

## **Camp Roles and Responsibilities**

**ALL camp volunteers and staff MUST attend a pre-camp training prior to each camp!**

### **Facilities / Operations**

#### **Roles and Responsibilities**

- Do a pre-camp walk through of the camp schedule before the first day to look for obstacles that may occur.
- Set up camp for the coaches, volunteers, and campers before they arrive.
- Monitor parking and drop off/pickup. Be sure it is safe and efficient.
- Ensure camp is being cleaned and trash is being disposed of daily.
- Monitor weather and prepare to get ahead of storms and high winds.
- Establish a time each day to pray and discuss the daily theme and lesson.
- Communicate with camp staff daily and before making any changes to the schedule or daily operations.
- Transport campers in approved ATV's to the nurses station when needed.
- Place water coolers in appropriate locations per coaches preference.

### **Hospitality / Kitchen**

#### **Roles and Responsibilities**

- Pre-plan meal schedules with camp staff prior to camp.
- Set-up the kitchen each morning with your team and have meals ready to serve our volunteers.
- Coordinate clean-up and trash disposal with the facilities team.
- Call the next day's meal providers if needed to remind them of the delivery time and location.
- Coordinate supply runs with your team. Keep all receipts for food and supplies purchased. Turn these in to an FCA staff member.
- Clean up after lunch each day and prep for the next morning.
- Communicate needs and adjustments to camp staff daily.
- Work with camp staff, nurses, and team moms to monitor dietary needs and food allergies of volunteers and campers.

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### **Team Moms**

- Be on time and prepared for morning meetings check-in.
- Attend all planning meetings and afternoon huddles.
- Document changes and communicate with your team mom coordinator.
- Check-in and check-out campers. Keep an accurate record of attendance.
  - Athletic Camp – CARC Specific
    - Each morning you will check in and check out your campers at the gym side of the CARC.
- Signatures are required from the guardian or those recognized as an authorized pickup person. This person will be on the initial registration form or by written note (or email) signed by the guardian.
- Notify camp staff of any changes or safety concerns.
- Monitor huddles (as needed) and assist huddle leaders with camper's needs.
- Communicate allergies and medical concerns with the camp nurse.
- Pray over your campers by name throughout the day.

### **Coaches**

#### **Roles and Responsibilities**

- Meet with the other coaches in your sport to plan out the week. Know what skills/drills you are looking to teach.
- Incorporate the daily themes into your drills when it applies.
- Empower your huddle leaders into the drills and small group games.
- Organize your campers by age & ability so everyone can experience success.
- Have inclement weather plans ready in case your sport is moved inside or to a smaller area.
- Attend the morning coaches huddle and the fellowship lunch. Get to know the camp coaching staff.
- Set up for practice each day and put away the equipment after practice.
- Ensure safety is a priority and keep campers hydrated.

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### **Huddle Leaders**

- Study your daily theme lessons and scripture before you arrive to camp each day.
- Learn your camper's names and make every camper in your group feel welcome.
- Be on time and attend both the morning preparation meeting and the end of the day recap.
- Communicate concerns or uncooperative campers to your camp staff.
- Be involved in practices, assemblies, and huddle time.
- At all times, stay with your huddle and keep them together. Be sure to do head counts often.
- Pray for your campers and encourage them.

### **Camp Medical Team**

#### **Roles and Responsibilities**

- Review & discuss FCA medical plans & procedures with the FCA camp director.
- Review medical waivers of campers & volunteers. Note allergies and other medical concerns.
- Be available at check-in and check-out for parents to discuss their camper's medical concerns.
- Notify parents & camp director of any medical incident that occurs at camp during the day.
- Document treatment and camper visits to the camp medic.
- Set up the medic station and communicate supply needs with the camp director.
- Take note of all emergency protocol at camp and communicate changes or concerns with the camp staff.

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### Child Care

- Meet with camp staff before camp to get a list of mini-power campers and their ages.
- Provide a list of supplies you will need for camp.
- Arrive early each day in order to receive the campers.
- Communicate any concerns with the camp's staff.
- Ensure every camper has a medical waiver and that they check-in and check-out each day.
- Be aware of food and medical allergies.

### **\* OUTDOORS POWER CAMP SPECIFIC \***

#### Range Safety Officer

##### Roles and Responsibilities

- As the camp RSO your main objective is to maintain a safe firing range for the safety and enjoyment of the campers and volunteers. Address safety issues & concerns on the spot and include the Camp Director for further progress. Leave the coaching to the rifle coaches, focus on Range Safety.
- Attend Pre-camp Meetings.
- Have a clear plan to set-up a safe firing range that can be easily shared with the rifle coaches.
- Before each practice go over the Range Rules, Commands, and the 3 Basic Rules of safe firearm handling.
  - Muzzle in a safe direction
  - Finger off the trigger & outside the trigger guard
  - Action open and unload until ready to fire.
- Work with the camp director and other coaches to have inclement weather plans ready in case your sport is moved inside or to a smaller area.
- Attend the morning coach's huddle, safety meetings and the fellowship lunch. Get to know the camp coaching staff.

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- Set up for practice each day and put away/lock up the equipment after practice. Engage with the coaches during this process.
- Ensure safety is a priority.

### Outdoors Coaches

- Attend Pre-camp Meetings.
- Meet with the other coaches in your sport to plan out the week. Know what skills/drills you are looking to teach. (Report to Camp Director) • Incorporate the daily themes into your drills/activity when it applies.
- Empower your huddle leaders into the drills/activity.
- Organize your campers by ability so everyone can experience success.
- Work with the camp director and other coaches inclement weather plans ready in case your sport is moved inside or to a smaller area.
- Attend the morning coaches huddle and the fellowship lunch. Get to know the camp coaching staff.
  - Rifles
    - Reinforce the 3 Basic Rules of safe firearm handling.
      1. Muzzle in a safe direction
      2. Finger off the trigger & outside the trigger guard
      3. Action open and unload until ready to fire.
    - Know and reinforce the RSO's range rules & commands.
  - Archery
    - Reinforce the 11 Steps to Successful Archery
    - Reinforce safety practices
    - Fishing
      - Examine fishing areas each day prior to practices for safety concerns.
      - Live bait management (report needs to Camp Director)
      - Equipment checks at the beginning and end of each day.
      - NO CAMPER is to be in the water at any time.
      - Be mindful of casting zones and reinforce safety practices.
- Set up for practice each day and examine, repair, and put away the equipment after practice. (Report needs to the Camp Director)
- Ensure safety is a priority.