Camp Staff Position Descriptions

All Staff

Being a part of our summer camp staff is about being on a team of giving. Giving of your talents, giving of your time, and giving of your love. All three things are little snapshots that contribute to the whole picture of a dedicated, Christ-centered staff member. Prior to camp, all staff members are required to registered Youth Workers in compliance with the Metropolis of Pittsburgh, and the Archdiocese. This includes (but is not limited to) online Armatus training modules, obtaining and providing proof of various background checks, and adhering to the Youth Protection Manual of the Greek Orthodox Archdiocese of America. They are also expected to attend the mandatory Staff training weekend. While at camp, staff members are required to attend all camp activities, including prayer services with their campers (barring an emergency). All staff members are further required respect and follow the instructions of the Camping Ministries Coordinator (CMC) and/or other appropriate supervisors at all times. Finally, all staff are expected and required to love and respect all campers, all their fellow staff members, and all the other persons who are a part of Camping Ministry.

Cabin Staff

As a cabin staff member you are entrusted with campers for an entire session, their safety and well-being is of the upmost priority, and should be placed ahead of all else. Cabin staff should strive to always be aware and attentive to the needs and actions of every camper, whether they are in your activity or cabin. Respect amongst peers, co-staff, and clergy should be promoted in every cabin, as well as respect for camp rules and property. All staff members are expected to be prepared for all camp events in a timely manner including discussion group, elective activities, and other camp-wide organized events. Staff are responsible for getting your cabin to events on time, and promoting a welcoming, and friendly atmosphere within the cabin. All activities that take place during a session are to be supervised and guided by multiple cabin staff members to ensure camper engagement and enjoyment. Also, cabin staff are responsible for any other appropriate job-related task delineated by the CMC, Program Coordinators, or other appropriate authority figures. Last but not least, cabin staff are responsible for making sure the campers are having fun and growing in their faith.

Activities Coordinator

The Activities Coordinator (AC) position is a big and exciting undertaking. The AC is responsible for creating, leading, overseeing, and coordinating all logistics for various activities through the session(s) of camp: Wake n’ Woke, JOY and GOYA Activities, Afternoon Activities, Camp Games, Olympics, and any other aspect of the program assigned by either the CMC or the Program Coordinators. The Activities Coordinator is responsible for developing and implementing alternative activity plans in the event of inclement weather. The AC is responsible for all materials during camp events, and
organization of our shed. Since this position is one that carried a heavy responsibility, the Activities Coordinator is not a Cabin Staff member.

**Arts & Crafts Coordinator**

The Arts & Crafts Coordinator is a position is held by someone who is already a cabin or support staff member. The Arts & Crafts Coordinator is responsible for overseeing all aspects of the program involving crafting. This includes developing ideas for crafts, working with the CMC to obtain the necessary supplies for the crafts prior to camp, and directly overseeing the overall success of this part of the program. They are responsible for the set-up, order, cleanliness, and execution of all crafts created during a camping session. They are responsible for making sure that all campers and staff fully respect the facilities of the campground while they are participating in Arts & Crafts.

**Assistant Activities Coordinator**

The Assistant Activities Coordinator is to assist the AC with execution and logistics of any and all camp activities. This position is typically held by someone who is a support staff member. This person is expected to assist the Activities Coordinator with anything he or she needs, and share in the AC responsibilities listed above such as Olympics, Activities, and Camp Games. They may also be given extra responsibilities by the CMC or Program Directors.

**Caregiver**

A Caregiver is someone responsible for supervising and ensuring the safety of either a special needs camper or the children of a clergy family who are too young to participate in the program as JOY campers. They are to work out their times of responsibility directly with the Program Coordinators and the parents of the children should they also be staying at camp. This position is a unique full-time position that will be strictly dedicated to the children entrusted to them. A Caregiver should not expect to have the “normal” staff experience, and may not have the opportunity to engage with the campers and/or their fellow staff members as often as a cabin counselor.

**Clergy**

The Clergy are expected to celebrate services, offer Orthodox Life sessions (of which they will be assigned by the Chancellor ahead of time) and homilies, hear Confessions, if so blessed by their Hierarch, and to offer spiritual counsel in both individual and group settings. The Clergy are overseen by the Head Chaplain for the week. The Head Chaplain assignment is made by the Metropolis Chancellor, and will be communicated by the Camp Office prior to the start of camp.
Clergy Families

Clergy Family members are able to participate and assist with program to whatever extent they are able. Clergy family children who are too small to fully join the program as full campers may be join the program as “Day Campers” meaning they will join a cabin during the day, and will return to their families at the close of the program or at their bedtime. If a family wishes to have a “Day Camper” join the program, they are expected to communicate that to the CMC prior to camp starting. Finally, all clergy children too young to be campers or “Day Campers” are expected to serve the program as adorable mascots.

Ecclesiarch

The Ecclesiarch position is held by someone who is already a cabin counselor or a support staff member. The Ecclesiarch is a lay staff member who assists the Camp Director and Head Chaplain with the preparation and clean-up for Church services. During the camp week, their duties will include: making sure that the appropriate service books are prepared and distributed to the campers as they enter the chapel, ensuring that the books are returned to their containers in a neat and orderly fashion, performing any set-up for the services per the directions of the Head Chaplain or Chaplain who is serving (e.g. water for Agiasmos, bread set-up for Artoclasia), ringing the Church bell prior to each service, and ensuring that the chapel is left in a clean condition at the end of each service and at the end of the camping week. They are also responsible for arranging the chapel for confessions.

