

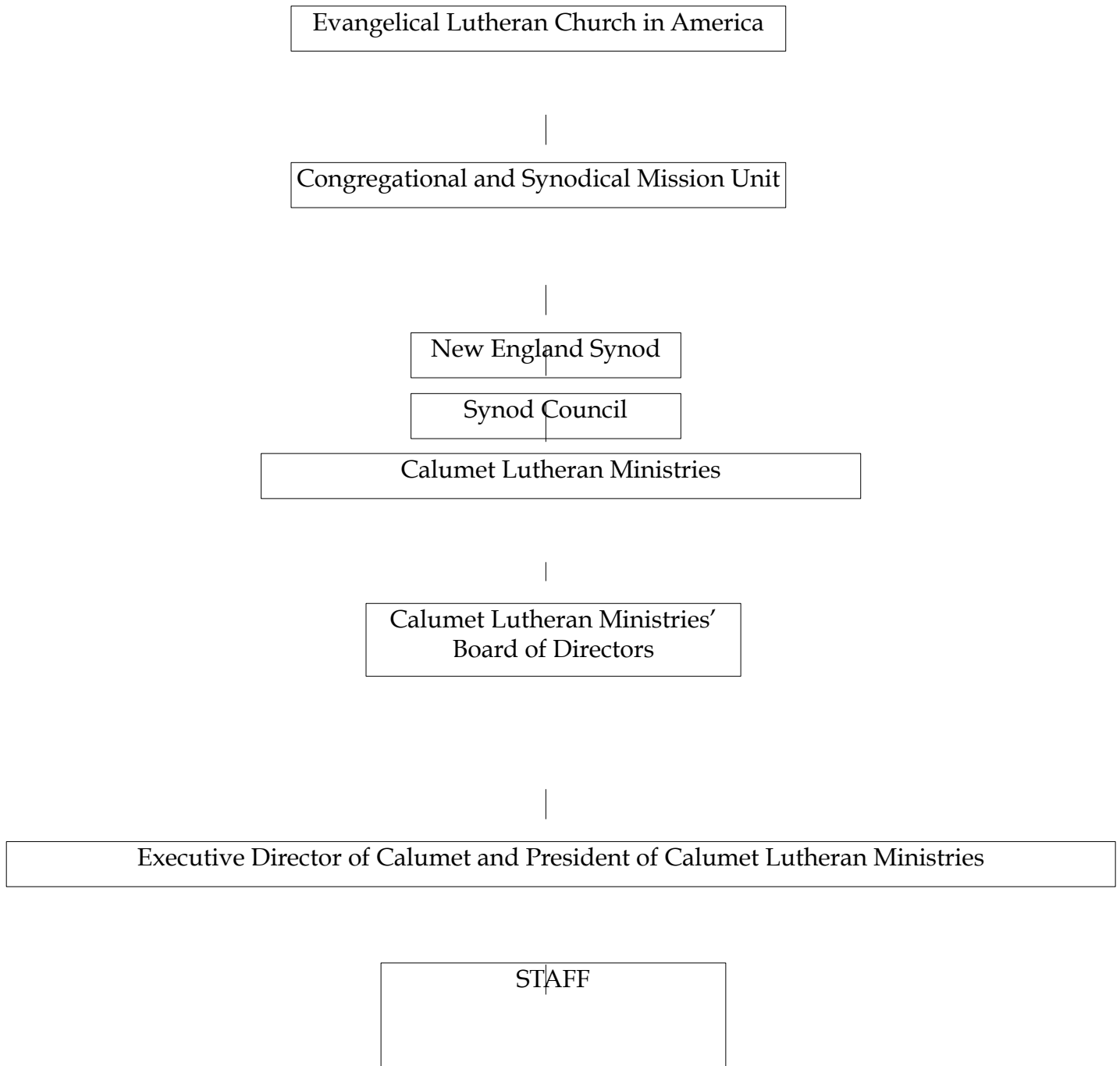
# 2026 Calumet Staff Information

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**PERSONNEL: PROGRAM DESIGNERS AND IMPLEMENTERS**

The following chart shows the relationship of Calumet Lutheran Ministries to the church-at-large:



The Outdoor Ministry sector of the Congregational and Synodical Mission Unit provides curricula and other educational materials and gives general guidance in the area of program and administration. A staff member of the Unit is available for consultation and guidance to the Calumet Lutheran Ministries.

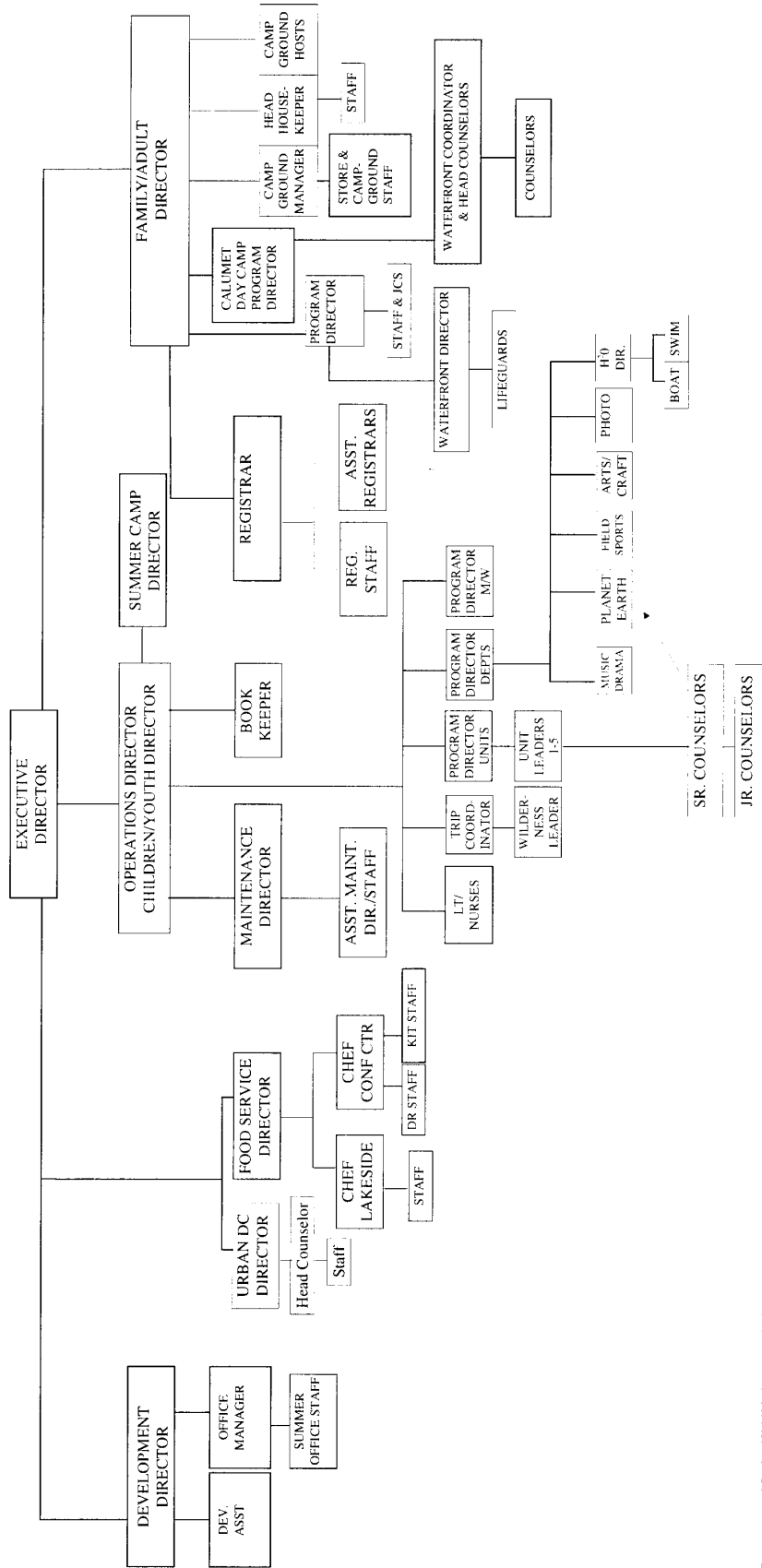
Calumet and its facilities are owned by Calumet Lutheran Ministries. The Board of Directors of Calumet Lutheran Ministries is elected by the members of the Synod Council when they meet as the corporation members of Calumet Lutheran Ministries. The Board of Directors makes policy decisions related to Calumet, determines an annual budget, and hires the Executive Director. The Executive Director is accountable to the Board of Directors, and is responsible for

implementing and interpreting Calumet's philosophy and policies with the camp staff. The Synod Council, as members of the corporation, must concur on all decisions affecting real property.

As a staff member, you will have a very important role, in a specific way, in carrying out and implementing Calumet's program of Christian Education. For some, it will be a direct involvement with the campers and their program; for others, it will be a support role of providing any of the numerous related services that are so essential to the operation of a modern camp.

One of the most important steps in understanding what your responsibilities will be this summer is to realize where you fit into the organizational structure. A chart follows that gives you some idea as to where the lines of responsibility lie. In no way is this chart meant to be conclusive representation of responsibility. More detail will be given in the job description that follows.

CALUMET — LUTHERAN CAMP AND CONFERENCE CENTER  
ORGANIZATIONAL CHART 2008



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# CALUMET LUTHERAN MINISTRIES

## 2026 Staff Information

Each summer, Calumet attracts over a thousand boys and girls from throughout New England. In addition, there is a family campground that draws over 450 families each summer and a Conference Center that draws families and adults to the shores of Lake Ossipee. This paper is presented primarily for the information it can provide for those people who seek staff positions at Calumet during the summer months. It should be read carefully by every staff candidate, because clear understanding of the camp, its goals and philosophy, its administrative policies, and the responsibilities inherent in a staff position are necessary in order for the whole staff to function effectively as a team.

### **HISTORICAL BACKGROUND:**

Calumet is located on the northern shore of Lake Ossipee, a lake in east-central New Hampshire, close to the Maine border. The area is steeped in Indian folklore since it was the hunting grounds for the Ossipee tribe. Not far from Calumet, Captain Lovewell's war was fought with several tribes between 1722 and 1725. The poet John Greenleaf Whittier found inspiration for much of his work in this northern region of the Lakes Region in the foothills of the White Mountains. His favorite stopping place was the inn in the town of West Ossipee. Calvin Coolidge maintained a hunting lodge where the Calumet Dining Hall now stands. Calumet is actually located in the town of Freedom, but because of the location of the nearest post office, maintains a mailing address of West Ossipee.

