



# Job Guidelines & Volunteer Expectations

## Special Events 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.

### **Special Events Team:**

The "coffee after curfew" events take place in the late evening. These events are used to help approach the campers with information about Florida College. These events happen early in the week, and there are other responsibilities later in the week. The goal of each event is to create an atmosphere that makes the campers involved feel special and gives them a sense of the community of Florida College. The CAC staff may also be counselors depending on staffing needs.

- Plan, organize, and oversee all purchases needed to run the various events. These events can include coffee after curfew for two nights, a pizza party, "party in a box" for all cabins, a bonfire for seniors, and helping with preparing for the themed dinner.
- Arrive at camp early to prepare the hall kitchen for all cooking and activities. The hall should be decorated nicely for CAC events.
- Plan the Saturday evening dinner for the staff (and early arriving campers), including cooking and distributing the food.
- Plan with other organizers the decorations for the themed dinner.
- Prepare all 10 "party in a box" for each of the cabins to distribute on Sunday night.
- Prepare the room for the CAC event on Monday and Tuesday evenings (must be taken up after each night due to the room being used during the day). This prep work will need to be done after free time is over.
- No special decorations are needed for the Alpha Club "Thank You" party. The pizza will need to be ordered, picked up, and ready for the party after curfew.
- Bonfire supplies and drinks made available for Thursday night. The starting and overseeing of the bonfire will need to be assigned to someone capable of doing this. The wood will be provided.
- Preparing, ordering supplies for, and organizing the ice cream social.
- The themed dinner will be decorated, and this team is responsible for providing support.

- The head of the special events 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.