Media Director

The Media Director is responsible for capturing camp events, activities, and the pure joy of campers during the sessions of camp. They will plan, and execute our media presence during summer camp which may include operating a daily “Camp Blog” for parents and family members to check, complete with short descriptions of the previous day’s activities, and posting 20 – 25 photos daily. They are expected to take a variety of approximately 100 photos per day of camp, and to complete an end-of-the-week photo slideshow presentation by Friday evening for the Closing Program. They are to edit and prepare any photos and videos so that they are ready to be uploaded to Flickr or YouTube immediately following camp. They are also expected to coordinate, shoot, and edit several 30 – 90 second Camp Testimonial videos (3-5 campers and 2-3 staff members) per week. This person reports directly to the CMC.

Medical Staff

All medical staff personnel are considered full-time, and as such should not expect to have the “normal” staff experience, and may not have the opportunity to engage with the campers and/or their fellow staff members as often as cabin staff. Medical Staff members will be on call for the handling of emergencies. In addition to being present at
various activities during the day, the Medical Staff will also hold regular clinic hours (also known as “Health/Med Check”) especially around meal times, and also during wake-up and bedtime hours. The Medical Staff is responsible for a number of aspects of the program, including: possession of, and dispensing of, any and all medications, whether over-the-counter or prescription, for all staff and campers. These medications are to be collected by the Medical Staff during registration on Sunday afternoon/evening, and will be held by the medical staff until departure when they can be retrieved again. Medical Staff is responsible for the evaluation of any and all injuries that occur on the campground. Medical Staff is responsible for the evaluation of the health of the campers and staff, including recommendations (if necessary) for limitation of activity and/or increased rest. Medical Staff is responsible for the evaluation of the safety of any and all activities, including athletic events. This includes recommendations for moving or preventing activities that may cause physical injury, or may pose a high risk for dehydration or some other condition. Medical Staff members are also responsible for the oversight of any treatment of injury, or transfer of a patient to a hospital. If it is not possible for a member of the Medical Staff to accompany the patient to the hospital him- or herself, the Medical Staff are responsible for designating another staff member to accompany the patient and stay with him or her until discharge. Finally, Medical Staff members are responsible for primary communication with parents/guardians regarding the health of their children. Medical Staff report directly to the CMC.

**Music/Campfire Coordinator**

This position is held by someone who is already a cabin counselor or a support staff member. This person is tasked with leading various sessions of teaching music, songs, and/or Church hymns. They may be asked to help develop the music curriculum for the summer. They are also responsible for overseeing and coordinating all events at the campfires, which includes naming campfire leaders, creating a song list and organizing any skits or materials that take place during the event etc. One session of camp can have several different music coordinators. In some instances, depending upon expertise, a music/campfire coordinator may also be asked to lead chanting during worship services.

**Office Manager**

This position is full-time, as this person is not a cabin counselor. As such, an Office Manager should not expect to have the “normal” staff experience, and may not have the opportunity to engage with the campers and/or their fellow staff members as often as cabin staff. The Office Manager is responsible for maintaining the order and cleanliness of the office and common staff area. The Office Manager is responsible for handling all incoming communications, and organizing these messages for the Camping Ministries Coordinator’s response. The Office Manager is responsible for the administration and implementation of the CampCards program. The Office Manager is also responsible for creating and distributing Camp directories to all participants of the
session(s) of camp. The Office Assistant may also be tasked with shopping trips, running other errands, and organizing the implementing the staff gatherings. This person reports directly to the CMC.

**Program Coordinators**

The Program Coordinators assist the Camping Ministries Coordinator in the day-to-day operation of the camping program. They are considered full-time and as such should not expect to have the “normal” staff experience. They are often described as being “the staff members to the cabin staff” in the program, and are to act as additional support for them, providing helpful feedback and positive reinforcement. Program Coordinators report directly to the Camping Ministries Coordinator. They fulfill a number of the practical and logistical roles required for the successful completion of a camping week. They are responsible for ensuring that the program remains on schedule and runs properly, while reminding staff members of impending activity changes, and the thorough inspection of cabins and other areas during transition times. They are responsible for making any and all announcements on behalf of the CMC during a camp day, such as reminders or changes in the schedule. Program Coordinators are also responsible for ensuring that each activity operates smoothly, through supervision of the cabin and support staffs. They are also expected to provide guidance and communications to the staff, and may need to act as mediators when situations arise between campers, and/or staff members. They assist the CMC with the resolution of any situations involving cabin or support staff that may require correction or dismissal. They may be responsible for coordinating the coverage of camp activities, and may assists the CMC with schedules. The Program Coordinators will also assume other responsibilities at the direction and discretion of the Camp Director.

**Support Staff**

Support Staff are supplemental staff members who assist the Camping Ministries Coordinator, Program Coordinators, and Cabin Counselors with the implementation of the Camp Program. This may mean arts and crafts, or setting up/cleaning up after activities. Typically, Support Staff members are expected to pay their own way to be at camp, or make prior arrangements with the CMC. They are expected to assist the other staff members in whatever ways they need. Support staff report to the CMC and the Program Coordinators.

Please note: All descriptions are subject to change at the CMC’s discretion. For questions or clarifications, contact Camp Ministries Coordinator Marina Papafil (412-465-0460 or camp@pittsburgh.goarch.org).