

Dakotas-Minnesota Area United Methodist Camp and Retreat Ministries
Job Description

Job Title: **Camp Dean**
Classification: **Volunteer**
Reports to: *Site Director*

Position Purpose:

Deans are the primary program and spiritual leaders for the events they deliver. The dean is responsible for planning, implementing, training volunteer counselors, teaching, communicating with campsite, coordinating, evaluating, carrying out activities and guiding campers and volunteers in their personal and spiritual growth and daily living skills.

Qualifications:

- Committed to the mission and values of The United Methodist Church.
- Desire to be in ministry with children and adults in camp setting.
- Willingness to lead a team.
- Enthusiasm, flexibility, a Christ-like attitude, and self-control.
- Ability to creatively and prayerfully plan, organize, and carry out daily and special programs.
- Ability to supervise staff and campers.
- At least one season of camp experience.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
 - a. Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - b. Assure campers are properly supervised at all times.
 - c. Be aware of and implement safety guidelines.
 - d. Work with site staff to assign staff and campers to cabins and groups.

2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - a. Responsible for leading and assisting with the teaching of activities.
 - b. Actively participate in all program areas.
 - c. Provide for the progression of activities within the framework of individual and group interests and abilities.
 - d. Define and plan program (theme, schedule, activities) to reflect camping outcomes and policies and camp goals, considering multiple intelligences/learning styles and the age-level characteristics of the campers. While developmental theories should not be thought of as predictors of behavior, they are helpful in thinking about the needs of the campers. The annual camp curriculum provides an introduction to each age level's Bible study (lower elementary, upper elementary, junior high, and senior high) and includes age-level characteristics and information.
 - e. Use a written schedule each day. This can be adapted as needed, but communicate any/all changes to your event staff as well as site staff.

3. Maintain high standards of health and safety in all activities for campers and staff.
 - a. Provide for the daily care of each camper within your supervision including recognition of personal health needs.
 - b. Ensure that campers receive their medications as directed by the camp health care manager.
 - c. Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health care manager and/or resident site director when appropriate.

- d. Be alert to equipment and facilities to ensure utilization, proper care, maintenance, and safety is adhered to; report needed repairs promptly to site director.
4. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and others in regards to general camp procedures and practices including sanitation, schedule, and sportsmanship.
 - c. Embody “**open hearts**” – experiencing the grace of God in a real and tangible way.
 - d. Embody “**open minds**” – allow for questions, dialogue, and diverse opinions.
 - e. Embody “**open doors**” – everyone is welcome, included, respected and accepted as a beloved child of God.
 5. Staff Supervision (see additional detail below)
 - a. Serve as the primary person in charge of inviting, supporting, and nurturing program staff for your event.
 - b. Ensure you and your staff are registered ONLINE as leaders and have completed all necessary documentation prior to campers’ arrival.
 - c. Work with the site director on pre-camp training and orientation.
 - d. Assign event staff responsibilities and train in their implementation.
 - e. Help ensure staff well-being by scheduling and monitoring staff time off and ensuring they get enough rest.
 - f. Lead staff meetings, making sure that campers are supervised at these times.
 - g. Be available for questions and support for counselors throughout the week.
 - h. Prepare an evaluation and summary of camp including recommendations for the following year and evaluations of staff members.
 6. Leadership Responsibilities/Tasks
 - a. Supervise opening and closing day procedures for staff and campers including greeting campers and their families on opening day and ensure safe, orderly dismissal that cares for and thanks campers and parents on closing day. Sharing with parents on closing day is important; be sure to plan for this.
 - b. Understand, interpret, and monitor health, safety, and emergency procedures as outlined by the site director.
 - c. Inform the site director immediately of any problems, illnesses, injuries, suspected abuse, or damages while at camp. Please inform the site director if you feel a camper or counselor needs to go home or if a parent should be contacted. Deans are not to make calls to parents without prior conversation with site director.

STAFF SUPERVISION

- **Serve as the primary person in charge of inviting, supporting, and nurturing program staff for your event**

Assign two counselors (gender specific) to each cabin. One counselor must be at least 18 years of age and a year out of high school in order to supervise 9th grade and younger campers. For campers 10th grade and older, one counselor must be at least 21 years of age. The site director can provide you with the number of campers in each camp in previous years, so you have an idea of the number of counselors needed. It is best to find counselors and help as early as possible so that people can plan vacation from work and other scheduling commitments. The site director or central office can supply you with a counselor list from your age-level camp last year to get you started. As you are recruiting people to serve as counselors, please keep in mind that counselors should arrive at camp two meals before camp starts to allow for training and team building opportunities. We do have campership funds available if the children of deans and counselors are coming to camp and need financial assistance.

