



Job Guidelines & Volunteer Expectations

Camp Store

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.

Camp Store:

The camp store is the "money-maker" at camp, making it possible for us to offer more scholarships and raise more money for the needs of the Hutchinson Bell. The camp store is open whenever the schedule allows. Money is deposited before camp begins (or during camp by parents) and is to be spent before the end of the week. The camp store staff may also be counselors depending on staffing needs.

- Plan, purchase, and oversee the camp store, making a list of inventory, inputting all inventory into the software, and preparing for a busy week at camp. This includes finding the balance between setting prices that allow the kids to enjoy the store but also to make a sizeable profit.
- Arrive early to organize and set up the camp store before the camp week begins. Working with the director to make sure all equipment is available and any equipment that needs to be rented is taken care of.
- Inputting all camper information into the software. Working with the director to get this information, while also getting the camper assigned barcode for nametags into the system for scanning.
- One camp store staff will be in charge of button making, knowing the software and equipment, allowing campers to come up with ideas (within reason and obviously in keeping with the spirit of camp), helping them create the buttons, and selling buttons in the store.
- Know how slushy and popcorn machines work and how to clean them at the end of the week for storage.
- Know how to make iced coffee and keeping it available for the camper
- Work the camp store efficiently
- Continual clean-up and organizing of the camp store during the week.

- Run a report at the end of the week (Thursday night) and send information out for the counselors to remind their kids about spending this final money
- Camp store clean-up and storage at the end of the week.
- Track of sales so the more profitable items can be increased and less profitable items can be diminished.
- The head of the camp store staff will purchase all foods, supplies, displays, and products needed, 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.