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Job Description

<u>Job Title:</u>	Volunteer
<u>Number of Positions:</u>	Open
<u>Reports to:</u>	Camp Supervisor(s) and/or Head Counselor(s)
<u>Type of volunteer:</u>	Seasonal
<u>Exempt/Non-Exempt:</u>	Exempt (includes multiple staff training dates, training certification dates, open houses, special promotional events, set up/breakdown each day/week)
<u>Availability:</u>	Full days [hours: 8:30am – 4:30pm daily] and weekly sessions
<u>Camp Dates:</u>	(8 Weeks) Monday, June 22 nd – Friday, August 14 th , 2020

Position Purpose:

There are (6) counseling groups managed by Head Counselors (**HCs**); **volunteers** will work as support staff to each group, and will be paired up with groups based on their skills, personality and set of individual qualifications. Volunteers are responsible for helping support the HCs with coordinating and carrying out activities.

Counseling Groups:

When applying to volunteer, specify which group you prefer to work with and why. All groups will incorporate some children with special needs:

Green: 4/5yr. olds

- Must be nurturing, managing occasional tears, and need of strong leadership skills to help engage the campers; must be patient and happy to play alongside campers

Yellow: 5/6/7yr. olds & Blue: 5/6/7yr. olds:

- Must be structured and enthusiastic; high energy; meet the needs of younger campers – structured plans needed between activities and during down time

Orange: 8/9/10yr. olds & Purple: 8/9/10yr. olds

- Must be able to keep up with physically active campers – lots of team oriented sports, crafts – structured plans needed between activities and during down time

Red: 11-14yr olds

- Has experience working with pre-teen/teenage group preferred – good listener and able to help guide appropriate adolescent conversations/topics; typically contains a higher ratio of campers with special needs – many, if not most, will have 1:1 aides provided from outside companies

Essential Job Functions:

- 1. Assist in the direction, supervision, and organization of campers at arrival and departure from camp, during and in between activities**
 - Head count often-specifically when arriving and departing from activities
 - Escorts campers on restroom breaks, first aid, and moving about camp outside of the typical schedule when necessary
 - Follow safety guidelines: campers must play safely and kindly with others, share, take turns, be calm/safe around waterfront & on hikes, and while eating lunch/snacks
 - Will continually engage with the campers, encourage kindness and peer support amongst the group and other groups
- 2. Participate in and help HCs lead activities outlined in schedule**
 - Set up/clean up equipment prior to start of activity
 - Responsible for helping lead, teach, assist, and actively participate in the activities in an enthusiastic manner to help encourage, engage campers/staff
 - Be able to work with HC to adjust/modify activity based on group interests and abilities
 - Include all campers within the group including those with special abilities. Ask for assistance when needed to help those in the Inclusion Program

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- 3. Maintain high standards of health and safety in all activities for campers and staff**
 - Maintain and encourage hygienic practices with campers particularly before/after food breaks, restroom breaks, fishing, and art
 - Be aware of any allergies amongst your group, and review protocol for First Aid (check with Supervisor)
 - Be alert of equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; (report repairs needed promptly)
 - Responsible for collecting lunchboxes during drop-off, placing in designated bins, placing in the refrigerator, and ensure the lunch bins are brought out during lunchtime
 - Must keep campers safe and off the bunkbeds in their team's cabin
 - Maintain a clean/tidy cabin and surrounding picnic table area

- 4. Be a role model to campers and staff with your attitude and behavior**
 - Follow and uphold all safety and security rules and procedures of Camp Argo
 - Set a good example to campers and others in regards to the general camp procedures and practices including sanitation, schedule and sportsmanship
 - ****A great Volunteer will be:** enthusiastic, positive, friendly, approachable, patient, silly, playful, willing to sing loudly in front of a group, willing to participate in all activities, accepting of all campers including those with special abilities, willing to take direction, willing to switch gears based on the needs of the group, willing to help other staff whenever necessary

- 5. Represent the camp when interacting with parents or community members**
 - Always notify HC, Supervisor and/or Director when a conversation might be necessary with parents to help a camper succeed
 - Always maintain good behavior when in public to continue a positive camp image

Other Job Duties:

- Contribute to verbal and written evaluations and communications as requested
- Take the initiative to clean up; empty trash cans; maintain the facility's cleanliness, etc.
- Group efforts include but not limited to general custodial routines, services required to return camp to original condition (cleaning/sweeping kitchen, main cabin/mess hall, fishing pavilion, bathrooms, cabins, art cabin, archery range, main field, etc.)
- Contribute to before and/or aftercare as requested
- Attend select "extra" events such as open houses, Strawberry Festival, etc. as requested
- Be willing to take time to be certified/trained if necessary in areas of expertise: rock wall, archery, etc.

Qualifications & Physical Aspects of the Job:

- Desire to work in youth development, special education, physical education, recreation, art, music or related fields a plus
- Must submit a current TB test and current CT State health forms
- Note: will be certified by Camp Director in First Aid/CPR/AED as part of staff training and other activity certifications as needed
- Physical ability to respond appropriately to situations requiring first aid or emergencies. Must be able to assist campers in an emergency (emergency, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers
- Some general physical requirements include prolonged standing, some bending, stooping, walking/hiking long distances, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to roughly 50 lbs., with daily exposure to the sun, heat, bugs, bees, insects, etc.
- Additional duties deemed necessary by the Camp Director, Supervisors, and HCs

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