It was on this location that Camp Ossipee, a private boy's camp, was organized in 1902. It was the second camp of this nature in the United States. In the mid-thirties, a man by the name of Doc Ellsworth purchased the property and continued to operate the camp as Camp Calumet for Boys. Many of the traditions (songs, cheers, program structure, activities) of this private camp remain to this day as a reminder of the rich heritage that this camping site has enjoyed. Mr. Ellsworth's constant companion and maintenance advisor was a local native by the name of Harold Ross. Mr. Ross continued until 1974 as the winter caretaker and is a tradition in his own right. Almost single handedly, he chopped down the trees where the boys' cabins now stand and with the lumber from these same trees, he built the cabins. These cabins survived several bad hurricanes, a tribute to the craftsmanship of Mr. Ross. In 1947, Mr. Ross virtually saved Calumet from destruction by keeping out a forest fire which raged very close to the camp property. The scars of this fire can still be observed in property which was obtained in a purchase by the New England Synod, L.C.A. in 1967.

Late in 1959, negotiations began between Mr. Ellsworth and New England Lutheran Camp, Inc. for the purchase of Camp Calumet by the latter group, which had operated Camp Lutherwood in Webster, Massachusetts. The purchase was completed, and in the summer of 1960, girls joined boys for the first time in a program that centered around a philosophy of Christian Education. The merger of several Lutheran bodies in 1962 to form the Lutheran Church in America, led to Calumet being owned and operated by the New England Synod of the L.C.A. Calumet enjoyed this relationship until 1988, under the direction of the Committee on Camping of the New England Synod.

On January 1, 1988, the Lutheran Church in America merged with the American Lutheran Church and the Association of Evangelical Lutheran Churches, to form the Evangelical Lutheran Church in America (E.L.C.A.). The new owner of Camp Calumet was the New England Synod of the E.L.C.A. The Camping programs come under the jurisdiction of the New England Synod's Board of Outdoor Ministries. This process made official what had been taking place in New England for many years - one coordinated Outdoor Ministries program serving the majority of Lutheran churches in New England. Calumet is the only Lutheran camp in New England.

On February 1, 1997, a new corporation, Lutheran Outdoor Ministries of New England, Inc. (LOMNE), was organized and is fully functioning. Now known as Calumet Lutheran Ministries, it is a 501(c)(3), not-for-profit, religious corporation of New Hampshire. It is officially affiliated with the E.L.C.A.

Since 1968, Calumet has enjoyed uninterrupted growth. Facilities of the Resident Camp for children have been enlarged to the point of accommodating 240 campers, 50 leadership training participants, and some 150-summer staff. A family camping program involves up to 65 families in an autonomous program that happens during the summer months, also. A new Conference Center allows people of all ages or physical challenges to participate in the family camping program. Wilderness camping trips of backpacking, bike hiking, and canoe camping events take place for youths of primarily high school age. The season has been extended to include opportunities for retreats and conferences in the spring, fall, and winter. The 1980's saw many dreams for Calumet come true — the dream of being a camp that meets the needs of virtually any person, regardless of age or physical challenge, at any time of the year.

In March of 1980, Calumet celebrated its 20th anniversary as a Lutheran Camp at a special banquet. All those with an interest in Calumet were pleased when the original mortgage used to purchase Calumet was “burned” in commemoration of the land being totally paid off. It is in this spirit that Calumet now enjoys support and encouragement throughout the Lutheran churches in New England.

During the fall of 1982, work began to form a Calumet Staff Alumni Association. The first official meeting of the Association took place on December 18, 1984. Now an active group of all those persons who have served on the Calumet staff, the Association has informal social gatherings, occasional reunion weekends at Calumet, and sponsors frequent fundraising activities. Most of the fundraising activities provide for camperships for children who need financial assistance in order to attend Calumet. Over the years, the CSAA has raised tens of thousands of dollars for camperships and other Calumet projects.

On December 31, 1985, the doors to the Conference Center were opened for the first time. Located adjacent to the Family Campground, it serves all ages and a variety of groups. It is in operation twelve months a year, making Calumet truly a place for all people all times of the year.

In the fall of 1989, Calumet conducted its first annual appeal, known as the “Friends of Calumet”. This appeal has made possible some very important improvements in the facilities at Calumet. Beginning in 1997, all regular and recurring fundraising activities of Calumet are conducted in an ongoing endeavor called the “Annual Fund”. The Annual Fund provides camperships for children who need financial assistance, improvements and repairs to the buildings, grounds and equipment of Calumet, and general support which keeps Calumet affordable for as many people as possible.

In November of 1999, Calumet celebrated 40 years as a center for Outdoor Ministries in the New England Synod. The celebration was a reminder of the wealth of heritage which surrounds Calumet's relatively young history.

In June of 2000 Calumet Lutheran Ministries embarked on a capital appeal with a goal of \$4 million. This appeal was known as “Calumet In Your Lifetime” (CIYL). By fall that same year, enough pledges had been committed for Calumet to begin work on its first major improvement covered by CIYL – the improvements to the family campground mandated by the State of New Hampshire. By May 2001, these improvements were completed and included:

- Several new septic systems
- Two new bathhouses
- New water supply
- Improved electrical system
- Sewer hookups to most campsites
- 15 new campsites

On July 1, 2001, Bishop Margaret Payne presided over the dedication of a grand addition to the Dining Room at the Conference Center. By Christmas of 2001, the new meeting room was completed, now known as the Micah Room.

During the fall of 2002 and winter of 2003, construction took place for a new Bathhouse for the Boys’ Cabin area. This work also included a new septic system.

Work for the new parking areas and infrastructure preparations for the Village of Family Cabins began in December 2003.

In the summer of 2004, Calumet initiated another program of providing direct service to the congregations of the New England Synod. It was the first summer for sending counselors to congregations to spend a week in each congregation implementing a program of Vacation Bible School.

In the fall of 2004, work was completed on leveling the ball fields and providing better drainage for both. This was a project made possible by the Calumet-In-Your-Lifetime capital appeal.

Another program of Calumet-In-Your-Lifetime began early in February of 2005 – the replacement of the Staff House. Until this time, the Staff House was the oldest building on the grounds of Calumet.

2009 marked the 50<sup>th</sup> anniversary of the purchase of the property in Freedom, NH, and Lutherans camping in New England at Calumet.

In 2011, Calumet launched The **Campaign for Today (CFT) fundraising effort**. CFT is a multi-component, multi-year project; we hope to raise \$430,000 to \$460,000. The fundraising endeavor will be almost entirely congregation-based. We will winterize the common area of the existing lakeside dining hall which will be named Johnson Hall in honor of Don and Janet Johnson's many years of leadership. The present staff lounge will be renovated giving the summer staff a comfortable place to do their planning and will include a bathroom so there will be one close to the Outdoor Chapel. The staff lounge will be renamed the Upsala Staff Center to honor the legacy of Upsala College, the Lutheran college which closed in the 1990s. In 2012 construction of two, 2-Unit buildings began and were completed in the spring of 2013. Calumet will now be able to accommodate individuals who require lodging with private baths. Finally, the CFT will allow for Calumet to purchase a coach style minibus that will mean ample leg room, reasonable luggage space, and smooth rides from any of our congregations to Calumet.

Constant improvement in programs and facilities has long been a trademark that has distinguished Calumet throughout its history as a Lutheran Church camp.

It is in this rich tradition of Christian Camping that you will have a very significant role. Being a member of the Calumet staff has always been understood to be a part of a team that stands for excellence and the pride which results from working in a worthwhile cause.



## **PROGRAM: PHILOSOPHY, OBJECTIVES, AND IMPLEMENTATION**

Calumet Lutheran Ministries is recognized as an institution which shares in the ministry of the New England Synod of the Evangelical Lutheran Church in America. The purpose for Calumet's ongoing program can best be understood in relation to the purpose of the church at large. The New England Synod has the following statement as the purpose of the New England Synod:

To participate in God's mission, this synod as a part of the church shall:

- a. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- b. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- c. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating justice and dignity for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing it to their needs.
- d. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

Calumet Lutheran Ministries' mission statement is:

Together we say YES to God's abundant life:

- Growing in faith
- Inspiring service
- Caring for each other and all creation

As a staff member, you will be asked to assume specific responsibilities for enabling this learning experience to take place. You will be expected to share and participate with the camp family (campers and staff) in an opportunity for learning about the importance and significance of worship, learning, witness, and service by experiencing and being involved in these elements of Christian ministry.

When you arrive at camp as a staff member, you will probably be bringing with you some goals of your own. During staff week, you will have the opportunity to share these goals with a small group of staff members and discover what their relationship can be to the purpose of Calumet. To help you in your thinking, the following specific objectives of Christian Education which can best be met in a camping program are indeed the specific goals of Calumet:

1. To help the camper develop deeper commitment to God.
2. To help the camper develop a sense of Christian personal identity and worth.
3. To help the camper practice Christian vocation in all interpersonal relationships both at camp and back at home.
4. To help the camper relate in a Christian manner to the world of nature and to gain skills for living in it.
5. To help the camper relate Christian growth in camp to church, family, and other experiences.
6. To help the camper make Christianity an effective use of leisure time.

**All staff should read the staff handbook for further information on policies at Calumet.**

**Remember that the guests are directly responsible for the success of Calumet.**

**And just as you want people to treat you, treat them in the same way. (Luke 6:31)**

## **THE BASICS FOR ALL CALUMET STAFF POSITIONS**

It is extremely important that all who serve on the Calumet staff share a common mission and work together closely as a team. Some considerations are important as you consider joining and committing yourself to this remarkable group of people called staff. The following items are basic for all camp staff positions:

1. A personal commitment to the Lord Jesus Christ and a sincere desire to serve God through the church camp.
2. An understanding of the objectives of the church camp program and its role in the total program of Christian Education.

3. An understanding of and love for children and youth.
4. An understanding of and an appreciation for the camp and its out-of-doors setting.
5. An understanding that the camp is an agency of Christian Education.
6. Ability to work as a member of a group.
7. Emotional stability.
8. Knowledge of and special skills for the camp assignment to which the person is appointed.
9. Experience in his or her particular field of responsibility.
10. Ability to place the needs of the campers before personal desires or conveniences.

It may sound to you from the preceding paragraphs that Calumet is a serious, always down-to-business place. In the sense that we are extremely serious about the mission we have in terms of an educational ministry, this is true. On the other hand, we hope that you and everyone else who comes to Calumet will find it to be a fun-filled, happy experience. In fact, as we develop an educational program, we believe very strongly that people are more open to learning when they are having fun. Another educational concept in which we believe very strongly is that people learn best when involved in or experiencing the idea that is hopefully being learned. Thus, campers at Calumet spend a great deal of time in activities with a group of from 8 to 10 campers and with the guidance of a counselor, can share in learning opportunities based on what happens in "real life" social interaction of that group.

