



## SUMMER STAFF JOB DESCRIPTIONS

### ***All summer staff must:***

- *Have current CPR and WFA Training by the end of staff training.*
- *Be able to lift a minimum of 25 pounds.*
- *Be able to walk a minimum of 2 miles a day.*
- *Be in good health and note any health restrictions/diets on the form provided.*

### ***In addition to the specific job descriptions, all staff, when needed, are to help in:***

*Leading after meal songs | Taking out compost | Running meal trivia | Coordinating free times | Helping run the store | Running and/or participating in morning watch, evening programs, vespers, and night programs | Participating in Sunday morning and Thursday evening worship services | Providing support for program area | Other tasks as may be necessary for a smooth running camp*

---

## LEADERSHIP AND OFFICE SUPPORT STAFF

### **ASSISTANT DIRECTOR/VOLUNTEER COORDINATOR - 2**

*Primary Purpose: To aid the director in overseeing and guiding a smooth running camp program*

#### **Responsibilities include:**

- Overseeing summer staff
- Insuring that all staff and volunteer paperwork is complete and on file
- Coordinating weekly staff programming assignments
- Developing and implementing weekly schedules
- Contacting all volunteers prior to their week to insure a smooth transition in camp personnel
- Leading all volunteer meetings and providing appropriate care and support for volunteers
- Initial contact for daily questions and issues that arise in the course of a week at camp
- Providing for staff care and support when needed (including, but not exclusively, holding a staff year-end dinner)
- Helping camp document that all campers have gone through orientation
- Documenting that all volunteers have gone through the child abuse prevention training
- Running a weekly “French Louie” drill
- Working alongside the director to brainstorm possible issues and solutions
- Ensuring good communication between the office, kitchen, maintenance, and program areas

### **SUMMER CHAPLAIN-1**

*Primary Purpose: To provide experiences which lift up all to God through worship, study, devotions, and interactions and to incorporate music into the daily life of camp.*

#### **Responsibilities include:**

- Timely and creative communication with weekly volunteer chaplains
- Working daily with weekly chaplains to help them provide quality educational experiences that reflect the ministry and mission of Fowler
- Developing and implementing music suitable for each week
- Providing support for summer Sunday worships including getting special music, providing music, and developing liturgies as necessary
- Setting up the Chapel for various times of worship or programming
- Cleaning and “decluttering” the Chapel, daily if necessary



### **S.W.i.M. COORDINATOR -1**

*Primary Purpose: To oversee the S.W.i.M. program and ensure the thoughtful and intentional use of S.W.i.M.s to serve them and to serve the betterment of Camp.*

**Responsibilities include:**

- Meeting daily with the S.W.i.M.s to encourage and guide them through their experience
- Coordinating with kitchen, maintenance, and program staff so that S.W.i.M.s can be placed in productive areas
- Providing guidance, reflection and evaluation of each of the S.W.i.M.s
- Taking a leadership role during LEAD Week to ensure that S.W.i.M.s are well prepared to serve during their S.W.i.M. week.

### **HEALTH DIRECTOR -1**

*Primary Purpose: To care for the physical health of all staff and campers. Must be a Registered Nurse.*

**Responsibilities include:**

- Leading staff certification training for CPR/AED & WWFA
- Ordering and updating medical supplies
- Keeping records in compliance with NYSDOH
- Screening incoming campers
- Providing daily care for who may be on the Fowler grounds
- Coordinating with Assistant Director what trips are going out to insure that proper medications are with the campers
- Communicating to the kitchen and Assistant Director regarding allergies or medical conditions that may be necessary for them to know
- Providing a list to the Assistant Director of campers and times of medication
- Inspecting the camper cabins daily to insure compliance with NYSDOH and for safety
- Working with the director in the case of an injured camper or camper suspected of abuse

### **OFFICE MANAGER/STORE COORDINATOR- 1**

*Primary Purpose: To assist in the management of the Fowler summer office and provide a presence for guests renting facilities at camp over the weekends.*

**Responsibilities include**

- Coordinating and implementing weekly registration
- Handling information in regards to camper accounts both electronically and physically including arrival and pick-up times, store accounts, Friday offering cards, and distribution of DVDs.
- Creating cabin lists – assigning cabins and handling all cabin-mate requests
- Providing necessary information to the weekly nurse in a timely fashion
- Handling camp communications including phone and emails
- Coordinating weekend rentals at Chi Rho, Prayer Cabins, and Cabins
- Informing the Director/Assistant Director of potential scheduling issues in a timely manner
- Coordinating the room usage in Chi Rho for volunteers
- Collecting Friday, Sunday and Sunday Brunch worship offerings gifts
- Collecting daily mail from town and organizing it
- Managing and running the camp store. This includes, inventory, sales records, camper accounts, and stocking.

### **MEDIA / COMMUNICATIONS COORDINATOR -1**

*Primary Purpose: To provide camp with quality media content and to oversee operations of camp promotion, online communications via the website and social media, and oversee necessary website maintenance. Must provide your own camera.*



**Responsibilities include:**

- Frequent posting on the camp Facebook, website, and other social media with updates from the week
  - Creating a weekly video of camper photos & videos to be shown on Friday evenings.
  - Creating a summer camp video that can be used for promotion during the year.
  - Responsible for taking and organizing quality photos for the summer
- Managing all camp media equipment, making sure cameras are charged, have memory capacity, etc.

