

# Volunteer Staff Job Description

## Young Adult Retreat

### General

Young Adult Retreat 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 preparation 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. Participates in any final preparations necessary.
2. Program
  - a. Maintains supervision of campers.
  - b. Establishes individual, supportive relationships with campers.
  - 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.
  - f. Follows all Big Sky Kids policies and procedures.
  - g. Identifies and meets camper needs.
  - h. Leads campers in meal preparation, site set-up and take-down, cleaning of dishes and vehicles, and other necessary tasks.
  - i. Maintains cleanliness of vehicles, equipment, and other camp sites.
  - j. May lead certain activities when able.
  - k. Assists in driving if approved on insurance.
  - l. Performs any other duties necessary to smoothly run a safe and fun camp.
  - m. Performs other duties as requested by the Director or Assistant Director.
3. Post-Program
  - a. Assists in transport of campers away from camp.
  - b. Cleans and sorts equipment in preparation for storage.

### Position Appointment Standards

1. Minimum Requirements:
  - a. Age 21 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 youth preferred.
  - b. Outdoor leadership experience preferred.
  - c. Competencies with tents, outdoor cooking, and other aspects of camping.
  - d. Ability to be a positive member of a small staff team.
  - e. Ability to accept supervision and guidance.
  - f. Enthusiasm, patience, and self-control.
  - g. 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.