

POSITION: SUMMER (STAFF) CHAPLAIN (Job Description)
RESPONSIBLE TO: EXECUTIVE DIRECTOR

JOB SUMMARY:

In consultation with the Executive Director, the Chaplain is responsible for the spiritual well-being of the camp and for leadership of the Christian education focus of the camp program. The Summer Chaplain assists the Program Coordinator and the Executive Director in planning and carrying through each week's program. The Summer Chaplain is expected to take leadership in the spiritual aspects of camp activities and of the camp program. The Summer Chaplain is to provide pastoral care for all members of the staff and for campers.

LENGTH OF TENURE: This position begins with 40 hours of pre-summer preparation time in June and continues on a full time basis from staff training until the end of the current camping season.

RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING: (High) Summer Chaplains will have the opportunity of unsupervised access to children. It is therefore required that the individual be subject to a full level of screening, including a criminal record check and the checking of at least two references. Summer Chaplains must be careful not to put themselves in a situation where they are alone with a camper in a closed room.

ACCOUNTABLE TO: Executive Director

JOB RESPONSIBILITIES:

To model enthusiastic mature Christian leadership;

To work collaboratively with the Executive Director and Program Coordinator in planning each week's activities and to meaningfully integrate Christian themes into the entire camp program and activities;

To work closely with the Volunteer Chaplain in weeks when one is available; planning Faith Quest programs in which the Volunteer Chaplain can participate; being in contact with Volunteer Chaplains prior to their week of volunteering at camp and planning the week's program in consultation with them;

To work closely with Crew and Cabin Leaders in the spiritual aspects of their responsibilities;

To provide leadership in the spiritual development of the staff during the training weekend and training week;

To develop "ready to use" spiritual resources for Crew and Cabin Leaders;

To take responsibility for the spiritual aspects of each morning's "Greet the Day" and Vespers at campfires. If Vespers is to be held at the Waterfront, the Chaplain is responsible for ensuring adequate lifeguard supervision of campers, safety on the docks, safety of any candles used and the putting away of all Vespers items immediately after Vespers. Overall camper safety during this activity is the responsibility of the Chaplain.

To lead and coordinate participation in each camp's closing celebration including the preparation and distribution of theme based affirmation symbols and ensure Cabin Leaders are consistent in their affirmation delivery;

To plan, organize and lead Faith Exploration sessions with campers. Cabin Leaders will be on hand to help facilitate and supervise and the Chaplain must ensure that they are familiar with their role and expectations during the Faith sessions;

To provide leadership of Quest sessions with Crew campers, in cooperation with the Crew Leaders;

To outline to all staff including volunteers at the Sunday evening pre-camp orientation a summary of the week's Faith Exploration program, its purposes and goals, and how you want other members of the leadership team to participate in leading worship and other activities;

To be part of the overall camp program and enthusiastically participate in whole community activities. These include evening campfires, meals together, free time at the waterfront, and special events throughout the week;

To assist the Program Coordinator and Executive Director in promoting positive morale and a positive community environment with staff, acting as a mediator/facilitator when needed;

To attend "Co-Leader Check-ins" and other meetings with staff and volunteers. May be asked to lead these meetings on occasion.

To purchase Faith Exploration and Worship materials within the approved budget;

To assist the Executive Director and Program Coordinator, if requested, in matters of camp concern;

To participate actively in all staff/volunteer meetings: attending to others, offering feedback and encouragement and responding constructively to ideas raised; Participate in daily staff and volunteer meetings after breakfast in Spencer Hall, to become aware of changes in the day's activities, give feedback, inform people of the Faith Quest location and activity for the day and plan for staff or volunteers to give assistance to each other during the day.

To be one of the main people a homesick camper is brought to for reassurance and encouragement. Remember the more people they see before going to the Director the better.

To lead staff and volunteers in prayer at the start or end of meetings when appropriate;
To maintain open communication with the Executive Director and Program Coordinator, to discuss problems, difficulties, and conflicts as they arise, and to use the Executive Director as a mediator with other staff including volunteers as necessary;

To familiarize her/himself with Camp Crisis Response procedures, and her/his role in them;

To be aware of his/her part in emergency procedures, and in the operation of fire equipment;

To take care of the camp property and ensure a safe and clean environment at all times.

To participate in communal sharing of cleaning assignments including Branter;

To carry out other tasks assigned by the Executive Director;

To be sensitive to and strive toward fulfilling the Mission of the camp.

To assist Cabin Leaders and the Program Coordinator in the evenings with respect to "Cabin Patrol" and settling down campers at night and assisting Cabins at Flat Happy when needed;

To sleep with campers of the same sex if necessary and requested by the Executive Director;

To work closely with Volunteer Chaplains/Ministers and design a spiritual program in which the Volunteer Chaplain can be a part;

To ensure the Volunteer Chaplain understands his or her role in the camp programs and feels they can contribute positively;

To help ensure all volunteers, campers and staff feel welcome, safe and valued at camp;

To minister and offer support to staff, volunteers and campers in time of need; this could include providing support to individuals facing challenges in their personal lives either at home or at camp, or to the staff as a whole in times of staff conflict or issues affecting staff morale;

To write a complete report at the end of the term of employment, including:
overview and evaluation of programs
recommendations and suggestions

The chaplain may be asked to do other jobs, e.g., drive a child to hospital, supervise a special needs child, etc.

To arrive at camp by 5 p.m. Sunday evening if the camp program begins on Monday, unless another time is set by the Director. If the camp begins in the evening (as is the case with the Family Camp and the Parent and Child Camp), to arrive at camp by 3 p.m. on that same day, or as assigned by the Executive Director. To stay at camp until two hours after the campers leave, to participate in a staff and volunteer de-brief and evaluation of the week. (For most camps, this would involve staying at camp until 6 p.m. on Friday.)

Evaluation: A performance evaluation for the Summer Chaplain will be conducted at the end of the summer by the Executive Director with an interim evaluation half way through the season

Term of Employment and Wages:

June 18 – August 26 with the possibility of employment during the school programs starting in May. This position also includes pre-summer preparation hours. Approximately 408 hours @ \$11.75/hr and includes room and board during the 9 weeks of summer.