**WATERFRONT DIRECTOR – 1**

*Primary Goal: To supervise all use of Camp Fowler's waterfront, including all lifeguarding staff and swimming procedures.*

**Responsibilities include:**

- Maintaining waterfront programs and activities in compliance with NYSDOH regulations
- Coordinating the care of the beach and all equipment
- Running swim tests at the beginning of the week
- Supervising all lifeguards and waterfront staff to ensure the safety of all people swimming and boating.

---

**PROGRAM STAFF**

**ARTS STAFF – 2**

*Primary Purpose: To provide artistic opportunities that enable campers to express themselves, celebrate the world around them, and grow as people.*

**Responsibilities include:**

- Developing arts activities for each of the weeks in line with the camp's philosophy
- Planning and implementing arts sessions of various difficulties and lengths that are appropriate for various camper age groups
- Finding unique ways to incorporate arts and creative expression into daily life at camp
- Cleaning and maintenance of the arts area in and around Suits Hall
- Ordering of necessary supplies in conjunction with the Assistant Director

**WATERFRONT STAFF – 2**

*Primary Purpose: To ensure the safety of all swimmers and boaters and to plan and implement waterfront programming that is in line with Fowler's philosophies*

**Responsibilities include:**

- Supervising all who swim, canoe, or sail on our waterfront in accordance with Red cross lifeguarding procedures
- Developing water-based activities for each of the weeks in line with the camp's philosophy and that are suitable for different age groups and different amounts of time.
- Maintaining the cleanliness and safety of the beach and all waterfront equipment
- Serving as a lifeguard during flex time and other designated times

**SAILING INSTRUCTOR - 1**

*Primary Purpose: To provide high quality sailing instruction to campers and staff*

**Responsibilities include:**



- Maintaining the safety and quality of all sailing equipment
- Providing campers with thorough explanation of the basics of sailing
- Supervising at least one session a week (for most weeks) that is centered around teaching kids to sail
- Teaching other staff how to properly instruct a sailing session
- Leading Sailing Outcamp at the end of the summer

### **ADVENTURE STAFF – 2**

*Primary Purpose: To provide physical activities and challenges for energetic minds and bodies*

**Responsibilities include:**

- Providing and maintaining recreational equipment and gaming for each week
- Developing a program of social and non-competitive gaming
- Oversight, maintenance, and implementation of the low ropes course
- Coordination of Sunday games
- Developing recreation activities and programming that is appropriate for different age groups and that is in line with camp's philosophies.

### **NATURE STAFF – 2**

*Primary Purpose: To provide opportunities for campers to experience the natural settings in and around Fowler in a way that is both educational and recreational and which preserve the beauty and integrity of the camp.*

**Responsibilities include:**

- Developing nature activities that are appropriate for the various age groups attending Fowler.
- Ordering and securing the supplies necessary to run effective programming
- Developing nature activities for each of the weeks in line with the camp's philosophy to educate campers about the world around them and promote stewardship

### **GARDEN MANAGER – 1**

*Primary Purpose: To manage the gardens and all related components: produce, chickens, and compost*

**Responsibilities include:**

- Daily feeding and watering of our summer flock of chickens
- Cleaning and maintaining of the chicken coop and fences
- Weekly turning of the compost pile
- Weekly weeding & tending of the gardens at the Meadows and in Center of Camp
- Working with the kitchen to provide fresh produce EVERY WEEK to the campers
- Replanting as necessary and able to be able to continue the garden all summer and into the fall
- Coordinating the compost transfer and ORT reports daily.
- Finding ways to get campers involved with the garden by planning garden-centered sessions and activities

### **WILDERNESS GUIDES 3 – 4**

*Primary Purpose: To provide for and oversee all wilderness/backcountry activities and trips. All wilderness staff must be knowledgeable in backpacking, canoeing, group dynamics, and wilderness safety*

**Responsibilities include:**

- Lead 3-5 weeklong wilderness expeditions with campers in middle through high school
- Care and maintenance of wilderness gear,
- Coordinating drop off and pick up of trip participants
- Coordinating the packing of food, etc.



- Promoting the wilderness experience and encouraging new campers to try it

## **KITCHEN AND MAINTENANCE SUPPORT STAFF**

### **COOK, ASSISTANT COOK, KITCHEN STAFF – 3**

*Primary Purpose: To provide timely, well balanced, nutritious meals and food services in accordance with the total camp program.*

**Responsibilities include:**

- Development of summer menu in consultation with Director and Manager
- Assistance in ordering of food
- Preparation, presentation, and clean up of all meals
- Coordinating of kitchen volunteers and SWiMs
- Making sure kitchen is run in accordance with NYSDOH regulations
- Maintaining a positive attitude throughout the summer in working with staff and others
- Making daily wake up calls on the PA

### **MAINTENANCE – 2**

*Primary Purpose: To properly maintain the ongoing physical operation of Camp Fowler.*

**Responsibilities include:**

- Providing general maintenance of all camp properties and facilities
- Cleaning cabins, bathrooms and shower areas
- Insuring that all trash is removed in a timely manner
- Building fires where necessary
- Assisting with cookouts on Sunday and Friday nights
- Making timely repairs of broken equipment, buildings, or items
- Keeping Fowler safe and in good order