

Senior Staff - Family Group Leader Job Description

The Senior Staff Family Group Leader (Senior Staff- FGL) is responsible for facilitating weekly camp activities for their assigned group of campers. Senior Staff Senior Staff Family Group Leaders work with day camp, resident (over-night) camp, adventure camp, and special needs camps. Senior Staff Family Group Leaders live in the cabins with their assigned campers. Age group assignments rotate weekly. The Senior Staff Family Group Leader reports to the Day Camp Director, Adventure Director, Assistant Director, and Executive Director.

Responsibilities

1. Attend trainings and weekly staff meetings.
2. Lead assigned campers in daily camp activities.
3. Lead campers in camp chores.
4. Lead and participate in group devotion times.
5. Manage camper behavior.
6. Practice and enforce all camp safety regulations and emergency procedures.
7. Participate in “all-camp” activities.
8. Abide by all camp policies and covenant agreement.
9. Responsible for the health and well being of assigned campers.
10. Perform all other duties and roles assigned by administrative staff.

Specific Duties

1. Attend trainings and weekly staff meetings.
 - Senior Staff- FGL must attend the two week staff training prior to serving for the summer. Make up training is available for some circumstances if the two week training is missed.
 - Staff meetings take place every Saturday, as soon as campers depart, and on Sunday at 1:25 pm, before campers check-in. Senior Staff - FGL must be present and on time.
 - In-service trainings take place during the summer. All Senior Staff - FGLs are required to attend all in-service trainings that pertain to their summer role.
2. Lead assigned campers in daily camp activities.
 - Participate with and guide family group in morning, afternoon, and evening activities throughout the week.
 - Participate with and guide family group in all opening and closing activities.
 - Activities include: all age appropriate camp programs assigned during weekly scheduling meetings, devotions, meal times, chill time (rest hour), adventure camp programs, “all-camp” activities, etc...
3. Lead campers in camp chores. Senior Staff - FGLs are to lead by example.
 - Assist campers with daily cabin clean up, including, sweeping, making beds, hanging wet clothing, etc...
 - Assist campers with meal clean up, including, washing dishes, dumping trash, wiping down table, etc...
 - Assist campers with weekly group capers. Capers may include taking out trash, sweeping the DH, etc...
4. Lead and participate in group devotion times, activity discussions, and praise and worship.
 - Be present and on time for morning devotion (quiet time).
 - Plan and lead group devotions daily.
 - Take time to discuss activities in relation to camper’s Christian walk.
 - Attend pastor time with your family group.
 - Actively participate in the praise and worship at weekly campfires.
5. Manage camper behavior.
 - Manage behavior that needs to be managed and relax when it does not need to be managed.
 - Camp Tekoa does not tolerate bullying. Be proactive in keeping positive group interaction.
6. Practice and enforce all camp safety regulations and emergency procedures.
 - Maintain group control at specialized group activities so that the support staff can focus on safety.
 - Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
7. Participate in “all-camp” activities and large group activities.
 - “All-camp” and large group activities include, Sunday group games, Sunday and Friday camp fires, Thursday talent shows, elementary song and s’more night, Friday slide show and picnic, 4th of July celebration, etc...
8. Abide by all camp policies and covenant agreement.
 - Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
 - The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa’s policies.
9. Responsible for the health and well-being of self and assigned campers.

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- Senior Staff- FGLs are responsible for meeting their own personal health and hygiene needs, including, taking prescribed medications.
 - Allow family groups time to take care of personal hygiene including, showers, brushing teeth, etc...
 - Escort campers to the nurse for daily medications.
 - Escort campers to the nurse to treat injuries or illness outside of your level of care or training.
10. Perform all other duties and roles assigned by administrative staff.
- Staff roles change on a weekly basis.
 - When assigned to alternative roles refer to their specific job description (Lifeguarding, Day camp).