

***Please note that while this document lists the essential functions for each job it does not include all responsibilities. This document also includes an overview of Support Staff expectations and key skills needed in these roles.**

The role of the Non-Cabin Staff (NCS) team is to provide support to our campers, cabin staff, and all camp operations. NCS work together, under the direction of the Program Director and Executive Director to ensure that camper, staff, and programmatic needs are met. Although many NCS members have an assigned focus such as Arts and Crafts, Sailing, OCC, etc., it is essential that this team works together to support the whole. This means that NCS members will be asked to work together to ensure that all programs, groups, and camper ratios are covered, within and outside of the assigned focus area. Maintaining camper safety is, as always, our number one priority and ensuring proper supervision of the campers is a critical part of camper safety. **This means any NCS member may be expected to fill cabin staff roles.**

Key Responsibilities of NCS:

- Being present at all mealtimes. Be available to help during meals (cover cabins, operate the cereal bar, make announcements, monitor for camper safety and engagement, monitor for staff needs of support, etc.).
- Be on-time and present for all assigned service projects, activities, and other scheduled event
- Be present at **all** all-camp programs such as all-camp games, campfires, talent shows, and more.
- Prepare for, set up for, and participate in the check-in and check-out processes on opening and closing days.
- Take initiative to support and lift the cabin and other lead staff when you are not at an assigned activity/task (other than scheduled break times).
- Be a leader and guide to the cabin staff team, if you cannot answer a question asked, find the correct line of communication to support them (I.e. Program Coordinator, Program Director or Executive Director).
- Be a Camp Vehicle Driver. If you are 21+ years old, you'll be expected to become DOT certified and be trained in to drive with the trailer hitched. Directors will work with individuals directly to begin this process
- Attend and be a leader within Staff training times.
- Live on-site for the duration of each session
- Play essential and assigned role in emergency procedures-including evenings after programing has ended
- Maintain protocol for emergency procedures
- Adhere and uphold ALL policies and procedures
- Maintain clean and orderly facilities and program areas
- Submit timely supply and order **requests** to the Program Director
- Uphold communication and leadership expectations as trained
- Attend staff meetings and provide updates and reports regarding your assigned focus area
- Fill in as cabin staff as needed
- Other duties as assigned/needed

Key Skills for NCS

While interest and skills in specific program areas are important (they are included within each focus area description), there are skills and expectations that are necessary for all Support Staff team members. These include but are not limited to:

- Organization
- Time Management
- Taking initiative
- Teamwork
- Collaboration
- Communication (written and verbal)
- Positive Attitude
- Ability to be an equitable resource for all staff
- Ability to uphold high expectations and standards
- Commitment to Mission Driven and Camper Focused
- Upholding of 5 core values

Office Lead Roles

Program Coordinator (2-3 staff members)

These seasonal roles will play an integral part to the Overnight Camp Leadership at Camp Warren. These individuals will be trained to hold a strong understanding of the range of systems and processes required in running summer camp. They will act as Manager on Duty when the Program Director and Executive Director are unavailable. They will partake in conversations regarding behavioral issues, mental and physical health situations that occur, and contribute to decisions made on next steps when handling these situations at camp. They will be a leader, guide, and provide working directions to the seasonal staff team at camp. They will work in partnership with the Executive and Program Director to facilitate administrative needs, update and facilitate camp specific processes, connect with camper families surrounding questions, issues, and more. They will connect with summer camp vendors and partnership programs as needed. They will contribute to the processing and follow-up of our participant feedback system. This role will entail hands-on, physical projects as needed, such as moving items from one location to another on camp at the beginning or end of the season, etc. The Program Coordinators will work closely with campers whether providing individual support, or in group settings such as activities, all-camp games, reflections etc. These roles will heavily rely on independent problem solving, blended with a strong base of teamwork and leadership, to help summer camp run smoothly.