The American Camp Association has defined camping as follows: "Camping is a sustained experience which provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth"... what we try to do at Calumet is blend together the best elements of a camping experience with the objectives of a Christian Education program outlined in a preceding paragraph.

If you are considering a resident camp counseling position at Calumet, perhaps one way to help you understand your responsibilities would be to walk through a "typical" day (there are many days at Calumet that are not typical).

7:00 a.m. RISE AND SHINE: there will be 6 to 10 campers assigned to a cabin or tent, as well as a junior and senior counselor. Counselors make certain that campers carry out personal habits of hygiene in dressing and preparing for breakfast. This means going to the bathhouse with your campers to make sure they brush their teeth, wash behind their ears, etc. You should also make sure they are putting on clean clothes, store dirty laundry properly, etc. Unit leaders gather campers and bring them to the health center for meds.

7:40 a.m. BREAKFAST: Campers wait outside designated doors of the Dining Hall while counselors  
 7:50 set and prepare the tables to which they have been assigned. Each unit sings Grace on the  
 8:00 porch at which they line up. The Dining Hall Steward calls campers into the Dining Hall  
 8:10 when all is ready. Upon entering the Dining Hall, each person goes to the "Breakfast Bar";  
 8:20 selecting foods of their own choosing, then taking a seat at a table designated for their unit. Breakfast is served at different times depending on your unit.

Yellows time schedule is 7:15, 7:35, 7:45, 7:55, and 8:05 respectively.

8:30 a.m. MORNING CHORES AND INFORMAL ACTIVITIES: Each cabin group tidies up its cabin (making beds, sweeping, etc.). The grounds around the cabin are made clean. On some mornings, your cabin group will be assigned to thoroughly clean the washroom and/or toilet facility. When these chores are completed, this will be a good time for your cabin group to join in some informal games and activities. This will be a good time for you to join in with your campers, letting them know that you are interested in them and enjoy being with them even when you don't absolutely have to. You will probably want to check through your plans for Discovery Time, making sure everything is all set. Sick call at health center.

9:05 a.m. RAH-RAH-RAY - THEME OF THE DAY: Cabin groups gather in the ODC for an introduction to the theme of the day. Through skits, songs, Bible verses, and prayers campers will get excited and gain a basic understanding of what they will learn through the day. Each day a Unit Leader or pastor is responsible for organizing a group to prepare and perform necessary components of each Rah-Rah-Ray. Other PUDDLE members are expected to assist Unit Leaders when needed and even encouraged to plan, if possible.

9:20 a.m. Some of the morning will be assigned for cabin group activities, called DISCOVERY TIME. This is a key time for counselors to carry out the objectives of our religious curriculum. Each day there will be a Bible passage

that will form the foundation for the learning you want your campers to have. There will be suggestions for Activities that will help your campers understand the full meaning of the Bible verse. Application of these learning's to the life of the group at camp, as well as individual application back home, will be very important. This time will also include bonds of friendship among group members. At all times, counselors should be alert to the possibility of "Teachable Moments".

10:30 a.m. UNIT ACTIVITIES: Some of the morning will be spent in UNIT activities. A unit is a grouping of 4-6 boys and girls' cabins, all in the same general age group. This is a time for everyone to get together, do some physical exercises, and leave everyone with a thought that will summarize the morning's Bible discussion for the rest of the day. The Unit Leader is responsible for leading this activity which will be a review of the day's Bible story.

During the other ACTIVITY PERIODS, and FREE PERIOD, you will be assigned to work in one department through the whole summer. You will be assisting the department head in implementing the program of that department. The departments are as follows:

<u>DEPARTMENT</u>	<u>SOME OF THE ACTIVITIES</u>
Arts and Crafts	plastics, leather, wood, creative arts
Nature	animal care, gardening, nature crafts, nature study
Swimming	all levels of Red Cross swim instruction
Boating	rowing, canoeing, sailing, fishing, kayaking
Field Sports	archery, tennis, and general sports
Music & Dramatics	weekly play, vespers leadership, puppetry, singing,
Photography	picture taking, darkroom skills, camera operation

11:15 a.m. FREE PERIOD: A time for campers to get involved (or not involved) in any activity at camp. Programs in every department are available to the campers. Counselors report to their regular department assignment and assist the department head in providing activities for the campers who choose to do so.

12:10 to 12:45 p.m. LUNCH for Units 1 and 2: Campers wait outside designated doors of the dining hall while counselors set and prepare the tables to which they have been assigned. The dining hall steward calls campers into the dining hall when all is ready, and all remain quiet while the program director makes announcements, and all join in grace. Following grace, one counselor from each table goes to the serving counter and brings back the food to the table. The counselor serves the food onto each individual plate. Following the meal, all dishes are scraped carefully by the counselor and returned to the dishroom counter. Campers are dismissed after everyone has joined in washing the table. Unit leaders gather campers and bring to the health center for meds.

12:00 to 12:45 p.m. REST HOUR for Units 3, 4, and 5: A quiet time for campers and staff to take a breather from the daily pace of camp. Quiet activities such as writing letters, reading, etc. are OK, but care should be taken to insure a truly restful atmosphere.

12:45-2:00 REST HOUR FOR Units 1 and 2 & LUNCH for Units 3,4, and 5.

2:00-2:50 Activity Period I

3:00-3:50 Activity Period II

4:00-5:00 Activity Period III

5:00-5:15 Department clean-up for counselors.

Early in the week, campers' sign up for three departments in which they want to become involved during each afternoon of the week. Campers in Units 1 and 2 have swimming as a required activity during one of their weeks at camp.

5:10 p.m. SUPPER/FUN TIME: A longer and more relaxed meal. Salad bar will usually be on the menu.

6:00 p.m. As in other meals, the counselor's job is to maintain an orderly and quiet table, taking the

time to get to know campers and helping them to interact with one another. Fun time is a planned activity with cabin.

6:45 p.m. EVENING ACTIVITIES: During this time, you will be involved with your cabin group. Activities will often be planned by unit leaders and program directors to involve units, groups of units, and at times, the whole camp community. There usually is time set aside for a formal worship as well as opportunity to visit the snack bar. Sick call during snack bar

8:45 p.m. PUDDLE take campers to the health center.

8:45 p.m. PREPARE FOR BED: You should make sure that everyone brushes their teeth, washes up, and goes to the "jon" before "hitting the sack".

9:00 p.m. CABIN DEVOTIONS: A time for you to reflect with your campers about the day's activities, perhaps tying everything together and allowing for prayer and scripture reading that relates to the day's activities, specially emphasizing items discussed in the morning. Occasionally, the program director will give you a suggested outline related to the specific educational objectives dealt with during the day.

Unit 1: 9:15 LIGHTS OUT: If you are on duty, you will be expected to be in your living quarters,  
Unit 2: 9:30 encouraging campers to enjoy a good night's rest. If it's a night off duty, you are free to  
Unit 3: 9:45 pursue any reasonable activities that do not interfere with any of the camp's policies or  
Unit 4: 10:00 the sleep of any campers.  
Unit 5: 10:15

12:00 a.m. everyone is expected to be in their own quarters. All staff should be in their own quarters; staff who knows they will be late should check with the camp director, who may decide that a late night is undesirable for reasons of health and safety.

#### **Some additional guidelines for Junior and Senior Counselors:**

1. Be on hand to greet camper and parent. Learn the names and nicknames of your campers.
2. Take the beds by the door for your own.
3. Help campers choose their bunks and show them where to put belongings. Introduce campers to each other.
4. Post a daily and weekly schedule in cabin. Also post cabin rules and on first day go over them with your campers.
5. The first night can be a bit difficult. Check for homesickness. Try to develop cabin fellowship.
6. Counselors take campers who must make regular visits to the health center must do so immediately after the morning and evening meal.
7. See that campers keep clean. Remind them to wash hands before meals. Save a clean set of clothes for them to wear home. This is a very important part of your job. Please give it special attention.
8. See that each camper writes home at least once a week; perhaps after a special activity or event, evening campfire, trip, etc. You may obtain stamps at the office if necessary.
9. Help your campers learn tidiness. Set a good example with your own belongings. Train them to keep their lockers neat and to pick up their clothes. Honor cabin will again be recognized this year.
10. Make rest hour just that; reading, writing letters, or daydreaming are fine. Campers must be in cabins on their bunks.
11. There are times when cabins should be watched closely: getting ready for swimming, rest hour, curfew hours. A good rule is for you to be there first.
12. You are in charge of tables. Keep order. Make everyone feel a part of the schedule. Set the example of good manners at your table and help your campers follow them. Serve portions of each meal to every camper.
13. Plan carefully for your cabin devotions each night and morning. Make bedtime a quiet relaxing time and not a recreational period. This is not a time for ghost stories. It is a time for quiet reflection on the day's activities in light of a Bible passage you have carefully chosen.
14. If a situation of any disturbing or unusual nature develops, discuss it with your supervisor. Do not wait until it gets out of control.
15. Watch the health of your campers. Report to one of the nurses immediately any camper who acquires a cut, cold, insect bite, loss of appetite, fever, cramps, etc. If a camper unusually tired, withdrawn, or easily irritated, report it. Take note when our nurses speak to you during staff training week.
16. Be on time for all activities. You are responsible for bringing your own alarm clock to camp.

17. Accept responsibility of free period coverage in living areas. Be outside, alert, and interacting with campers at this time.
18. Available to work in other areas of Calumet as needed.

If you are considering a Calumet day camp counseling position at Calumet, perhaps one way to help you understand your responsibilities would be to walk through a “typical” day (there are many days at Calumet that are not typical).

8:00 – 8:45 am	Arrival time
8:45 – 9:00 am	Welcome and get ready for the day
9:00 – 9:30 am	Rah- Rah- Ray! All-camp time of joyful singing and the daily theme
9:30 - 10:30 am	Daily choice of activities: sports, boating, crafts
10:30 - 11:15 am	Bible discovery time
11:15 – 11:45 am	Lunch
11:45 am – 12:15 pm	Sing Along
12:30 – 1:15 p.m.	Swim lessons
1:15 – 1:45 p.m.	Free swim
2:00 – 2:30 p.m.	Snack and story time
2:30 – 3:15 p.m.	Group craft time
3:15 – 3:45 p.m.	Preparation time for closing devotions
3:45 – 4:15 p.m.	Closing devotions
4:15 – 5:00 pm	Playtime and pick up

Campers will take swimming lessons each day. The lessons are given by our own instructors. In addition, campers will have the chance to select activities during the time opposite swim lessons and during daily choice. The activities vary day to day, but include arts and crafts, boating, swimming, field sports, music and dramatics, and photography. Our Bible lessons are taught with the age of the campers in mind. Of course, we have plenty of time during the day for singing songs, and getting to know one another better.

