

# Volunteer Staff Job Description

## Camp Braveheart

### General

Camp Braveheart volunteer staff members report to the Big Sky Kids Assistant Director. These individuals perform a wide variety of duties to ensure that camp runs smoothly and is as fun, safe, and beneficial to the participants as possible. This is a volunteer position and runs the entire length of camp, including training and set-up the day before campers arrive. Volunteers are provided with room and board for the duration of the job.

Volunteer staff members are essentially the personalities that make the Big Sky Kids Program what it is. Their job is a very taxing, yet extremely rewarding one. They must be completely focused on the purpose of camp and remain positive, alert, supportive, and empathetic to the campers and families.

### Responsibilities and Job Duties

1. Pre-Program
  - a. Actively participates in training, including some program planning.
  - b. Unloads equipment and food from trailers.
  - c. Works with entire staff team to clean camp site.
  - d. Sets up all bedding and equipment.
  - e. Produces a welcoming Camper Central and camp facility.
2. Program
  - a. Maintains constant supervision of campers when they are not under parental supervision.
  - b. Establishes individual, supportive relationships with campers and family members.
  - c. Ensures compliance with appropriate safety regulations and emergency procedures.
  - d. Identifies and responds to environmental and other hazards.
  - e. Participates in all camp activities with campers and families.
  - f. Follows all camp policies and procedures.
  - g. Identifies and meets camper and family needs.
  - h. Carries out cleaning duties throughout the duration of camp to maintain a clean and safe camp facility.
  - i. May lead certain activities when able and if called upon to do so by the Director Staff.
  - j. May assist in driving if age 25 or older and approved on insurance.
  - k. Performs any other duties necessary to smoothly run a safe and fun camp.
  - l. Performs other duties as requested by the Director or Assistant Director.
3. Post-Program
  - a. Breaks down all camp equipment and loads trailers.
  - b. May assist in transport of campers and families away from camp.
  - c. Cleans camp facility in preparation for check-out.

## Position Appointment Standards

1. Minimum Requirements:
  - a. Age 19 or older by the first day of camp.
  - b. Available for the entire commitment, including training, unless special exception is approved by the Camp Director.
  - c. Background check required within 2 years of volunteering
  - d. Three reference forms required for new volunteers, or 2 required for those who have been a Big Sky Kid or Counselor in either or both of the previous 2 summers.
  - e. Interview (in person or phone) required for new volunteers.
2. Work Skills, Experience, and Personal Qualities:
  - a. Experience working with children preferred.
  - b. Ability to be a positive member of a staff team.
  - c. Ability to accept supervision and guidance.
  - d. Enthusiasm, patience, and self-control.
  - e. Good character, integrity, and adaptability.

## Performance Criteria

1. Performs all duties in a thorough and timely manner.
2. Projects concern and awareness of needs of participants.
3. Maintains participant confidentiality.
4. Interacts positively with participants, volunteers, donors, other camp staff, and the community.
5. Advocates for Big Sky Kids and Eagle Mount, during and after camp.