



# Job Guidelines & Volunteer Expectations

## Medical Staff

We are excited to have you volunteer as a staff member at the Florida College Alabama Summer Camp. This is work we are passionate about, and we are excited to have others join us who want to help us connect these campers with their God. This job is EXHAUSTING if it's done right, and to try and be upfront about the expectations, we would like for you to read through the expectations for our volunteers, especially the descriptions of what is involved in the role you are volunteering for. Let us know if you have any questions or need something clarified. Otherwise, if you can agree to this list of responsibilities, we are excited to consider you for a role in the staff.

### General Guidelines:

- We all love camp, not only for what it provides for the campers but because it provides us a week of escape also. We love these kids. We love God. We get the same worship they get. Treat the week as a privilege, realizing that it is a special week. Any complaints need to be brought to the director in a private conversation so that the problem can be resolved. Any gossiping will not be tolerated. Camp is a time to find the good, not focus on the bad.
- Any conflict between staff needs to be handled quickly, privately, and as adults operating with an assumption of good intentions by both parties. Any conflict between staff and campers must involve the assistant directors.
- Participate in all religious activities with spirit and truth. Engage in worship. The kids are watching.
- Participate in Bible classes. Work with your assigned Bible study leader as helpers.
- Do not use your mobile phone except when needed. Camp is not a time for social media (unless you are posting about what an awesome week you're having at camp!). Camp is not a time for your job at home, unless it cannot be avoided, and if this is the case, excuse yourself away during a time when you are unscheduled so that you are not working in front of the campers or make arrangements to have your duties covered by another counselor. If an emergency arises and you need assistance, contact the assistant directors. If you are staff at camp, you are expected to be "on vacation" so that you will not be tied up at camp. This is true from the moment you arrive at camp until you leave.
- Be where you are supposed to be at all times. Free time for staff is attempted, but remember that we are there to work. This camp is all about the campers, and our role is to sacrifice ourselves for their good. If there are needs (like sickness, headaches, etc.)

that will interfere with you being where you are supposed to be, please see a nurse before not meeting your responsibilities. Do not leave your other staff without their needed support.

- In the spirit of being there for the campers, you need to be with the kids. This includes eating with the kids, sitting with the kids during worship, jumping in and playing games with the kids. This does not mean we should take over their time or make things awkward, but the campers love when the adults jump in the gaga ball pit and play a game. It's a few moments for you, but it makes a lifetime of difference for these campers.
- Learn as many names of as many campers as possible. There is nothing sweeter to the ears of these kids than hearing their name and feeling accepted.
- Help with mealtimes. This means being quiet (and encouraging quiet) if announcements are being made. Engage in conversation with the kids, asking them questions, getting them talking at meals. Help distribute food if you're asked. Help with the meal clean up (preparing dishes for clean up properly). Meal times are a great time for these kids to learn about responsibility and maturity by watching the way you act.

### **Medical Team:**

The camp medical team is instrumental in keeping the week running and is one of the most isolated jobs at camp due to the nature of the work. The goal is to have four females and two males. Two of these medical staff will be assigned to sleep in the med hut and the other four will be placed elsewhere. The medical team will not have counselor responsibilities.

- Oversee the purchase of medicines, first aid, and other medical needs for the week of camp.
- Organize the medicines and supplies so they are available at a moment's notice.
- Work with the directors to have all information that will be needed during the week of camp for each camper. This includes contact information on campers, their allergies, and any other pertinent medical information.
- Gather all medicines during registration that will be distributed to individual campers during the week.
- Provide medical care as needed during the week of camp.
- Distribution of prescriptions at mealtimes.
- Make decisions about which kids need to go home and which are fine to continue at camp.
- Sit with kids who are sick and waiting on pickup.
- Be available to go all over campus to take care of medical needs.
- Participate in camp wherever time and circumstances will allow.
- Clean up med hut at the end of the week
- Return prescriptions to the kids at the end of the week to take home.
- The head of the medical staff will purchase all medical supplies, remaining within a budget for camp purchases, turning in receipts for all that needs to be reimbursed to the director. They will forward the receipt to the treasurer for reimbursement. Tax will

not be reimbursed, so the treasurer or director will be happy to make purchases with a tax certificate to save on tax.