**Some additional guidelines for staff working in the Calumet Day Camp**

1. Be on hand to greet campers and parents each day. Learn the names and nicknames of your campers. Learn the names of the campers’ parents.
2. Talk with parents daily. Share stories about the day and their campers.
3. Post a daily schedule for your campers. Review the day with the campers.
4. Through the day, let campers know what will happen next before it happens. This will allow campers to be prepared to change activity. For some campers, transitions from one activity to another can be difficult.
5. Know which of your campers must take medications during the day and remind them to take the medications as needed. (PLEASE NOTE: CAMPERS CANNOT ADMINISTER THE MEDICATIONS. CALUMET STAFF, AS DESIGNATED BY THE NURSES, WILL ADMINISTER THESE.)
6. KNOW WHERE YOUR CAMPERS ARE AT ALL TIMES
7. Offer suggestions for new activities
8. Help campers to keep their belongings in their designated cubby or area. Model tidiness.
9. BE ENTHUSIASTIC!
10. Keep a positive outlook
11. BE A GOOD LISTENER
12. Make quiet time just that, a time to relax and take a break from the very busy day.
13. Model good eating habits at snack times and lunch. Be aware of what campers are eating and what they are not eating. If a camper is not eating lunch, let the head counselors and/or day camp program director know. The parents will be told of the eating habits of the camper.
14. Set a good example for manners at the lunch table.
15. Set a good example for manners in all your interactions through the day.
16. Model good water drinking habits. Drink ample water through the day and encourage campers to drink water through the day.
17. Plan your learning groups well. Make sure they include opportunities for opening bibles and prayer.
18. Plan and implement creative activities for campers. Think about offering campers a variety of types of activities throughout the week and summer.
19. Assist in planning the day camp family events. Mingle with campers, parents and guests at these events.
20. Be on time for all activities. This means you are at day camp before your designated time each morning. This also means that you get your campers changed for swimming lessons or prepared for other activities before the time they are to be ready to begin.

21. Be available to work in other areas of Calumet as needed
22. Know and follow all the rules of Calumet day camp
23. Know and follow all the rules of Calumet
24. Participate in the worship life of Calumet

If you are considering a Family and Adult staff position at Calumet, perhaps one way to help you understand your responsibilities would be to walk through a “typical” day (there are many days at Calumet that are not typical).

- 7:30 - 8:45 a.m.            Breakfast buffet in the conference center dining room. Open to everyone in the family campground and the conference center.
- 9:15-10:15 a.m.           Bible study led by the visiting chaplain for the week. Takes place in the Micah room at the conference center.
- 9:00-10:30 a.m.           Kids fun time led by Calumet staff. A Vacation Bible School type experience with songs, Bible lessons, crafts, games, and lots of fun. Takes place at the big top.
- 10:30 - 11:00 a.m.        Daily devotions for all guests led by the visiting chaplain for the week and joyful singing by the music staff.
- 12:00 - 1:00 (M-F), 12:00-1:30 (Sat), 12:00-2:00 (Sun)  
Beach barbecue at the family campground beach picnic area. Hamburgers, hot dogs, grilled chicken sandwiches and daily specials along with chips, soda, and dessert items are available on an a la carte basis. The barbecue is available to all guests at Calumet. In the event of a rainy day, the barbecue will be served in the conference center dining room. Our information to resident campers invites families to take advantage of the beach barbecue on Sunday when they are dropping off their children at camp.
- 1:00 - 5:00 p.m.           Recreational program opportunities for all guests. These will vary day to day and will include such things as pontoon boat rides, beach games, hikes, games such as croquet, water volleyball, kickball, story times, and more.
- 6:00 p.m.                   Supper at the conference center. Available to all guests in the conference center or the campground. The menu is published in the weekly newsletter. Family friendly fare. No reservations needed.
- 7:30 p.m.                   Evening programs for all guests. Evening programs will include such events as campfire sing-alongs, ice cream socials, vespers services, wide games, nature programs, square dances, evening pontoon boat rides, sunset hikes to Jackman Ridge, game nights, teen programs, and more.

## **ORIENTATION OPPORTUNITIES FOR STAFF**

If you accept a position to serve on the Calumet staff, you will have some opportunity for orientation within the Calumet program. The first opportunity was your interview. Here you had the opportunity to ask questions and become more familiar with Calumet's program.

It is expected that you read all materials sent to you, including this publication and the Risk Management Plan so that you will be as prepared as possible for your employment at Calumet.

You will receive this year's curriculum when you arrive for staff training week that will help you develop ideas for this season's camping programs. It is important that you read this material thoroughly.

Staff training precedes the arrival of campers. This is seven days of team-building, development of support systems, familiarization with camp philosophy, policies, programs and facilities, as well as the opportunity to learn or review some basic camping skills.

Leadership Orientation Week is a special week of training prior to staff training for all summer camp leaders, including the director, program directors, unit leaders, department heads, CIT and L&S leaders, Calumet day camp program director and head counselors. After an initial orientation for all leaders, different groups will focus on program details in groups related to particular areas of summer program – Resident Camp, Family and Adult Camp, Day Camp, etc. This process will continue on weekends throughout the summer. Each week that you have a learning group that leaves camp on Saturday, you will spend your weekend in a process of training, evaluating, and planning. You'll find opportunities for fun and relaxation too.

## **MISCELLANEOUS PROGRAM INFORMATION:**

During the course of a weekend, you will probably have occasion to join with your campers (if you are a counselor) for a hike or canoe trip somewhere in the White Mountain National Forest. This will usually involve some type of outdoor cooking, and for the older campers, sleeping under the stars in tents. Make sure you bring hiking boots, hiking socks, wool hat and sweater, and hiking pants for the occasion.

Campers who have completed the 8th grade or higher are involved in a less structured program design. This means they have no schedule except for meal times. Counselors assigned to this unit have no department assignment and work with their campers all day in the manner in which counselors in the general program have responsibilities during the morning Learning Group Activities. This program is referred to as the "Yellows Camper Program".

Another program for the same age group is Adventure Camp. This has two components. One is an intensive experience of backpacking, canoe camping, rock climbing, kayaking, or bike hiking. All food, clothing, shelter, and cooking equipment are carried by the individuals as they make their way along the trail. The other is week-long servant events.

Calumet also operates a family campground and conference center. People of all ages bring their own tent or trailer or stay in the high comfort facilities of the conference center or village cabins. They do their own cooking at their cabin or campsite or eat in the conference center dining room. The program is very informal, and the campers participate only in programs of their choosing. These include campfires, community games, movies, worship services, hikes, and other similar events.

The week following the last week of resident camp is known as Family Camp Plus (+). During that time, all Calumet's facilities are used by families and persons of all ages. Counselors all live together during that week and are assigned to work in departments, help with nursery, attend community programs, and lead recreational activities in the evening. This is a fantastic week!

A Counselor-in-Training (CIT) program seeks to develop future leadership for Calumet and other Christian institutions. Participants are 16-year-olds and help with many programs in the resident camp.

The Leadership and Service Corps (L&S) is another leadership development program for 16-year-olds. There are two 4-week sessions. Participants spend about half of their time learning leadership skills and the other half of their time in service to the camp community by working in the kitchen's dish room.

During staff training week, we will be sharing our program with participants in confirmation camping. This is a very important program for several congregations. Counselors will be supervising their afternoon department program.

## **TO ALL KITCHEN/DINING PERSONNEL:**

**Attitudes toward our guests:** Always be attentive, courteous, and polite to all of our guests. Keep in mind that they are directly responsible for the success of Calumet. We can provide the food and the surroundings, but you provide the total dining experience. One rule of thumb to remember — if a guest has a positive dining experience with us, he/she will tell three people. If he/she has a negative one, he/she may tell ten people. Word of mouth is our best advertisement, and that is up to YOU.

**When guests approach you:** When a guest approaches you for something that is not on the menu during service time, be courteous and provide their request. If you believe you cannot provide their request, politely tell the guest “excuse me, let me ask the manager/chef”, and let the manager/chef take care of the situation.

### **Problems you let the manager/chef handle:**

1. If a guest has had an accident in the dining hall.
2. If a guest becomes abusive with language or actions to an employee or to another guest.
3. If the guest is unhappy with food or service.

**Be alert:** Be alert for possible hazards around the dining room that could cause injury to you or a guest. Example: water or ice on the floor, broken or cracked glasses, cracked or splintered chairs, and objects dropped on the floor (clothing, silverware, food, etc.).

**Policy notes:** Check the bulletin board for schedule changes, meetings, and other important information.

**Sound devices:** The manager (food service) will allow or not allow sound devices in the lakeside building. If allowed, it will be at a low volume. When serving, and while guests are in the dining room, it will be turned off. Headphone devices will not be allowed at any time.

**Telephone policy:** Our phone is for business calls and emergencies only.

**Safety:** Any injury should be reported to your manager immediately.

**Uniform:** All kitchen staff is expected to be properly attired at all times. Informal and casual, but clean and neat, clothing is the rule especially when relating to the guests.

**Profanity/sexual abuse:** Sexual harassment will not be tolerated at any time at Calumet. Sexual harassment is any verbal or physical sexual advance that is unwelcome or sexual conduct which creates an offensive, hostile, or intimidating environment. It may include verbal abuse, joking or innuendoes, unnecessary physical contact, demanding sexual favors with implied or overt threats, or physical assault. Using the Lord's name in vain will not be tolerated at any time.

**Food sanitation procedures:** Everyone working in or around the kitchen should be aware of the following guidelines:

1. Always wash hands when coming into the kitchen. If you are changing jobs within the kitchen, (i.e., handling dirty dishes, then handling clean dishes), it is also necessary to re-wash your hands.
2. Wear a hat and clean apron.
3. Dirty aprons will be put in the laundry bag in the store room. There are plenty of clean aprons.
4. Dirty rags used to wash surfaces can be put in the bucket behind the dining room entrance door.
5. Washed dishes should be allowed to completely drip dry before being put away. A separate person with clean hands is required to remove dishes from dishwasher.
6. Pots & pans should go through the dishwasher except those specified by the food service manager to be hand washed.
7. Personal clothes will be hung up in the coat room or hung on hooks by the back-porch door.
8. Keep all areas neat and clean with special attention to the following:
  - keep counters and floors picked up
  - clean open shelves once a day (under the food preparation area)
  - keep store room picked up
  - clean and completely wash dish washing area once a day
  - clean the walk-in once a week
  - clean tables after each meal
  - wipe and clean chairs after cleaning tables
  - make sure food spills are completely clean — use a scrubby if needed
  - stove tops should be kept clean
9. Nothing should be stored on the floor — anywhere.
10. In the kitchen, the small sink will be for hand washing only. The food preparation sink adjacent to the ice maker will be used only for food and the pot sink adjacent to the dishwasher will be used only for pots and pans. Mop water is to be dumped into the mop sink only.
11. The walk-in cooler will be organized in such a way that dairy products will be stored together, meat stored together and produce will be stored in a separate area with nothing on the floor.

