



# Manidokan Volunteer Job Description

Volunteers are the heart and soul of Manidokan. What you do during your week of camp will make or break our shared ministry. You have a very demanding job during your week of camp, and we thank you for sacrificing your time, energy, and skills to prioritize the campers for this one week. This job description is intended to clarify your role relating to the Manidokan Program Staff.

## **AT ALL TIMES**

**You are responsible for the general safety and supervision of your campers at all times.** When Camp Staff members are with your group, they are there to lead an activity and they need your help to keep the campers on task. A part of your responsibility during activities is disciplining campers when they misbehave. Make sure all discipline is done in a fair manner and in accordance with Manidokan's discipline guidelines, found in the manual that you will receive by email.

## **Low Ropes**

Camp Staff members are specially trained to lead the low ropes. They need your help to keep the campers together and focused on the element they are working on. The staff may need you to help spot on certain elements if you are physically able. You can also help make the connection between the ropes elements and the other things they are doing throughout their week at camp during the element debriefing.

## **High Ropes**

High ropes are dangerous. We need your help to make sure campers are paying attention to camp staff. We also need some volunteers to help with certain high activities. The most common requests for help are: helping campers put on equipment, reiterating safety rules, assisting at the zip landing, and anchoring the flying squirrel. If you are asked to help, the staff will make sure you know, and are comfortable with, your role in the activity.

## **Hikes**

Most hikes will be led by one of the program staff. On these hikes we ask you to keep the campers together and listen to the Camp Staff person who is leading the hike. You may also lead a hike without Camp Staff, please just notify a Camp Staff member if you are taking a group hiking. We will make sure you know where you are going and how to keep the group safe. Ask the Director or Program Director for nature programming resources.

## **Pool**

During pool time you are expected to, along with our non-lifeguard camp staff, serve as lookouts and help control the pool deck area during swim times so the lifeguards can watch the water. Water activities are the most dangerous ones at camp, so we need your help to keep everyone safe. You can create a rotation with other volunteers and staff so you can enjoy the pool as well. There should be one volunteer lookout for every 10 campers. In an emergency, one counselor may be asked to call 911 and the director. All other counselors should 1) Clear the pool 2) gather and count campers 3) move campers away from the pool and the emergency.

## **On the River**

River trips are led by Camp Staff. During these trips we need your help keeping the campers focused and safe. Please also use your own skills to enhance the trip by teaching campers what you know. Depending on the size and skill of your group, you may be asked to steer a canoe or raft.

## **Archery**

The archery ranged is run by a certified instructor at all times. When a group of campers is up for their turn to shoot, the instructor will be entirely in charge of that group. As a volunteer, you need to oversee the campers who are waiting their turns for instruction. This typically means keeping them from being a distraction to the archers and instructor. Instructors will make an effort to give counselors a chance to shoot if time allows.

## **Camp-Wide Activities**

Some evenings during the week, we will be having a camp-wide activity before chapel. This time is intended to promote camper interaction with other age groups, volunteers, and staff. Please participate in these camp-wide activities as you are able and help manage campers needs.

## **Choice Time**

We want the campers to have some time to choose what they would like to do. It may be sitting around and talking or playing a board game or basketball or arts and crafts. During free time you must know where every camper in your group is and ensure there is proper supervision of each activity. Proper supervision includes having an adult who can hear or at least see everyone in the group they are supervising. If you would like your free time to have more structure, we can help you plan some options.

## **Bible Study**

Your job is to lead Bible study and ensure the messages for the day and week are presented to campers in a way they can understand and bring home with them when they leave camp. Aside from camper safety, this is your most important task at camp. This is why we are all at camp for the week. If you need help or your program does not lead Bible Study, please contact the camp staff with questions or to find out who will be leading this for your campers.

## **Meal Times**

Volunteer counselors will eat with their group and follow the COVID meal procedures described by Manidokan staff during your camp week orientation. Please make sure there is at least one counselor at each of your groups' tables. Try to have the campers use good manners and correct them when they do not. Keep track of campers going to the bathrooms and have campers help in the cleaning up process.

## **Shower Time**

Shower time at the bathhouse is consistently a time that presents many challenges. There can be one Camp Staff member scheduled at the bathhouse during shower times. Please send at least one of your volunteers to the bathhouse when your group is using it.

## **Night/Sleeping**

Volunteers are the only adults with the campers during sleeping times, (unless designed differently with the director in the spring). Nighttime supervision of campers is not part of the Camp Staffs' normal duties. If you feel your group of volunteers is not able to provide adequate supervision of the campers throughout the night, please speak with the Program Director or Director as soon as possible.

Please let us know if you are unable to perform one of the functions above so we can ensure the need is met. If you have any questions regarding your responsibilities at camp please contact Kirstin at [Director@Manidokan.com](mailto:Director@Manidokan.com)