrics and music.
3. Assemble a band with the musicians attending camp, and schedule and lead band practices.

4. Assist in other duties at camp as assigned.
5. Attend chapel, staff meetings and firesides.
6. Be a spiritual leader to staff and campers by mentoring young musicians, encouraging their gifts, prayerfully beginning worship sessions, and using music and song to direct people to Jesus.

WORSHIP TEAM (VOCALISTS & MUSICIANS)

Responsible to: Worship Director

1. Attend worship practices set by the Worship Director.
2. Discuss with the Worship Director instruments and equipment if needed.
3. Attend chapel, staff meetings and firesides.
4. Be a spiritual leader to staff and campers by mentoring young musicians, encouraging their gifts, prayerfully beginning worship sessions, and using music and song to direct people to Jesus.

TECH & SOUND DIRECTOR

Responsible to: Camp Director

1. The Tech & Sound Director may also hold another position at camp, as a cabin leader or other.
2. Review the sound/tech inventory list and ensure all items are accounted for.
3. Travel to camp and set up sound equipment and run it during chapel sessions.
4. Assist and participate in the worship band for practices and chapel if possible.
5. Run song lyrics, and photo slideshows and help with other areas of chapel services.
6. Mentor young campers who may be interested in learning about the equipment – but not allowing campers to use or operate the equipment unless given permission.
7. Attend chapel, staff meetings and firesides.
8. Be a spiritual leader to staff and campers with your attitude and actions.

MAINTENANCE SUPERVISOR AND/OR CUSTODIAN

Responsible to: Camp Director

7. Assist in special projects in the area of maintenance and/or program as required.
8. Custodial duties as assigned.
9. Other duties as assigned.
10. Look for opportunities to support other staff as needed.
11. Attend staff meetings, chapels and firesides.
12. Be a spiritual leader to staff and campers.

HEAD COOK

Responsible to: LFBC Board of Directors / Camp Director

1. Head Cook organizes weekly menu and communicates with Kitchen Staff.

2. Responsible for all baking (desserts, snacks, etc.).
3. Direct all kitchen staff regarding meal serving and clean up areas.
4. Assist in serving meals and clean up.
5. Assist in processing all grocery orders upon arrival.
6. Clean and organize kitchen as directed.
7. Other duties as assigned.
8. Appoint a temporary leader when absent.
9. Hold morning devotions with kitchen staff.
10. Attend chapels, firesides and support staff meetings as time allows.
11. Be a spiritual leader to kitchen staff, and campers as you encounter them daily.

KITCHEN STAFF & DISHWASHER

Responsible to: Head Cook

1. Prepare meals under the direction of the Head Cook.
2. Assist in serving meals and clean up, including washing all dishes.
3. Assist in processing all grocery orders upon arrival.
4. Clean and organize kitchen as directed.
5. Other duties as assigned.
6. Attend morning devotions, chapels, firesides and support staff meetings as time allows.
7. Be a spiritual leader to other kitchen staff, and campers as you encounter them daily.

NURSE

Responsible to: Camp Director

The Nurse is responsible for the general health and safety of the staff and campers.

1. Provide adequate storage for medication
2. Keep adequate medical and first aid supplies on hand and dispense them only as required. (Use discretion).
3. Review camper medical information. Inform cabin leaders of abnormalities which may affect the camper's involvement in the program (e.g. bed wetting, asthma, allergies, anxiety).
4. Receive and store all medication and follow the instructions for dispensing. Inform the camper of your procedure and solicit his/her cooperation. No medication may be kept in campers' cabins. This avoids pranks and allows the Nurse to monitor schedule for taking medications. Keep kitchen staff informed of camper dietary needs and food allergies.
5. Treat all injuries (staff and campers) and illnesses or symptoms of illnesses. In doubtful cases, consult with the camper or staff's doctor. Keep a daily log on all injuries (action taken and treatment) and illnesses (treatment given and medication dispensed). Call the camper's parents for more serious injury or illness and discuss the camper's condition with the camp Director.
6. At the end of each camp return all unused portions of medications that campers brought and send note home to parents if any unusual medication or first aid was administered.

