



# Job Guidelines & Volunteer Expectations

## Counselors

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.

### **Counselors:**

The greatest resource at any camp is its counselors. These are the adults with the most direct impact on the campers, the greatest influence on their week, and those who will have the greatest effect on the campers' spiritual growth. These adults will spend the most time with a small group of campers, getting to know each one personally. Agreeing to be a counselor is agreeing to be open, honest, and vulnerable, creating a genuine relationship between themselves and the campers.

- Counselors are the primary contact for each camper in their group. Most counselors are assigned approximately 8-12 campers
- Counselors should make sure that their assigned campers receive their morning and evening medications from the nurse, practice good hygiene, stay hydrated, arrive to assemblies on time, uphold the dress code and all rules, are aware of group assigned event times, and go to bed in accordance with the planned schedule.
- Counselors are also expected to participate in nightly devotionals and be emotional and spiritual support as needed throughout the week.
- Counselors are not only responsible for the campers, but for the camper's use of the facilities. Make regular sweeps through the rooms to make sure that the facilities are cared for and rooms are in decent shape. This is particularly important when it comes to open containers of food that will encourage bug infestations.
- Campers are not allowed to go to their cabins/lodges for breaks or unassigned cabin times. If there is an exception to this rule for a camper, that camper must be monitored. This can create awkward situations and therefore should be avoided if at all possible.
- Counselors must not leave the campgrounds unless they have made prior arrangements with the director.
- Counselors are responsible for correcting and monitoring their camper's behaviors. Consistent problems with tardiness, modesty, or other basic rule breaking should be

handled at the discretion of the counselor. Use your other counselors as resources when unsure of what to do. This includes being an example of following all rules, including the rules on modesty set out by the camp.

- Counselors are not to allow the campers to use their cell phones, or the counselor's cell phones, for any reason. If contact needs to be made with someone, this needs to go through the assistant directors or directors. The reason for this is that camp is to be an escape from the pressures of the world. We want to give these campers a break from distractions.
- Counselors must be aware of the potential for difficult situation:
  - If there is a need for a serious conversation on sensitive topics (i.e., alternative lifestyle choices, pornography, sexual issues, strained home situations, etc.), do so with caution, making the camper aware of limitations created by law. NEVER promise to keep things secret, because sometimes that is a promise that cannot be kept.
  - If there is a need for a serious and/or prolonged conversation with any camper, especially one of the opposite sex, please do so in a public area and take another counselor with you. This is to protect you as a counselor and to provide extra assistance if the situations or conversation grows difficult.
  - If there is a disciplinary issue, it must be first addressed by the counselor. The counselor is within their rights to assign special chores as punishment for unruly behavior.
    - Any disciplinary issue should be reported to the assistant director as soon as is reasonable.
    - If further action is needed, the assistant director will determine the correct course of action. If there is an issue warranting expulsion, the director will be the final decision maker on this matter.
  - If there is an issue that involves the safety of others or the safety of the camp, this must be immediately brought to the director.
- Counselors are expected to actively participate in all activity areas as assigned. Failure to show up for your assignments creates confusion and problems for campers and other counselors.
- If there are issues between counselors, please inform the director. This would include disputes between counselors or observing another counselor treating campers unfairly or harshly. These issues need to be solved at camp as they are impossible to solve afterward.