Key Responsibilities:

- Creation and oversight of Camper and staff daily and session long schedules
- Trip transportation
- Managing camp store reports and purchases
- Coordinating communication with NCS, cabin staff, and communication between camp leadership and summer staff.
- Ensuring proper camper to staff ratios in all aspects of the camper schedule
- Being an active and engaged participant in camp activities such as daily activities, all camp games, reflections, etc.
- Being a key member of the Warren Crisis response plan
- Parent communication as applicable
- Supporting camper social, emotional, and behavioral needs
- Providing working directions to summer staff
- Working with Summer staff to get assigned paperwork finished and mailed to families
- Other duties as assigned

Youth Advocate (2 staff members):

The Youth Advocate's essential role is to provide support to campers, and staff managing camper behavior and social/emotional needs. They will support campers who are having trouble and create plans to have a successful week at camp. They will check in with cabins daily and provide help when needed. The Youth Advocate will immediately alert the Program Director of any verbal or physical altercations between campers. The Youth Advocate could act as the first step in conversations relating to or surrounding campers sharing or showing possibilities of child abuse or neglect at home. The Youth Advocate will be trained in mental health first aid and diversity, equity and inclusion guidelines that align with the Y of the North. They will work closely with the Directors to make decisions related to mental, emotional, behavioral, and physical health situations with campers as needed. This role requires a high level of discretion and the ability to uphold confidential information. **Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.**

Key Responsibilities:

- Provide additional support to campers who may need it
- Being able to show strong empathy skills with our campers in a judgment-free and caring environment
- Communicating with camper families about difficulties and creating success plans for the camper's time at camp
- Communicating with Child protective services when needed
- Being a teaching resource for counselors on how to best support their campers
- Assisting with other administrative needs such as paperwork, driving, or participation in camp activities

- Supporting the health officer when applicable
- Ability to attend a Y of the North Crisis Prevention Institute training (Blue Card)
- Ability to obtain a mental health first aid certification
- Other duties as assigned

Out of Camp Camping Lead (OCC)

The OCC lead is the leader of all wilderness exploration trips both on and off main camp. This includes Boundary water canoe trips, Apostle Island sailing trips, and multiple backpacking trips. The OCC lead will oversee these trips from prep-work and packing through take down and gear return. This person will work closely with trip leaders to ensure proper food and equipment procedures are followed and set the groups up for success on their excursion. The OCC lead will debrief with groups upon their return and work with the trip leaders to return all gear and ensure it is in working order for the next group. The OCC lead will also work closely with the campers of each group to teach various technical and survival skills prior to their trips departure.

Key Responsibilities:

- Work with Kitchen team to ensure timely orders of food items
- Keep a detailed inventory of all equipment and work with Program Director for equipment orders
- Play a key role in staff training teaching counselors' technical skills and curriculum
- Help teach campers our trail curriculum
- Pack out trips, working with counselors to ensure all necessary food and equipment is in good working order.
- Ensure dietary restrictions are taken into account while packing out trail food
- Work with counselors to ensure return of equipment is handled correctly
- Lead camping curriculum activity for all of camp each session
- Ensure clean working space
- Fix broken equipment when available
- Transportation of trips
- Work with non-tripping cabin staff for overnight camping trips during two-week sessions, including food and equipment pack out. This also includes teaching campers and staff how to pack out and return gear before and after the trip
- Ensure first aid kits for extended trips are packed properly
- Work with the health officer to ensure overnight camping trip first aid kits are packed properly
- Being a key part of the emergency response team, including fielding satellite distress calls from groups and working towards solutions
- Other responsibilities as required

Program Lead Roles

Waterfront Director

The Waterfront Director's main role is the safety and program of all campers and staff during all swimming and boating activities. The Waterfront Director is responsible for adherence to the Waterfront policies and procedures to be sure we are in compliance with our waterfront audit and ACA standards. They will provide direct supervision to lifeguards and staff while at the waterfront to maintain safety standards. The Waterfront Director will learn and implement all safety protocols and adapt them to our location where appropriate. They will keep inventory and maintain all waterfront equipment to ensure that it still meets safety standards. The Waterfront Director will lead in-services for the lifeguards and session waterfront emergency drills for all staff members. They will ensure that all certifications are up to date. They are expected to know, understand and execute all emergency procedures. The Waterfront Director will be responsible for swim assessments of all campers and determine if a camper has not passed the swim eval. It is important that this person takes safety very seriously and is willing and able to implement waterfront policies. This position is also responsible for the collection and retention of training and in-service records, assessment records, and equipment records. In addition to safety, this position is also responsible for creating the programming activities for the week and providing resources for staff to be able to implement that programming. During programming, the Waterfront Director

will be lifeguarding and overseeing the lifeguarding staff. **Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.**

Certifications:

