

Youth Camp Volunteer Roles and Responsibilities

A. General instructions:

1. Volunteers may apply to serve by filling in the application form found here. [Volunteer Form](#).
2. All volunteers must apply for a background check through BG4Square (prior to May 23).. Volunteers will be sent a link to apply for a fresh background check, after their application has been received.
3. Volunteers will receive a free staff T-shirt and will be asked to wear it while on duty. Extra shirts may be pre-ordered by July 9. Suggested donation for each t-shirt is \$15. Your contribution will help defer costs.
4. COVID protocol. In order to serve at camp all volunteers must submit to a COVID test 24-48 hours prior to camp, or complete the vaccine series.
5. Cabin beds will be provided for cabin leaders and students only. Volunteers desiring to stay the night at camp are advised to provide their own tent, camper or motorhome in order to spare beds for campers. Volunteers may go home at night as well.
6. All volunteers must be at the All Staff meetings at Camp Hope:
 - a. Monday afternoon July 26, 4:30 - 6:00 pm followed by staff meal
 - b. Non-cooking volunteers meet each day 8:30 - 9:00 am.
7. Recommended donation to cover personal food costs for volunteers is \$20 per day.

1. Security Team

- a. Traffic management
 - i. Wear reflective vests and manage traffic on drop-off and pick-up days.
 - ii. Create traffic flow and parking plans and share with staff.
 - iii. Make signs and use cones and tape to assist with traffic flow and parking.
 - iv. Post a guard at the main road entrance to block traffic from entering camp or construct a temporary gate to deter random traffic.
- b. Provide security for campers
 - i. Define safe zones and out-of-bounds for campers and mark accordingly.
 - ii. Patrol the camp at night after lights out.
 - iii. Investigate all trespassing and unauthorized access.
 - iv. Report real concerns to 911 and Camp Director. (What is cell phone coverage at camp? Is a landline available?)
- c. **Days and times needed**

Tuesday	Wednesday	Thursday
Traffic control 0900 - 11:00 4 people needed		Traffic control 8:00 pm - end 4 people needed
Front gate management	Front gate	Front gate

0800-2000	0800-2000	0800-2000
2200-0600 patrols	2200-0600 patrols	

d. Desired skill sets

- i. Security experience
- ii. Traffic control experience

2. Camp Nurse

a. A volunteer is needed to:

- i. Provide first aid for campers.
- ii. Administer medications as authorized by parents.
- iii. Coordinate emergency care as needed.
- iv. Intervene if necessary to prevent accidents. Be the voice of reason.

b. Days and hours needed:

Tuesday	Wednesday	Thursday
1000-1400	0900-1400	0900-1400
1400-2000	1400-2000	1400-2000

3. Food Services Team Positions

a. Food Service Coordinators (One each day of camp): Each church is invited to prepare food for 2 meals.

- i. Coordinate meal preparation for 2 meals and 1 snack to campers for the day.
- ii. Solicit donations for your day to help lower costs.

b. Guest & Staff Hospitality Team:

- i. Coordinate, prepare and serve 2 staff meals on Monday
- ii. Purchase and prepare coffee, tea and snacks for staff and guest speakers each day
- iii. Coordinate clean-up of staff and guest meals, snacks
- iv. Watch out for staff staying fed and hydrated

c. Buyer: Purchase plates, bowls, cups, eating utensils, napkins, and ice? and coordinate delivery to camp on Monday.

d. Grill master: Set up grills and train others as needed on use and cleaning. Grill food as requested.

e. Clean-Up Coordinator: Coordinate the clean-up of all stoves, tables and eating areas. Gather trash and dispose. Provide hand-washing stations and disinfectant in food lines. Disinfect after every meal.

- i. Need: 1 person per 30 campers each meal.

4. Registration Team

- a. This team is responsible for checking campers in, assigning cabins
 - i. Check-in on Tuesday morning following COVID protocols.
 - ii. Take temperatures
 - iii. Sign COVID questionnaire
- b. Days and times needed
 - i. Tuesday 9 am - 12 noon
- c. Desired: 2-4 adults

5. COVID Protocol & Sanitation Team

- a. This team checks campers temperatures each morning and cleans the bathrooms and cabins during camp per covid cleanliness protocols
 - i. Preparation- Monday before camp
 - ii. Assignments every 3 hours during camp Tues-Thur
 - iii. Post camp cleaning Friday
- b. **People needed:** 2 persons each day
- c. **Days and times needed:** see table below

Monday	Tuesday	Wednesday	Thursday
	Take temps 8-9 am	Take temps 8-9 am	Take temps 8-9 am
0900-1500	12:00 noon	12:00	12:00
	15:00	15:00	15:00
	18:00	18:00	18:00
	21:00	21:00	21:00

6. Runners/“interns” Team

- a. Assist Directors as needed, including running errands into town, setting up games, assisting with games and activities, escorting kids as needed, assist cabin leaders with special needs, take food to worship teams during rehearsal and assist other teams as needed.
- b. **Days and times needed: 2 per day, 9 am - 9 pm.**
- c. **Desired:** valid driver's license and use of a car

7. Audio/Visual & Worship Team

- a. **Visual:** Design powerpoint presentations for worship services at camp using Google slides. Run slides during services per camp schedule
 - i. **Lyrics**
 - ii. **Sermon graphics**
 - iii. **Videos/other media**
- b. **Audio Volunteer:** Operate sound board during services
- c. **Days and times needed:** every evening of service at 6 -7:30 pm. And during rehearsal 4:30-5:30 pm

d. Desired skill sets**8. Activities Team**

- a. **Definitions:** Help set up and tear down games. Make sure that every game has the supplies necessary for each game.
- b. **Days and times needed:**

Monday	Tues.-Thurs.
8 am-8 pm	9 am-4 pm

- c. **Desired skill sets:** Flexible with time change, willing to ask questions if things get confusing, and have no problem working in the sun and with a team. It is important that the team members know the schedule and what time each game is and what days the games are. The team members will also need to have a car to transport things from the church to Camp Hope.
- d. **Assistant activities leader: Loading...**

9. Set up Team

- a. Help prepare camp on Monday 9am-3pm
- b. Be able to lift and move heavy items

10. Tear down Team

- a. Break camp and return items to BG4.
- b. Clean camp in areas used by our youth.
- c. Desired skillsets: Must have transportation and a good back.