7. Offer spiritual counsel to patients when appropriate.

CAMP SPEAKER

Responsible to: Camp Director

1. Minister as much as possible to campers and staff as needs arise.
2. Plan the chapel program together with the Camp Director.
3. Deliver a message during the chapel service.
4. Conduct firesides in conjunction with the Camp Director.
5. Plan and conduct staff meetings in conjunction with the Camp Director.

RECREATION DIRECTORS

Responsible to: Camp Director

1. Organizes all activities and point systems for the Recreation skills block and provides the necessary equipment to do so.
2. Purchases the necessary equipment and/or supplies needed for all activities within the budget provided for Recreation.
3. Be a spiritual leader to staff and campers, directing them to Jesus through movement, team spirit, fairness, forgiveness, and unity.

CRAFTS DIRECTORS

Responsible to: Camp Director

1. Organizes all activities and point systems for the Crafts skills block and provides the necessary supplies to do so.
2. Purchases the necessary equipment and/or supplies needed for all activities within the provided budget for Crafts.
3. Be a spiritual leader to staff and campers, directing them to Jesus through art, creativity, colour, and skills.

SKILLS DIRECTORS

Responsible to: Camp Director

1. Organizes all activities and point systems for the Skills block and provides the necessary equipment to do so.
 - a. Previous skills activities have included fire making, fire safety, Bannock making, shelter making, treasure and/or scavenger hunt, canoeing - but are not limited to this list.
 - b. Skills Directors may also implement learning of other skills that they feel qualified to teach (ASL, drama, first aid, fitness, etc.)

2. Purchases the necessary equipment and/or supplies needed for all activities within the budget provided for Skills.
3. Be a spiritual leader to staff and campers, directing them to Jesus through nature and the environment.

ARCHERY DIRECTORS

Responsible to: Camp Director

1. Organizes all activities, games and point systems for the Archery skills block, and provides the necessary equipment to do so.
2. Checks with the Board of Directors to ensure all equipment is in good condition, and to see what supplies will be needed (targets, arrows, bales, etc.).
3. Purchases the necessary equipment and/or supplies needed for all activities within the provided budget for Archery.
4. Be a spiritual leader to staff and campers, directing them to Jesus through determination, learning and development.

CAMP PHOTOGRAPHER

Responsible to: Camp Director

1. Responsible for all photography throughout the entire week, keeping in mind that staff and campers will not have their own camera or phone to use for photos.
2. Photos will also be used for advertising and church viewing.
3. Ensure that all staff and campers are seen in at least one photo, respecting the staff and camper's personal feelings toward being in photos.
4. Get to each activity block for each team at least once for photos.
5. Make sure to get photos of the whole group on day one, staff photos (male/female), and all support staff.
6. Make sure to get photos of each cabin group, preferably outside their cabin.
7. Some general shots of activities and scenery around camp are always appreciated.
8. Be available to help staff when not busy with photography.
9. Create a short video of photos to be played in chapel each day.
10. Use some video if preferred but remember that photos will be shared with campers in a public file after camp and usually works best for still shots.
11. Create a highlight video to be played on the last day of camp.
12. Create a public photo file of all photos from camp to be shared with staff and campers after camp.
13. Be a spiritual leader by seeing God's creativity around the camp and seeing each child's personality and beauty, directing them to Jesus by seeing all people and the camp through God's eyes and capturing it to share and remember.

BABYSITTERS

Responsible to: Camp Director and parents of the children

1. Responsible for looking after staff member's children during the day when parents are busy with their assigned responsibilities.
2. Be aware of the babysitting hours and/or schedule and be at the assigned meeting place on time.
3. Be available to help with other jobs as needed.
4. Provide activities for the children, such as toys, games or activity books.
5. Be a spiritual leader to children, directing them to Jesus through stories, care and nurture.

LIFEGUARDS

Responsible to: Camp Director

1. Assist during all waterfront activities.
2. Assist the Camp Director as requested.
3. Other duties as assigned.
4. Attending chapel, staff meetings, and firesides.
5. Be a spiritual leader to staff and campers, directing them to Jesus through your actions and care.