12. Records will be kept with number of meals served and records of what food was served. Also the temperature charts for the various machines should be filled out daily reporting any problems.
13. Salad bar containers should be cleaned at least one time after each use.

#### **SIGNS OF A GREAT CALUMET KITCHEN/DINING STAFF MEMBER**

- Is committed to the Christian ideas Calumet strives for.
- Is excited about the ministry Calumet provides, and is actively committed to his/her role in that ministry.
- Does the best possible job that he/she can at whatever job he/she may have.
- Is friendly toward co-workers and treats them with respect.
- Works out conflicts in an open, honest, and fair way in a timely manner.
- Is willing to give a hand when needed.
- Gets to know as many guests and visitors by name as possible and always is friendly to all guests.
- Regardless of the job he/she may have, helps to tend to all our guests, making them feel welcome, pampered, well taken care of, and that it is no bother at all for us to take care of them.
- Smiles a lot and maintains a cheerful attitude.
- Is neat and clean in personal appearance, personal living accommodations and all camp facilities.
- Puts things away when finished using, like tools, keys, and equipment.
- Reports to assignments on time and ready to work.
- Picks up litter around camp whenever he/she walks around the camp.
- Asks questions when unsure of anything to do with an assignment.
- Takes good care of himself/herself.
- Is publicly supportive of all camp policies.

#### **MISCELLANEOUS STAFF INFORMATION**

##### **Letter of Employment:**

If you have been chosen for a staff position, you will be sent a letter of employment outlining responsibilities, policies, salary, etc. Read this paper and understand your responsibilities. If you have any questions or conflicts concerning responsibility, salary, term of employment, or anything else, contact the director who signed your letter of employment immediately.

Staff members may be dismissed from their position for any of the following reasons, or for any other reason as determined by the Director:

- Use of alcoholic beverages while on Calumet property.
- Use of illegal drugs while employed at Calumet.
- Sexual involvement with campers or with other staff members if in violation of camp policy.
- Failure to carry out assigned tasks or duties.
- Unauthorized swimming, use of boats or vehicles, appropriation of camp supplies or equipment, or other violation of stated camp policies.
- Inability to live and work cheerfully and cooperatively with campers and staff members.
- Medical condition which, in the judgment of the director, nurse, or other qualified medical personnel, makes it impossible to carry out assigned tasks or duties.
- Having made false claims or statements on job application, interviews, or written forms.
- Use of physical means of disciplining campers, other than minimal physical restraint when necessary.
- Involvement in any illegal activity during the term of contract.
- Persistent and repeated absence from assigned tasks.
- Any action or conversation, explicit or implicit, which, in the opinion of the director, creates an unsafe environment or an environment lacking or contradicting Christian values for any person at Calumet.
- Privacy of other areas of Calumet.

##### **Performance Review and Discipline:**

You will have at least one opportunity to formally discuss your growth and development as a staff member, with at least one of your direct supervisors, during the course of your summer employment. There will be a written record of this review, and it will be reviewed by the director and kept on file at the administration office. You are expected to strive to improve your work as suggested or directed in this review.

Failure to comply with instructions to change your work habits or practices could be cause for discipline. Disciplinary actions could include loss of pay or other benefits, enforcement of a probationary period, change of assignment, termination or other measures as deemed appropriate by the director.

The director has the sole responsibility in decisions of termination, and often bases such decisions, at least partially, on advice from immediate supervisors. Termination can be made without written warning, and this will especially be the

case when it is determined that the safety or welfare of persons at Calumet, or the good reputation of Calumet, is in jeopardy. An appeal of any disciplinary procedure can be initiated by contacting the Bishop of the New England Synod of the Evangelical Lutheran Church in America.

Salary: Room and board is considered full reimbursement for junior counselors. Other staff receive salary commensurate with age, education, experience at Calumet and similar areas of service, and position on camp staff. You may collect equal portions of this salary once during each of the weeks during the term of your letter of employment. The remainder will be paid in a lump sum at the termination of your employment. In addition, a bonus, usually equal to the amount of the salary, is paid to staff members who successfully fulfill the terms of the contract.

Time Off: You will have one day off each week. The normal time is 7:15 a.m. to 12:00 midnight unless you make other arrangements with the director. You will also have two evenings each week free from responsibilities, which can be taken from the close of the evening program until 12:00 midnight. There is no day off during staff training week. Counselors are not allowed to sleep in cabins during their day off. Arrangements may be made with the nurses to sleep in the health center. Since time off is a mutual temporary release from responsibilities, staff members under 18 years of age are expected to confer with their parents before coming to camp in regard to expectations for behavior during that time. At all times on or off the camp site, behavior is expected to be a reflection of the integrity of the camp and its family. Any staff member planning to sleep away from Calumet overnight must inform the director before doing so, and arrange with nurses any medications you need while away. Staff under 18 must notify parents of their intention and get permission from the director.

Visitors to Calumet during children's camp programs: It is the policy of Calumet that all visitors will report directly to the administration office. At the time of securing permission to be on Calumet property, the visitor will be signed into the visitor log, given a visitor necklace, and assigned a staff person to give a tour of Calumet. No visitors will be allowed within the bounds of children's camp activities between the hours of 9 p.m. and 7:00 a.m.

Staff members are encouraged to be polite, courteous, and helpful to all persons who are visiting camp. Unfamiliar persons who are not accompanied by a staff person should be courteously confronted and accompanied to the administration office. Visitors who refuse to report to the administration office should be reported immediately to the director or whoever is in charge of camp operations at the time.

In the event of unauthorized visitors or intruders, camp staff should keep in mind that the safety of our campers is always the first priority and that all persons should be treated with courtesy to the extent that it is possible. Physical or violent confrontations should be avoided, and local law enforcement officials will be called when intruders are uncooperative. During enrollment and departure periods, it is extremely difficult to enforce the above procedures. Therefore, it is especially important during these times for counselors to maintain direct supervision for the campers for whom they are responsible during these times.

Clothing: Staff members are expected to be properly attired at all times. Your appearance is expected to be neat, clean, and appropriate for the activity in which you are participating. Informal, casual, but neat clothing is the rule in most cases. Remember that evenings at Calumet can be quite cool. For the Sunday registration period, all staff are expected to wear khaki shorts, pants, or skirt; white blouse, jersey, or shirt; and white sneakers. Make sure you bring sturdy hiking shoes or boots and few pairs of hiking socks.

Staff Members Who Are Parents: If the agreement you negotiate for your employment includes provision for your children or dependents to be at camp with you, this section applies to you.

If your children are between the ages of 6 and 18, you may enroll them in any appropriate camp program by contacting the resident camp registrar. If you decide to enroll your children, then they must be total participants in that program and will be supervised by the appropriate staff person. They will not come under your supervision during these times. At all other times, Calumet will assume no responsibility for the activity or behavior of your children, and other staff will not be responsible for their supervision.

Calumet is a good place to work, whether or not you have the added responsibility of being a parent. The camp management is committed to helping make your time on staff successful, and will work with you to allow for you to arrange baby-sitters to accompany you to camp and to help make other arrangements for child care during the times you are on duty. Please contact the director to discuss these arrangements.

Personal Equipment: Staff members who bring automobiles to camp should check in immediately upon arrival for assignment of a parking space.

Pets: Are not allowed for any staff member who shares living quarters with others. Permission for pets of a staff member when living alone must be sought and granted in writing. Pets must have recent vaccination documentation on file.

Sound devices: Must be kept inside your own quarters and must not be played at a level which cannot be heard outside your own area.

Firearms: Are not allowed on the property of Calumet.

Archery equipment: Must be kept under lock and key in a place specified by the director.

Televisions: Are not allowed in quarters shared with campers and guests.

Bicycles: Helmets must be worn at all times. They should be kept locked when not in use. Riding bicycles at Calumet is allowed during daylight hours and at night with the use of a bicycle light. Bikes must be walked across the road and crosswalks must be used.

CALUMET IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ARTICLES. CALUMET IS ALSO NOT RESPONSIBLE FOR PACKAGING AND SHIPPING STAFF BELONGINGS TO AND FROM CAMP.

Insurance: During the term of your contract, you will be covered by a health and accident policy written by Sobel Affiliates. It is not meant to be a comprehensive insurance, but it will take care of minor expenses which you may incur while at camp. The limits are as follows:

Sickness .....	\$1,000.00
Injury .....	\$3,500.00
Dental accidents.....	\$3,500.00

## IN CONCLUSION

Serving on the Calumet staff is a great honor. You have been chosen to represent an organization that has a great tradition while it continues to grow and provide leadership for similar organizations throughout North America.

Serving at Calumet is also a privilege. You will have a unique opportunity to influence other people in ways that will encourage their growth and fulfillment as children of God.

Serving at Calumet is fun! There is always something happening. You will make deep and lifelong friendships. Calumet is a place where people care for each other. God's spirit works miracles here.

Welcome to the team!

