



# Job Guidelines & Volunteer Expectations

## Craft 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.

### **Craft Staff:**

The craft staff is in charge of craft activities taking place at the craft hut. Crafts are a staple in camp, giving the kids keepsakes to take home, and allowing a slower activity that allows kids to talk and get to know one another. The craft staff may also be counselors depending on staffing needs.

- Plan, organize, and oversee craft activities all campers. These will mostly occur during free time.
- Attempt to find craft activities that will appeal to a variety of campers, junior and senior
- Prep and oversee tie-dye of t-shirts purchased through registration. These t-shirts will be available for prep before camp begins, and need to be completed and returned to participating campers by Thursday evening.
- Encourage camper involvement. Have samples of crafts to be shown during morning announcements.
- The head of the craft staff will purchase all materials 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.
- The craft hut must be cleaned at the end of the week and supplies packed up for storage until the following year.