



Summer Camp Adult Job Descriptions

Our adult staff team is a vital part of our annual summer camp ministry and fills roles that allow our Year Round Team to focus on the overall experience of the campers and counselors. Below are job descriptions for each of our adult positions for summer camp. All overnight volunteers will be assigned to sleep either in a leader room in the Meno Lodge or in the basement of the Cottage in a private leader room. Please read through each job description and let us know if you have questions. Each adult serving at camp will need to submit a background consent form to Carrie White. All of the positions can be filled by one person, a married couple or two staff from a partner ministry. Aside from the Camp Cook, we ask all full week volunteers to arrive by 9AM on Monday mornings for training, and we ask volunteers to plan on staying at camp until 4PM on Thursday afternoons when the campers depart. These volunteers are welcome to come early on Sunday night and to stay later until all of camp dismisses at 11AM on Friday mornings.

Camp Medical Staff: The role of this volunteer is to oversee the health of all campers and camp staff. This volunteer must be a licensed medical professional. All staff and campers will check-in their medicine with the nurse at the beginning of each week. The Camp Nurse will travel with the campers and counselors to all programs and events during the week to provide first aid and medical attention.

- Record/check-in all staff meds
- Administer all medications and over the counter medications
- Keep camp leadership team informed of any medical issues or concerns
- Attend all camp programs and events to provide first aid and medical attention
- Monday Training - 9:00AM - Camp basics/child protection policies - Alan White
- Monday Training - 9:30AM - Share medical items with staff during Staff Training



Camp Cook: This summer staff person is to oversee all food prep, planning, serving, and cleaning. This staff person will have the Meno Volunteer to assist them with all of these tasks. The Camp Cook will train this volunteer each Monday morning.

- Plan/Prepare all meals, snacks, and special food items
- Coordinate kitchen clean up using the Meno Volunteer and Program Volunteer
- Coordinate assistance needs with the Meno Volunteer
- Coordinate food/cooler delivery with the Program Volunteer

Meno Volunteer: This volunteer assists the Camp Cook with all food prep, to keep the Meno main room clean/organized, and to assist with the setup and clean up of programs in the Meno Lodge.

- Prepare/Serve all meals/snacks with Camp Cook
- Coordinate food and watercooler drop offs with Program Volunteer
- Assist with programs in the Meno such as interest groups or the camp craft
- After each meal, wipe down and reset tables and chairs, wipe down trays, wash dishes and sweep eating area as needed
- Ensure water coolers are kept full and with ice
- Monday Training - 9:00AM
 - Camp basics/child protection policies - Alan White
 - Review meal and snack plans for the week - Camp Cook
 - Discuss hygiene and food prep policies/practices - Camp Cook

Chick-fil-a Delivery: This volunteer picks up and delivers our Tuesday lunch boxes from one of our Chick-fil-a sponsors. They will coordinate directly with Carrie White on times and locations. Meals are dropped off at 11:30AM. After helping serve the meal, this person is welcome to stay to “see camp in action” until waterfront time begins.

Grill Master: This volunteer is responsible for preparing and grilling our Tuesday night cookout food including hotdogs and hamburgers. This volunteer will coordinate directly with Beth Tanzy and our Camp Cook on purchasing needs. We ask this person to arrive by 3PM on Tuesday, and they are welcome to stay for the remainder of the evening.

Pizza Delivery: This volunteer is responsible for pick up and delivery of our Wednesday night pizza. They will coordinate directly with Carrie White on times and locations. Pizza is dropped off at 5:30PM. After helping serve the meal, they are welcome to stay until after “GLOW Chapel” that evening.



Program Volunteer: This volunteer is to make sure that all camp programs are prepared and cleaned before/after each program event. This person will be trained to drive one of the camp ATV vehicles to allow them to fulfill these tasks.

- Check trash in Meno main room before/after each meal - take to the dumpster
- Assist with meal prep/clean up as needed - Ask Camp Cook
- Prior to lake time, set up jon boat motors/batteries; move life jackets inside the boat house and ensure they are in order; set out water shoes; set out fishing poles; set out chairs and crank up umbrellas
- Monitor and assist with boat deployment and docking each waterfront session
- After lake time, charge batteries, hang life jackets to dry; sanitize water shoes; check and repair fishing poles if needed; crank down umbrellas; do general clean up and take trash to dumpster
- Fill/deliver an orange water cooler with cups to the lake/pavilion for programs
- Set up chairs prior to each chapel service, reset afterwards

Monday Training - Beginning at 9:00AM in the Meno Lodge

- Camp basics and child protection policies - Alan White
- Equipment/Property Training - Matt Tanzy
 - Chapel chairs set up
 - Lakefront setup and troubleshooting (boats, fishing rods, life jackets)
 - Ranger driving and safety (staff/supply transport only)
 - Dumpster/trash instructions
 - Picnic/Snack Delivery & Prep Help

Tuesday Specific Tasks

- Set up/take down tailgate tent and rectangular table for evening grill masters
- Assist grill master if needed
- Set up and reset of the Meno for the movie night

Wednesday Specific Tasks

- Assist with waterpark set up before/during camp olympics that morning
- Assist cooks & deliver picnic lunches to the pavilion for lunch time
- Assist with camp craft clean up before dinner that evening
- Set up chairs in the Meno for the talent show “theater style”, reset afterwards

Thursday Specific Tasks

- Assist cooks & deliver picnic lunches to the lake for lunch time
- Set up chairs in the Meno “theater style” for the awards ceremony
- Reset the chairs in the Meno after the campers depart