If you talk to someone who is interested in being a counselor, but for some reason your camp isn't their top choice, please contact the site director with their name, phone number, and email address to connect them with another camp. The site director and central office also help recruit counselors by making connections

with churches and people. They will keep you updated on any counselors interested in your camp. However, **it is primarily the dean's responsibility to recruit enough volunteer counselors.**

- **Ensure you and your staff are registered ONLINE as leaders and have completed all necessary documentation prior to campers' arrival**

Deans and all members of your leadership team must register online and complete the **Volunteer Application, Adult Camper Medical Information Form** and a **Release of Liability Waiver**, located in the *Online Forms* section of your online registration dashboard. In addition, deans and volunteer counselors must annually review and sign the Dakotas-Minnesota Area Camp and Retreat Ministries' **Social Media and Communications Guidelines** and **Child Abuse & Neglect Policy Statement and Appendix** and complete a background check. Deans will also need to sign annually the **Volunteer Dean/Leader Agreement**. Links to all the above items are located in the **Volunteer Application**.

Please turn in the names of all counselors to your site director no later than two weeks prior to the start of camp. This allows us to complete background checks in ample time. No adult (age 18 and older) will be allowed to work with campers without the return of a clear background check.

- **Work with the site director on pre-camp training and orientation**

We request that your entire leadership team **plan to arrive at camp at least two meals before your event starts.** This will allow enough time, prior to camper's arrival, for a camp safe sanctuaries session and safety orientation led by the site director or designated staff member.

You are also encouraged to plan additional gathering times for your leadership team as you prepare for your camping event. Often, deans include a time of de-briefing at the conclusion of the event. Please let your site director know if you plan for additional time with your leadership and if that time includes a meal at camp.

- **Assign event staff responsibilities and train in their implementation**

Leadership responsibilities during camp may include craft leader, game leader, nature activities leader, and small group leader. The dean is responsible for explaining expectations and plans for small group time, as well as assigning crafts, games, etc., well in advance so proper preparation can take place. Remember the site director has resources for these camp activities.

- **Help ensure staff well-being by scheduling and monitoring staff time off and ensuring they get enough rest**

All counselors need free time each day. We recommend that *two* time-off hours per day be scheduled for each counselor. During this time, they are not expected to be at a specific place or performing camp-related responsibilities. It is important to officially schedule this time off for staff (and for you) so everyone is guaranteed their much-needed break. Remember to keep the staff ratio policy (see below) in mind when scheduling time off.

Program Staff Ratio Policy: The following are established **camper to staff** ratios for on-duty staff in general camp activities:

Camper Age:	Number of Staff Required (per)	Number of Resident Campers
4-5 years	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10
19 & over	1	20

Times in the program day when fewer staff are needed include swim time, free time, meal times, early morning (before breakfast), large group games, crafts, and times when extra resource people are leading an activity.

- **Lead regular meetings, making sure that campers are supervised at these times**

Staff meetings are often held during or at the end of a meal or during down time for the campers. Campers can be supervised by one cabin counselor while the other goes to the meeting or a roving staff can monitor more than one cabin group.

Other Helpful Information

CURRICULUM – Dakotas-Minnesota Area Camp and Retreat Ministries purchases curriculum each year, and we strongly encourage you to use it. However, you are welcome to use a comparable curriculum with prior approval from the site director. The entire curriculum for various age levels is available. Please contact the central camping office to access the curriculum.

BUDGET

- **Dakotas** - A rate of \$3.00 per camper day is available to use for programming supplies for the event you are leading.
- **Minnesota** – Please contact your site director with questions regarding budget.
- Please contact your site director before making purchases for your event as they may have resources already available to you.
- Reimbursements - Each dean will receive reimbursement for approved out-of-pocket administrative and program related expenses. **You must have receipts for all expenses incurred.** If you have questions, you may call the central camping office at (855) 622-1973. Please complete a *Camping Finance Report* (available on the websites) and return it to your site director prior to departure or **within two weeks** of the conclusion of your camp to: **Dakotas-Minnesota Area UM Central Camping Office, 122 W. Franklin Ste. 400, Minneapolis, MN 55404**

PLANNING – If you need help planning your event, we have a number of resources available on site and online to assist you. Please contact your site director with questions.

SUPPLIES – The camp has recreation supplies and some craft supplies. Feel free to use whatever is there. Let the site director know if you want other extra or special supplies; they will be happy to get them for you. The earlier you let them know, the better.