## THE NEXT SECTION EXPLAINS THE JOB DESCRIPTIONS OF EACH OF THE STAFF POSITIONS

### SUMMER POSITIONS

#### URBAN DAY CAMP PROGRAM:

##### **URBAN DAY CAMP DIRECTOR**

The Urban Day Camp Director is employed by Calumet Lutheran Ministries. As such, the urban day camp director is accountable and reports to the president of Calumet Lutheran Ministries. The urban day camp director is responsible for overseeing and carrying out all aspects of Calumet Lutheran Ministries' responsibilities for a day camp as they are described in the day camp contract of Calumet Lutheran Ministries with another organization such as a congregation. Specific responsibilities include, but are not limited to, the following:

- On behalf of the president of Calumet Lutheran Ministries, communicates frequently and openly with the pastor and other leaders of the congregation to assure that Calumet Lutheran Ministries' goals and congregation goals for the day camp program are achieved.
- Ascertain that the congregation is following through with its contractual obligations in these areas:
  - ◇ housing for Calumet counselors is being arranged
  - ◇ camp nurses with required certifications are being secured
  - ◇ camp doctor is being secured with provisions for signed standing orders for the nurses
  - ◇ a written agreement with a local hospital is being secured
  - ◇ provision of meals for campers and staff is being secured
  - ◇ plans are being made for the least costly transportation for field trips and other off-site activities
  - ◇ adequate plans are being made for publicity, brochures, and other measures to enroll campers
  - ◇ certificates of insurance for the day camp site are being provided
  - ◇ adequate transportation for counselors is being provided
  - ◇ verify that tuition fees, as arranged by the pastor, are collected
  - ◇ arrange for staff and camper participation in Sunday worship, parents' nights, and other evangelism strategies
- Work with the president of Calumet Lutheran Ministries to:
  - ◇ provide Christian education curriculum materials
  - ◇ provide recreation, craft, and other program materials
  - ◇ secure health, accident insurance for all campers and staff, and worker compensation insurance for staff
  - ◇ ascertain that all staff are properly qualified and have the certifications required by state regulations for their program and support responsibilities
  - ◇ provide appropriate information and reservation confirming materials to parents
  - ◇ provide a license and other applicable documents required for legal operations of the day camp
  - ◇ provide for T-shirts for campers and staff
- Plan the schedule and make all arrangements for all activities in such a way that goals of the day camp are achieved.
- Attend a day-long meeting with other urban day camp directors, conducted by the president of Calumet Lutheran Ministries, to make plans for counselor orientation.
- With other urban day camp directors, be in charge of and conduct counselor orientation at Calumet.
- Verify that all paper work is completed by campers' parents, especially: health forms, medication forms, pick-up authorization forms, off-site permission forms.
- Supervise all counselors and other staff.
- Provide written and oral performance review for each staff member, once during the day camp and once at its conclusion.
- Conduct staff meetings as appropriate.
- Enforce all rules for campers and staff while the day camp is in session.
- Verify that all rules are being enforced for staff at their place of housing and elsewhere.
- Control and document all expenses of the urban day camp.
- Be in charge of all aspects of the urban day camp's operations.
- Provide the registrar of Calumet all registration and enrollment information for all urban day camp participants and volunteer staff.
- Assure that all state and local regulations pertaining to day camps are being followed.
- Accompany those campers who go to Calumet and help them to enjoy a successful overnight camp experience.
- Submit a written report which will include the following:
  - ◇ statistics
  - ◇ financial information

- ◇ evaluation of programs from the perspective of achieving goals
- ◇ evaluation of staff and copies of performance reviews

### **URBAN DAY CAMP HEAD COUNSELOR**

Directly responsible to the urban day camp director of the day camp to which he/she has been assigned.

- to supervise all activities at the apartment
- to have the "final say" on decisions regarding the staff community while at home
- to participate daily, either formally or informally, in conversation with the director about the tone at the apartment...problems, irregularities, plans, etc.
- to see that all appropriate thank you notes are written to host families
- to monitor food supply, handle cash, and receipt process when purchasing additional supplies
- to enforce all rules as clearly established at the apartment
- to immediately inform the Director if an emergency arises
- to assist the designated van driver in monitoring the condition of that vehicle
- to provide a good role model
- to encourage, lead, make suggestions during curriculum planning sessions at home
- to insist that safety precautions are understood
- to assist the check-in person with field trip procedures
- to report any known staff illness or injury which may require attention during the day
- to act as the connection between staff and administration
- to be ready with ideas to insure a sense of calm flexibility
- to accept other leadership responsibilities as assigned by the director

### **URBAN DAY CAMP HEAD LIFEGUARD**

Directly responsible to the urban day camp director of the urban day camp to which he/she has been assigned.

- to supervise all activities at the swimming area
- to have the "final say" on decisions regarding the safety of the campers and staff in and around the swimming area
- to assess the safety of the swimming area when first arrive, locating possible high-risk areas and making these known to lifeguards
- to assign staff responsibilities for swim times which should include:
  - ◆ lifeguards standing on beach alert and ready to enter water to enforce rules and in the event of an emergency
  - ◆ guards standing in water indicating boundaries in which the campers are to swim
  - ◆ a counselor(s) supervising campers not in water
- to supervise the implementation of the "buddy system"
- to announce when campers may enter and must exit the water
- to be aware of changing weather conditions
- to be a super lifeguard (role model)
- to participate daily either formally or informally in conversation with camp director about the tone of the swimming periods ... problems, etc.
- to insist that safety precautions are understood

## **CALUMET DAY CAMP PROGRAM:**

### **CALUMET DAY CAMP PROGRAM DIRECTOR**

Directly responsible to: Camp Director for Family and Adult Programs. The day camp program director is responsible for overseeing and carrying out all aspects of the day camp. Specific responsibilities include, but are not limited to, the following:

- Coordinate with food service personnel to provide nutritionally appropriate snacks & lunches for campers and staff
- Coordinate with reservation office to ensure appropriate paperwork is collected each week
- Coordinate with nurses to ensure appropriate health & safety precautions and procedures are followed at day camp
- Coordinate with resident camp staff to provide the best possible day camp experience with the utilization of resident camp resources such as field sports area or craft shops etc.
- Coordinate with family and adult program staff to provide the best possible day camp experience with the utilization of family camping facilities, programs and staff.
- With the director for family and adult programs, develop and provide Christian education materials
- Meet at least twice a week with head counselors; meet weekly with the day camp waterfront coordinator
- Provide recreation, craft and other program materials
- Produce a weekly newsletter for parents and campers
- Provide T-shirts for campers and staff
- Participate in leadership orientation week.
- Work as a support to other PUDDLE members
- Plan and conduct day camp counselor orientation
- Supervise all counselors and other staff
- Provide written and oral performance review for each staff member, once during the day camp and once at its conclusion.
- Conduct staff meetings as appropriate
- Enforce all rules for campers and staff while the day camp is in session
- Be in charge of all aspects of the day to day operations
- Submit a written report at the end of the summer which includes an evaluation of the day camp program from the perspective of achieving goals and also an evaluation of each staff person and copies of their performance reviews

### **CALUMET DAY CAMP HEAD COUNSELOR**

Directly responsible to: Day Camp Program Director. Please note: If the person(s) in this position has/have served on the Calumet staff for four or more consecutive summers, there will be one double-day off and it will usually be scheduled for Friday-Saturday. The days are at the discretion of the Calumet day camp program director. Specific responsibilities include, but are not limited to the following:

- Night time supervisor for all day camp staff living at Calumet
- Helping with swimming instruction and waterfront activities as assigned by day camp waterfront coordinator and day camp program director
- Assist the day camp program director with staff training at the start of the summer and ongoing throughout the summer
- Have knowledge of and support the rules and goals of Calumet day camp
- Assist the Day Camp Program Director in completing written evaluations of all counselors
- Complete written evaluations for all counselors involved in day camp for 4 weeks or more after weeks 1, 4, & 8.
- With the day camp program director, coordinate with resident camp department heads and program directors for use of resident camp facilities.
- Be responsible for campers and camp staff in the absence of the camp director
- Responsible for maintaining first aid supplies at the day camp tent
- Assists the day camp program director in leading weekly staff meetings and planning sessions
- Enforces camp rules as they relate to staff
- Enforces camp rules as they relate to campers
- Caring for the needs of the campers assigned to your group
- Planning and implementing, with other Calumet day camp staff, a Christian education curriculum for your campers
- Working with the Calumet day camp waterfront coordinator to provide swimming instruction and general waterfront play
- Working as a camp generalist, someone who can enthusiastically lead a variety of different camp activities, provide a variety of activity choices for day campers.
- Immediately reports to the day camp program director any problems, comments, concerns about day to day operations, staff behavior, or camper issues
- Participates in leadership orientation week

- Work as a support to other leadership team members
- Provide support to the overall summer operations of Calumet by participating in nightly rounds, snack bar etc. as assigned by resident camp program directors.
- Work with day camp counselors to implement a day camp program that achieves the day camp goals

#### **CALUMET DAY CAMP WATERFRONT COORDINATOR**

Directly responsible to: Calumet Day Camp Program Director. The Calumet day camp waterfront coordinator works with other day camp staff to implement waterfront activities that achieves the day camp goals. Specific responsibilities include, but are not limited to:

- Planning and implementing swimming instruction and waterfront activities for day campers.
- Working with the family and adult program waterfront coordinator to provide a safe waterfront.
- Assisting with day camp staff training, particularly as it relates to the teaching of swimming and also to the appropriate and safe use of the waterfront.
- Assisting with the development and coordination of activities for campers.
- Participating in and leading activities for campers as necessary, particularly in relation to the waterfront.
- Providing daily feedback to the parents and guardians of day campers as needed.
- Supporting the rules and goals of Calumet day camp
- Supporting the rules of Calumet as they relate to campers and staff
- Supporting the day camp program director, as needed.
- Participating in the worship life of Calumet

#### **CALUMET DAY CAMP COUNSELOR**

Directly responsible to: Calumet Day Camp Head Counselors.

The Calumet day camp counselors work with other day camp staff to implement a day camp program that achieves the day camp goals. Specific responsibilities include, but are not limited to:

- Caring for the needs of the campers assigned to your group
- Planning and implementing, with other Calumet day camp staff, a Christian education curriculum for your campers
- Working with the Calumet day camp waterfront coordinator to provide swimming instruction and general waterfront play
- Working as a camp generalist, someone who can enthusiastically lead a variety of different camp activities, provide a variety of activity choices for day campers.
- Assisting in evening programs of both resident and family camp as assigned by the day camp head counselors and program director
- Providing daily feedback to the parents and guardians of campers in your group

#### **CALUMET DAY CAMP COUNSELOR HELPER**

Directly responsible to: Day Camp Counselors

The Calumet day camp counselor helpers work with the day camp staff to help implement the program that achieves the day camp goals. Specific responsibilities include, but are not limited to:

- Caring for the needs of the campers in your group
- Serve as a camp generalist by enthusiastically leading a variety of camp activities
- Assist with supportive functions of the program by keeping the day camp area neat and clean, helping campers to keep their cubbies organized, and gather supplies.
- Assist with evening program in both resident camp and family as assigned by head counselors

## **VACATION BIBLE SCHOOL (VBS) PROGRAM:**

### **VBS DIRECTOR**

- Serves as liaison between Calumet staff and host churches
- Coordinates VBS supplies
- Leads VBS staff training/curriculum
- Responsible for the interviewing and selection of VBS Leaders.

