



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 center of camp flex 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 □ And other tasks as may be necessary for a smooth running camp

LEADERSHIP AND OFFICE SUPPORT STAFF

ASSISTANT DIRECTOR/VOLUNTEER COORDINATOR - 2

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 and days off
- 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/S.W.i.M. COORDINATOR -1

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 worshippers 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
- To meet daily with the S.W.i.M.s (Students Working in Ministry) to encourage and guide them through their experience

- To coordinate with kitchen, maintenance, and program staff so that S.W.i.M.s can be placed in productive areas
- To provide guidance, reflection and evaluation of each of the S.W.i.M.s

HEALTH DIRECTOR - 1

To care for the physical health of all staff and campers.

Responsibilities include:

- Lead 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
- To work with the director in the case of an injured camper or camper suspected of abuse

OFFICE MANAGER/WEEKEND HOST/STORE - 1

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
- To manage and run the camp store. This includes, inventory, sales records, camper accounts, and stocking.
- Working with Director to carefully choose items to purchase for the store

MEDIA – MARKETER -1

To provide camp with quality media content and to oversee operations of camp promotion, camp store sales, and website/digital maintenance.

Responsibilities include:

- A daily post on the camp Facebook and/or website of photos from the week
- To create a weekly video of camper photos & videos to be shown on Friday evenings.
- To create a summer camp video that can be used for promotion during the year.
- Responsible for taking and organizing quality photos for the summer (you must provide your own camera).
- Manage all camp media equipment, making sure cameras are charged, have memory capacity, etc.

PROGRAM STAFF

ARTS AND CRAFTS 2

To provide an artistic medium which enables campers to celebrate and grow.

Responsibilities include:

- Developing arts activities for each of the weeks in line with the camp's philosophy
- At least 4 different 1 hour "choose your own" sessions for younger campers and "surprise" sessions for older campers
- At least 4 different 3-4 hour sessions for campers
- At least 4 different 6 hour sessions for high school and upper middle school sessions
- Cleaning and maintenance of the arts area in and around Suits Hall
- Ordering of necessary supplies in conjunction with the Assistant Director

WATERFRONT DIRECTOR/LIFEGUARD/SAILING INSTRUCTOR 3

To shepherd all who use waterfront facilities.

Responsibilities include:

- Maintaining waterfront programs and activities in compliance with NYSDOH regulations
- Care for the beach and all equipment
- Supervising all who swim, canoe, or sail on our waterfront
- Plan and run a 2 hour weekly beach party with the help of other staff
- Run swim tests at the beginning of the week
- Developing water-based activities for each of the weeks in line with the camp's philosophy
- At least 4 different 1 hour "choose your own" sessions for younger campers and "surprise" sessions
- At least 4 different 3-4 hour sessions for campers
- At least 4 different 6 hour sessions for high school and upper middle school sessions
- At least 1 lifeguard will be hired to focus primarily on sailing instruction and sailboat care.

ADVENTURE 2

To provide physical activities 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 and implementation of the low ropes course
- Coordination of Sunday games
- Developing recreation activities for each of the weeks in line with the camp's philosophy
- At least 4 different 1 hour "choose your own" sessions for younger campers and "surprise" sessions for older
- At least 4 different 3-4 hour sessions for campers
- At least 4 different 6 hour sessions for high school and upper middle school sessions

NATURE 2

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 oriented for the various age groups attending Fowler.
- Maintaining the various gardens around camp and integrating them into the Fowler program.
- Coordinating the compost transfer and ORT reports daily.
- Ordering and securing needed supplies.
- Developing nature activities for each of the weeks in line with the camp's philosophy.
- At least 4 different 1 hour "choose your own" sessions for younger campers and "surprise" sessions for older.
- At least 4 different 3-4 hour sessions for campers.
- At least 4 different 6 hour sessions for high school and upper middle school sessions.

- Maintaining the nature side of Suits hall, its cleanliness, educational activities, etc.

In addition, your position would focus primarily on the Chickens, Compost, and Garden with a goal of integrating these three areas into the life and programming of Camp Fowler. Your focus will be on integrating these areas into the Nature Program so that more campers are involved in each area.

- Daily feeding and watering of our summer flock of chickens
- Cleaning and maintaining of the chicken coop and fences
- Daily coordinating of the table and kitchen compost
- 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

WILDERNESS GUIDES 2-3

To provide for and oversee all wilderness/backcountry activities.

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
- Coordinate packing of food, etc.
- All wilderness staff must be knowledgeable in backpacking, canoeing, group dynamics, and wilderness safety

KITCHEN AND MAINTENANCE SUPPORT STAFF COOK, ASSISTANT COOK, KITCHEN - 3

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
- Monitoring the PA during emergency drills and actual emergencies

MAINTENANCE - 2

To properly maintain the ongoing physical operation of 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 Wednesday nights
- Making timely repairs of broken equipment, buildings, or items
- Keeping Fowler safe and in good order