- **Assign staff and campers to cabins and groups**
All camp registrations are processed through the Dakotas-Minnesota Area Camp and Retreat Ministries' central camping office. You may call or email the central office to get an idea of registration numbers as your camp gets closer. Keep in mind that beginning in mid-April, **a BI-WEEKLY automated email with an up-to-date roster/registration list will be sent to you.** You may use this information to assign cabins and groups being mindful that another camp might be happening at the same time as yours. The site director will tell you which sleeping cabins will be used by your camp.
- **Use a written schedule each day. This may be adapted as needed, but communicate changes to all concerned**

BALANCE - Try to keep your program balanced. There should be a mix of activities that are quiet and active, and opportunities to do things individually, in small groups, and in large groups. Campers should also be able to choose how some of their time at camp is spent, either individually or as part of a group.

MEAL TIME - Most meals are served-buffet style. For the sake of consistency and staffing, all meal-times are set. Please check with the site director for meal times. Please inform the site director at least 2 weeks in advance if, and when, you would like any special meals. Please allow time for campers and staff to help set up and clean-up for each meal. About 15 minutes is required to setup and another 15 minutes to cleanup. This is an important part of contributing to the camp community. If someone at your camp has a birthday while they are there, the office informs the kitchen staff and they'll prepare a special surprise. In addition, each camp schedules time where snacks can be purchased at the camp store. If you need extra time at the store, please arrange that with the site director.

EVALUATIONS – Evaluations will be provided by the site director. Please schedule time to complete the evaluation forms provided by the camp. One good time to do it is fifteen or so minutes before one of your last meals; people

return them when they go to get their food. Other deans include it as a part of their closing time. Campers and families will also receive an electronic survey directly after their camping experience.

FACILITIES – Keep in mind that your camp will most likely coincide with other camps or groups on site. Please be proactive in scheduling and be flexible to allow sharing of most facilities. Special activities, such as waterfront, swimming, and the ropes course, will require paid-staff to be present, so be sure to schedule these and provide a copy of your schedule to the site director at least three weeks prior to camp.

REGISTRATION - Plan to be the first person campers and parents meet to welcome them to camp. If a registered camper does not show up or call in by one hour after their camp session check-in time, please contact them to verify whether or not they plan on attending the camp session and an approximate arrival time, if applicable.

- **Understand, interpret, and monitor health, safety, and emergency procedures.** The site director will share this information with you when you arrive at camp.

SITE DIRECTOR - Before camp, you may have special requests for food, equipment, staffing, program, or site concerns. During your camp, situations may arise needing the attention of site staff. Talk with the site director about these situations. It is the site director's responsibility to oversee and approve all programs and staff, both paid and non-paid.

PROGRAM COORDINATORS - The program coordinator's role is to help you out in any way possible as far as the program aspects of your camp. During camps, this person has program resources to share. If you have any special requests (i.e. help with crafts, leading a game, a special supply), the program coordinator can help.

FOOD SERVICE STAFF – Our camp food service staff work hard to meet the special dietary needs and requests of campers and staff (vegetarian, gluten-free, lactose intolerant, diabetic). Campers and staff list dietary needs on their registration forms prior to beginning of your event. If you become aware of additional dietary needs and requests of your campers or staff, please let our food service staff know as soon as possible. Our food service staff ensures that there are multiple food options at each meal.

- **Be available for questions and support for counselors throughout the week**
If you need to leave during camp session, please consult with the site director first and then appoint someone to take your place while you are gone, and inform all program and site staff of your absence and who is in charge.
- **Prepare an evaluation and summary of camp including recommendations for the following year and evaluations of staff members**
At the end of camp, you will receive a dean's evaluation form. These can be very helpful for those who follow after you, as well as being a reflective tool for you. These are used internally to see how we can improve the camp experience for everyone. Please also **give the site director a complete set of your event needs and information - schedules, program materials, games, themes, and notes.** We are trying to make it easier for new deans in the future by keeping this information on file. Please share what you learned and how lives were changed and impacted at this camp! Write thank you notes to your staff, campers, and parents. The central office can prepare and mail the letter to campers and parents if you wish.

Let the site director or Dakotas-Minnesota Area Director of Camp and Retreat Ministries know of suggestions, concerns, or problems.

Contact

Dakotas-Minnesota Area United Methodist Camping and Retreat Ministries

Toll free: (855) 622-1973

Dakotas: Info@dakcamps.org

Minnesota: camps@campminnesota.org