### **VBS LEADER (Head Counselor)**

Directly responsible to: Director. This person has the overall responsibility for the event, especially developing the spiritual, cultural, social, and recreational life of the participants to enable a richer understanding of what it means to be servants for Jesus' sake. Responsibilities will include the following:

- Be responsible for developing the program and activities for the event.
- Be responsible for the daily worship and Bible study, and help participants integrate their worship and work experiences as a functioning Christian community.
- Serve as a counselor to each participant in shaping their understanding of the role of Christian servant-hood.
- Be present at the site for the entire event.
- Be an active participant in the daily activities and work.
- Work closely with the Local Arrangements Coordinator in integrating the activities into the total worship life and learning experiences of the participants.
- Help participants assess their learning throughout the event.
- Supervise counselors assigned to this program from Calumet.
- Consult with the executive director in the preparation of publicity materials, registration materials, budget materials, curriculum, guides, and menus. (program coordinator and year-round registrar)
- Arrange for participants' housing and meals, coordinate transportation.
- All other tasks which are necessary to assure a safe and productive event.
- Serves as a liaison to on site head counselor and church representatives (program coordinator)

## **RESIDENT CAMP PROGRAM:**

### **NURSES**

Directly responsible to: Executive Director. Nurses should be at least 21 years old, certified as an RN, licensed to practice in New Hampshire, and carry liability insurance. They will plan a program of health and safety in consultation with the Executive Director. This program must be consistent with the standard of the American Camping Association and requirements of the State of New Hampshire. Nurses are responsible for carrying out the program. There will be one nurse designated as the administrative nurse. Responsibilities of this position, in addition to the responsibilities of all nurses, will include the following:

- Coordinates communication among nurse team.
- Schedules hours for time on and time off of the nurse team.
- Manages record keeping: health charts, medication charts, health care records and logs, insurance claims, etc.
- Coordinates teaching time and content with camp counselors & other staff.
- Responsible for inventories and ordering.
- Coordinates communication with the nurse practitioner and/or doctor.
- Responsible for assuring an appropriate daily health care report to the executive director.

Responsibilities of all nurses will include:

- Health center to be covered 24 hours a day. Work out schedules for days off and emergency coverage.
- During pre-camp training, discuss health and safety procedures, precautions, and routines with staff.
- Report all admissions to the health center to the executive director.
- Establish a time of day for "sick call" in consultation with the executive director.
- Arrange with chefs when meals are to be carried to the health center, etc.
- Guide counselors in regard to their responsibilities in noting and reporting illness, injury, or unsafe practices and conditions that might contribute to camper or staff accidents; also in reporting camper dietary habits such as failure to eat a variety of foods, rapid gain or loss of weight, and symptoms of disturbance such as restless sleep, nail biting, thumb-sucking, bed wetting, withdrawal, or homesickness.
- Inspect the living quarters and camp for health and safety conditions daily, and consult with the director for improving the same.
- Administer all medications and treatments according to physician's order and keep records of all such treatment.
- Prepare first-aid kits for emergency use and train counselors in first-aid methods. All treatments by counselors must be reported to nurse to be included with nurse's report.
- Help with Sunday registration, taking necessary information, etc. Review all health records, discuss necessary items with counselors.
- Screen the health condition of all campers upon their arrival at camp.
- Be responsible for any drugs, medicines, and first-aid kits brought to camp by campers, use as directed by camp physician, according to prescription.
- In addition to a "close of camp" evaluation, make a written report to include: equipment inventory, requisitions for next summer, treatment records of campers and staff, health center and hospital admissions, visits to nurse practitioner or medical doctor, recommendations for health department and medical examination records, and records for insurance companies.
- Report to executive director when it becomes necessary to communicate with a parent or guardian.
- Check the kitchen, dining hall, and kitchen staff on a daily basis to ensure the safety and good health practices of this phase of the camp operation.
- Meet with the coordinating staff every week.

### **CENTRAL RESERVATIONS OFFICE ASSISTANTS**

Directly responsible to: Registrars. The registration office workers assist the registrars; the resident camp registrar, the campground and conference center registrar, and the retreat registrar in all of their duties and in covering of office hours in the central reservation office.

## **SUMMER ADMINISTRATIVE OFFICE MANAGER**

Directly responsible to: Associate Summer Camp Director. The summer administrative office manager, in conjunction with the year-round development office and administrative assistant, carries out the business of the office. Specific responsibilities include:

- Manage lost and found.
- Supervise the delivery of mail.
- Answer phone and make sure that messages are delivered.
- Salary advances, check cashing, etc.
- Clean office.
- Provide clerical support.
- Assist with photocopying.
- Do daily transportation of campers and staff to doctor's appointments, pharmacy, etc.

## **MAINTENANCE HELPERS**

Directly responsible to: Maintenance Director. The maintenance helpers will assist the maintenance director in carrying out his/her responsibilities. Their duties will be similar to those of the maintenance director and will be performed under the supervision of the maintenance director.

## **CHEF – LAKESIDE**

Directly responsible to: Food Service Manager. The chef is responsible for the day-to-day supervision of the kitchen and dining hall, especially making sure that meals are prepared tastefully and served in a timely fashion. The chef is also responsible for providing leadership and supervision for all staff and volunteers who help in the kitchen and dining hall. Specific responsibilities include, but are not limited to:

- Oversee sanitary and tasteful preparation of all meals.
- Oversee and assist in cleaning the kitchen and dining hall after each meal.
- Makes certain that all food preparation areas, refrigeration and freezer units, and storage areas are kept safe, neat, clean and sanitary.
- Daily — record the temperature on each freezer, refrigerator, and dish washing machine.
- Cooperate with nurses, program directors, maintenance director, C.I.T. and L&S corps leaders, trip coordinator and others in order to provide for a smooth-running camp season.

## **COOKS**

Directly responsible to: Chef. The cooks assist the chef in all of the specific responsibilities found in the previous job description and in the general preparation of meals. He or she assumes responsibility only in the absence of the chef or as directed by the chef.

## **DINING HALL STEWARD**

Directly responsible to: Chef. The dining hall steward is generally responsible for the cleanliness and tidiness of not only the dining hall, but the plates, silverware, cups, etc. that are used there. The dining hall steward is also responsible for efficient and orderly flow of traffic during meal times. Specific responsibilities include:

- Supervising the serving counter lines and orderly distribution of food during meal times.
- Supervise the cleaning of the Dining Hall, making certain floors are swept and washed when necessary; tables are washed; salt, pepper, sugar, etc. replaced and/or replenished.
- Supervise the dishwashing operation, making certain all dishes and utensils are clean and stored properly.
- Prepare weekly lists for table assignment of counselors.
- Supervise the setting of tables for each meal.
- Consult with the chef on all of these matters and assume additional responsibility as assigned by the chef.

## **KITCHEN HELPERS**

Directly responsible to: Chef and Dining Hall Steward. The kitchen helpers assist in all tasks that relate to the preparation of meals and cleaning up afterwards. They are assigned daily responsibilities by the chef and are responsible to the chef, or the dining hall steward on items pertaining to his or her responsibilities. Kitchen helpers are encouraged to become a part of a general camp life during non-working hours. Among responsibilities on any given day will be the following:

- Washing dishes.
- Storing dishes.
- Setting tables.
- Cleaning tables.
- Scrubbing pots and pans.

- Mopping and sweeping floors.
- Helping in food preparation procedures
- Arranging the stock room.

### **BAKER/HELPER/COOK**

Directly responsible to: Chef. The Baker/Helper prepares bread, rolls, muffins, pastries and desserts for the lakeside kitchen and the conference center on a daily basis. Baking will be mostly from scratch. The baker/helper will also follow the kitchen helper's job description.

### **SPECIAL FUNCTIONS COOK (Back Room Person)**

Directly responsible to: Chef. The special functions cook prepares all meals and snacks. (pontoon boat meals, cookouts, trail lunch, box lunches, etc.) This includes all meals that are outside of the dining hall.

- Follow the meal chart that is accessible to the back-room person and follow what is needed on the request form.
- Keep the chef aware of the inventory of food needed for the meals and snacks going out.
- Keep all perishable foods refrigerated before and after preparing them.
- Always rotate food (example: apples, meats and chips)
- The persons picking up the meals are directed by the special functions cook as to their whereabouts.
- All returns should be sorted out and taken care of. (example: all leftover meat sandwiches should be disposed of. Fruit that is still whole and fresh should be placed back in the fruit boxes.)
- Always keep back room area neat and clean, the table should be sanitized while preparing the meals and the prep area should be swept on a daily basis.
- The chef will have a working schedule for the special functions cook that will be around the time needed for the requests to be prepared. (The schedule could change when chef requires it for the functions of lakeside.)
- Consult with the chef for further responsibilities as assigned by the chef.
- Work with the chef with the organization of the freezer, cooler, and backroom.

### **SWING/UTILITY PERSON**

Directly responsible to: Food Service Manager. The swing person consults with food service manager for daily responsibilities, which include:

- Organizing storerooms, coolers, and freezers.
- Assist in cleaning the kitchens and dining hall.
- Working on special functions — ice cream social, 4th of July, church picnic, etc.
- Filling in as kitchen helper when needed.
- The kitchen helper job description is also part of job description for the swing/utility person.

### **PROGRAM DIRECTORS**

Directly responsible to: Director. The program directors are directly responsible for all camp events (planning and implementing), program schedules, and any other chores which affect the program of the total camp. The program directors are responsible for assuring that the camp philosophy is being implemented in all instances. The program directors will also make certain that all camp policies and procedures are maintained. Also:

#### General Camp Responsibilities — Administrative Responsibilities:

- In the absence of the director, will represent the director's interpretation of policy in making decisions during these intervals.
- Will consult with individual staff members on any of the above matters to incorporate constructive suggestions into actual programming.
- Will be in constant dialogue with the director of all of the above items and be responsible to the director in interpreting camp philosophy policies. The director will be involved directly in the above processes when necessary and/or available by him/herself and/or program director.
- Will meet periodically with unit groupings of counselors to serve as a resource in the aforementioned areas of concern.
- Provides schedules for daily activities, including: bathroom cleaning, snack bar help, use of departments by learning groups, laundry, bus assignments, staff parking lot, evening programs.
- See that reverent grace is led and appropriate announcements are made at meal times.
- Will be called upon often for driving assignments for camper trips, hospital, and doctor visits, and shopping for camp supplies.
- Will involve selected counselors in planning and implementing specific aspects of the evening program and all other camp events.

