



# All Saints Camp Job Description

## *Support Staff Positions*

*Diocesan Church School Camp, Teenage Conference, Mommy and Me/Daddy and Me, St. Nicholas Camp*

### **General Staff Expectations**

- Authentically treat all with Christ-centered compassion and love
- Ensure the physical, emotional, and spiritual health and safety of all campers.
- Execute and support the camp policies and procedures at all times, and enforce camp safety regulations.
- Be mindful of our goals at DCSC/TC:
  - To ensure that all participants have a safe, positive, and joyful experience,
  - To help participants discover the fullness of their Orthodox Faith,
  - To ensure that participants return to their homes with an enthusiasm to continue the learning and growth that started at DCSC/TC

### **General Summary**

The purpose of support staff is to support the counselors in their work with the campers. They do this by fulfilling and completing different positions that fall within programming, cabin support staff, and medical necessities. They must equally exemplify and fulfill the mission of the Ukrainian Orthodox Church and are held to the same expectations of cabin staff. All campers are placed under the care of all staff members regardless of their counselor or support staff status.

### **Principle Duties and Responsibilities**

#### **All Programs**

- Medical Staff - Medical staff (MS) must be a licensed nurse or doctor in the state of Pennsylvania. MS are responsible for the safety and general health of all campers and staff as set forth in the guidelines for UOCCP Medical Procedures.

#### **Diocesan Church School Camp and Teenage Conference**

- Events Coordinator - The Events Coordinator (EC) is responsible for the planning and



execution of day and evening events/activities. Some pre-planning prior to the encampment may occur with the coordination of the encampment director. The EC will coordinate the staff during the encampment to ensure events are properly set up, executed, and cleaned up.

- Media Coordinator (age 18 + for all programs) The Media Coordinator (MC) is responsible for the daily execution of documenting and promoting the program through photography and compilation of the daily online newsletter. The MC will also produce the program magazine by the end of the session and provide online content for social media.
- Crafts/Projects Coordinator - The Crafts/Projects Coordinator (CPC) is responsible for the execution of any crafts or projects conducted by the campers. Some pre-planning prior to the encampment may occur with the coordination of the encampment director. The CPC will ensure that the crafts/projects are set up, executed, and cleaned up as well as coordinating staff during the event.
- Ukrainian Culture Coordinator - The Ukrainian Culture Coordinator (UCC) is responsible for the planning, coordination, and execution of Ukrainian culture/history/dance classes at Diocesan Church School Camp and/or Ukrainian culture classes/workshop and Ukie Night performance at Teenage Conference. The UCC is not required to teach all aspects of the Ukrainian Culture program - they are required to coordinate the program and the individuals (staff members or special guests) who will conduct the classes.
- Weekend Staff - Weekend Staff (WS) may be asked to aid in any capacity needed this may include: cabin counselor, general staff assistance, and airport transport.

#### **Diocesan Church School Camp**

- Staff Aids - Staff Aids (SA) - Staff Aids are supplemental staff for Diocesan Church School Camp. Their responsibilities are varied and may include: the creation of the camp magazine, aiding any encampment coordinator, aiding the encampment director, and camp photographer.
- Staff Aid Advisor - The main responsibility of the Staff Aid Advisor is to coordinate and supervise the Staff Aids at Diocesan Church School Camp. The SAA may be asked to help with additional needs of the programming.

#### **Teenage Conference**

- Counselor-in-Training - The main responsibility of the Counselor-in-Training (CIT) is to learn about and support cabin operations from the assigned counselor(s) during Teenage Conference

#### **Mommy and Me/Daddy and Me**

- Mommy & Me/Daddy & Me Staff - MMDM Staff are responsible for aiding in the general smooth running of the encampment. Additional responsibilities may include religious education instruction, craft coordination/completion, and events coordination. Staff will work daily with the encampment director concerning programming.
- Big Brother/Big Sister - Big Brothers and Big Sisters' (BBBS) main responsibility is to aid their assigned families in any way necessary. BB/BSs may be asked to help with additional needs of the programming.



- Big Brother/Big Sister Advisor - The main responsibility of the BBBSA is to coordinate and supervise the Big Brothers and Big Sisters. The BBBSA may be asked to help with additional needs of the programming.

#### **St. Nicholas Program Staff**

- St. Nicholas Program Staff (Ages 18+) SNP Staff are responsible for aiding in the general smooth running of the program. SNP staff may be asked to take additional training specific to working with youth with disabilities. Additional responsibilities may include religious education instruction, craft coordination/completion, and events coordination. Staff will work daily with the encampment director concerning programming.

#### **Working Conditions**

1. Ability to lead and oversee an assigned group of campers, understanding role as a "24-hour parent".
2. Ability to work with children of all ages, understand their interests, and apply that to how you relate to each camper.
3. Compassion, good judgment, sense of responsibility, patience, fairness, humor, charisma, spontaneity, and a positive outlook.
4. Ability to work long hours, in an outdoor setting, requiring regular physical activity, standing for long periods

#### **Minimum Level of Preparation and Training**

1. Age requirement: Varies by position.
2. Previous camp experience, or experience working with children.
3. Established record in leadership roles.
4. Completion of Archdiocese Youth Protection Online Training.

#### **Reporting Relationship**

Camp Director, varies by position

#### **Subordinates**

Camp Director, varies by position