- Lifeguard with emergency oxygen and waterfront modules-required
- Lifeguard instructor-Preferred

Ropes (climbing) Lead

The Climbing lead is responsible for all areas of the high and low initiatives ropes course, including safety equipment, staff training, group instruction, program developing, planning and implementation. They will conduct daily checks of equipment for safety, cleanliness and needed repairs. They will keep a log of equipment and notify the Program Director immediately if something needs to be replaced. The Climbing Team will know and implement all safety protocols and emergency procedures. They will run daily climbing activities and ensure that we are providing excellent climbing programs. As part of the position, it is required that this person go through additional qualifying training provided by Y of the North before the summer begins. It is important that this person takes safety very seriously and can adhere to, and enforce, the established challenge course policies as are required in this role per Synergo and Y of the North.

Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.

Required Certification (pre summer YMCA training):

- Advanced Facilitator
- Low Ropes Facilitator

Arts Lead:

The Arts Lead is responsible for creating fun and engaging arts activities for campers as well as overseeing the safety procedures for all art programs (Arts & Crafts, pottery, Photo). This includes oversight of specific high-risk safety concerns in each art program including photo development chemicals, high heat art supplies, Pottery Kiln, sharp tools, etc. They will maintain the art program area and keep track of an accurate inventory of supplies. The Art lead will be responsible for working with other art staff members and the full staff team to ensure clean and safe environment within all art program areas. The Arts and Crafts Director will work with the Program Director to order more supplies when needed. They will create a variety of Arts and Crafts programming to keep campers of all ages and backgrounds engaged. The Arts and Crafts Director will ensure that the correct arts and crafts supplies are in every cabin at the beginning of each session. Activities in Arts and Crafts are to be intentionally designed so that campers will be engaged and walk away with something they made. **Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.**

Sailing Lead:

The Sailing lead is responsible for the implementation of the sailing curriculum. This includes tracking ranks, providing sailing trip recommendations, working with other sailing staff members to place campers in positions of success throughout a session. The Sailing Lead will work closely with other sailing staff to create a session schedule and adapt schedules throughout a session to best support our campers. The sailing lead will also be responsible for the safety of the program. They will work with campers to ensure all required safety and emergency knowledge is understood and

continue to evaluate this throughout the session. The lead will ensure other sailing staff follow all safety procedures and provide immediate corrections if needed. The lead will oversee all sailing equipment and boats, maintain an inventory, and communicate with the Program Director on any equipment purchase requests. Oversight of the sailing program area includes the care of two boathouses and the Robbie M (sailing building). Oversight will include keeping these areas safe, engaging, and clean. **Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.**

Archery Lead:

The Archery lead is responsible for the implementation of the Archery curriculum. This individual will work to create a fun and engaging session schedule. They will also keep accurate records of ranks for campers and ensure the ranks are saved year after year. The Archery lead is responsible for all safety on the archery range. This includes teaching both campers and staff all range commands and actively being engaged in the programming to ensure all safety procedures are followed. The Archery lead will keep a clean and organized area with a working inventory. This position will be responsible for the maintenance and repair of equipment as taught by a YMCA approved trainer. Any purchase requests will be made in a timely manner to the Program Director. **Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.**

Certifications:

- Attend Archery Training of approved YMCA trainer-pre summer

Garden Lead:

The Garden Lead will oversee the implementation of the Garden program curriculum. In this role the Lead will oversee multiple groups of campers and create a schedule for each session that is fun, engaging, and educational. As programming takes place over the whole summer the Garden Lead will need to ensure each session's schedule and curriculum matches the life cycle of the garden. Additionally, the Garden Lead will be responsible for the overall wellbeing of both the garden and pasture garden including watering plants, weeding, planting, etc. The Lead will also oversee the garden equipment ensuring an inventory is kept, and all equipment is safely handled by both staff and campers. Any purchase requests will be made in a timely manner to the Program Director. **Additionally, along with all other support staff roles, they will provide support to cabin staff as needed.**

Please note that all lead roles will be expected to have some "Off-schedule" responsibilities within their role. This means not built into the daily schedule. For example, if a sailboat tips during an all-camp game or in the evening it is the responsibility of the sailing lead to tend to this. Or that the OCC lead will likely not have regular activities scheduled during the busy portions of the session to ensure more time dedicated to trip preparation.