- Will be especially helpful by performing many of the behind-the-scenes tasks necessary to provide support for the program, i.e. working schedules for staff assignments, schedules, evening program details, etc.
- Will consult with the nurses to ensure the health and safety of campers as they participate in camp activities.
- Will consult with the chef on the use of the dining hall for uses other than meals.
- Will consult the director and chef for special dining arrangements and menu planning that differs from the norm.
- Consult with director on a program of transportation safety and policies.
- Serve as trip leader when called upon.
- Accept other duties as assigned.
- Work closely with weekend trip coordinator in assigning staff to trips.
- Aid in the shaping of Calumet's summer curriculum.
- Meets with the coordinating staff every week.
- Responsible for a safe, well organized mealtime in the dining hall.
- Welcomes, orientates, and integrates visiting pastor into the program.

#### Curriculum and Unit Responsibilities:

- Will meet weekly with unit leaders and director to plan a program that makes goals of Christian education attainable through the daily activities and events of the camp community. Also, coordination of unit activities and integration of various worship forms and experiences into the camp programs.
- Participate supportively in unit-wide activities and smaller learning groups.
- Aid in the implementation of the curriculum.
- Coordinate the worship program for the week so persons are assigned to plan & lead each evening's vespers service.
- Assist planners of the vesper services.
- Provide an occasional example of worship leadership.
- Serve as a resource to counselors for cabin and tent group devotions.
- Minister to the personal needs of staff and campers.
- Meet daily with program directors and director.
- Clean, and in other ways prepare the visiting pastor's cabin.
- Assist visiting pastor with his or her integration into the camp program.

#### Department Supervision Responsibilities:

- Serve as team leaders for department heads.
- Will serve as a resource to department heads in helping them implement methods of meeting program needs.
- Schedule appropriate coverage for all areas of camp during free period.
- Responsible for design and implementation of camper sign-up procedure.

### **ASSOCIATE SUMMER CAMP DIRECTOR**

Directly responsible to: Director. Support the duties of the director during the residential camp season.

### **WORSHIP AND MUSIC COORDINATOR**

Directly responsible to: Director. Provide leadership for Sunday worship. Provide music to all areas of Calumet's summer ministry; day camp, resident camp, family & adult camp. The summer worship and music coordinator will:

- Plan worship for each Sunday.
- Coordinate worship experiences through the week in the day camp, resident camp, and family & adult camping programs.
- Teach new songs to staff and campers in all areas of camp throughout the summer.
- Seek out and nurture music leadership of staff and campers in all areas of camp.
- Lead devotions and other worship experiences during staff training weeks and throughout the summer.
- Joins in various devotional/worship experiences throughout the camp ministries as a leader, teacher, resource person and/or participant.
- Develop weekly and daily worship themes to compliment the curricula used in the various areas of camp.
- Coordinates the development of quality daily worship for all areas of camp – this includes but is not limited to Rah-Rah-Ray time and evening vespers in resident camp, morning devotions and evening vespers in family and adult camp and Rise 'n Shine and closing worship in day camp.
- Work closely with program leadership (program directors, unit leaders) in the development and facilitation of the worship devotional portion of campfires in all areas of camp.
- Welcomes, orients, and integrates the chaplains into the various aspects of the camp ministries.
- Directs the camp choir and instrumentalists.
- Insures adherence to all copyright laws.
- Responsible for the care and upkeep of Calumet sound equipment.
- Uses time slots arrived at with the director to teach all camp musicians new and old songs.

## **JUNIOR COUNSELOR COORDINATOR**

Directly responsible to: Director.

Assignment of rotation assignments for junior counselors

Communicating assignments and responsibilities of junior counselors to supervisors

Communicating assignments and responsibilities of junior counselors to junior counselors

Ensuring that the assignment and supervision of junior counselors runs smoothly

## **UNIT LEADERS**

Directly responsible to: Program Director(s). A unit leader is responsible for the smooth running of her or his unit. A unit consists of a group of girls' cabins and a group of boys' cabins. A unit leader builds this group of counselors into a team who support each other in their work. The unit leader makes sure that counselors form their campers into an effective group. Another large responsibility is to understand the morning program curriculum and effectively communicate that understanding to counselors. The unit leader also helps counselors to understand the details of their jobs and see that they perform them. The unit leader helps them evaluate their performance and makes suggestions for improvements. The unit leader is sensitive to the needs of counselors, and is available for counselors to talk to as concerns arise.

Unit leaders prepare for their job during leadership orientation week. During staff training week they are responsible for planning and leading numerous unit meetings. The unit leader is also responsible for bi-weekly unit meetings throughout the summer. Unit leaders meet on a weekly basis with the director or program director. They may also meet individually with the director to report on the progress of counselors and any concerns they have.

Unit leaders are to participate in the morning program of a different cabin group each morning — planning it, helping to lead it, and participating in its evaluation. The role of unit leader is to be a helper, co-counselor, and the one whom counselors are accountable for their work in the morning program. Unit leaders interact and relate to counselors on a daily basis. Specific responsibilities include:

- Help cabin groups cookout meals: check to make sure supplies are complete before they leave the kitchen: transporting food and equipment to cookout site, gathering kindling, getting fires going, etc.
- During meals: take attendance, report missing campers, and remind campers to take medications.
- Receive table assignments from dining hall steward and set out appropriate name tags.
- Lead grace before breakfast and guide unit through breakfast and salad bar in an orderly fashion.
- Responsible for neat and clean cabins (especially on weekends), tents, and bathrooms in their units.
- Responsible once a week for "rounds", snack barn, answering phones, medication runs, and ensuring camp is quiet.
- Plan "Rah Rah Ray Theme of the Day" once a week. Help out other unit leaders when not responsible for the day.
- Plan daily unit times which includes games, songs, and recapturing the theme of the day.
- Accept assignments from the program director to help department heads locate tardy or absent campers.
- Have daily contact with counselors in the unit to check on progress.
- Check in with counselors covering ends of camp during free period.
- Meet individually with counselors for two conferences throughout the summer for evaluation purposes.
- Enforces rules, policies, and values of Calumet.
- Work as a support person to other PUDDLE members.
- Ready, willing, and able to accept other assignments.
- Help the program directors to carry out evening programs.
- Hold bi-weekly meetings with unit to discuss past and upcoming weeks.
- Responsible for organizing and leading holdover activities.
- Accept responsibility for driving camp passenger and service vehicles as assigned.
- Check office several times a day for messages from office staff concerning campers (i.e. lost and found and parent calls about their children).
- Help out in departments as needed.
- Work in snack barn when on duty.
- Facilitate camp-wide clean up on Saturday mornings.
- Accept responsibilities for leading weekend trips as needed.
- Driver of pontoon boat for cabin groups in units.
- Available as a trip leader or cabin counselor when needed.
- Get to know all campers.
- Communicate with parents when appropriate.
- Responsible for positive experience of all campers and counselors in their unit while at Calumet.

## DEPARTMENT HEADS

Directly responsible to: Director, Program Directors

Department heads are responsible for initiating and implementing a program within a particular area. Directly responsible to the director in areas of staff training and supervision as well as the use and acquisition of facilities and equipment; they are responsible to the program director for matters regarding specific programs.

Specific responsibilities include:

- Consult with the director in ordering supplies before the season begins.
- When ordering supplies: get purchase order from the bookkeeper. Fill it out. Have director sign it. Order supplies. Give completed purchase order back to bookkeeper.
- When supplies are received: inventory against packing slip, sign, and give to bookkeeper immediately.
- Create a meaningful program within the general goals of the camp for their particular department. An outline for this program should be submitted to the director prior to leadership orientation week.
- Work with leadership training leaders to provide supervision and evaluation of CITs assigned to work in their department.
- Effectively train a staff to carry out this program.
- Consult with the director on matters concerning the department (i.e. staff, facilities, program, and purchases).
- Support program director in the implementation of evening programs (i.e. participating in the program).
- Support unit leaders in the implementation of Rah-Rah-Ray, Theme of the Day.
- Support the program directors by developing appropriate learning activities involving department prior to the camping season and helping counselors implement these activities during the summer.
- Ensuring that proper care is used concerning the department facilities and equipment.
- Participate in a two-minute orientation program to introduce campers to your department's activity period program.
- Work with other department heads to develop and implement an effective department sign-up for campers.
- Prepare a written evaluation of department at the end of the season which includes an inventory and suggestions for future purchases.
- Personally teach some classes each week — as a role model for counselors and as a means of maintaining contact with campers.
- Work at snack barn when on duty.
- Accept table assignments in the dining hall as made by the program directors.
- Enforce rules, policies, and values of Calumet.
- On duty one night each week as assigned by the program director; report the next morning on situations that needed confronting and how they were confronted.
- Support all staff members in whatever ways are possible.
- Attend all camp-wide worship events.
- Conduct a performance review conference with each counselor at least twice during the summer after consultation with the director and/or program director.
- Plan and announce free time activities every day.
- Ring the bell and sweep Luther hall as scheduled at the beginning of the summer.
- Keep department very clean.
- Help in keeping dining hall organized during meal times.
- Available as a trip leader when needed.
- Responsible for positive experience of all campers and counselors in their unit while at Calumet.

Responsibilities of some specific departments are as follows:

### Waterfront Director:

- Offer Lifeguarding to CITs and coordinate all WSIs on a program for teaching it.
- Cover the swimming and boating on department head's day off.
- Responsible for supervising the campground lifeguard in regard to safety and making certain the whole waterfront is safe and secure.
- Responsible for safety and emergency procedures on the entire waterfront.
- Organize LGT orientation at the beginning of the summer.
- Keep accurate records and copies of all certifications of all staff.

### Swimming:

- Responsible to the American Red Cross for implementing a swimming program according to their standards of safety and skill development.
- Responsible for implementing a varied program within the department.
- Assist in offering Lifeguarding to CITs and coordinate all WSIs on a program of teaching it.
- Responsible to the director in matters of supervision and training staff. Also, maintenance of the department.
- Waterfront installation and proper storage at the end of the season.
- Organize and practice an emergency procedure for use in the event of a missing camper.

#### Boating:

- Responsible for the safety and well-being of the campers when they are boating, according to procedures of the American Red Cross.
- Responsible for planning and implementing an instructional program to include all areas of boating, according to standards and procedures of the American Red Cross.
- Responsible for setting up the department physically and making any necessary repairs and/or replacement with consent of the director before camp opens, and for keeping the boats, facilities, and other equipment in repair during the course of the season.
- Responsible for working with the swimming department head regarding safety procedures on the beach when necessary.
- Responsible for staff training and their implementation of boating programs.
- Assist in teaching CIT's their Red Cross/LGT courses.
- Assist family and adult staff and day camp staff in use of the waterfront.

#### Arts and Crafts:

- Responsible for planning a comprehensive crafts program consistent with Calumet philosophy.
- Responsible for efficient purchasing of supplies necessary for implementing total department program.
- Responsible for organizing the department; provide each shop with adequate staff at all times, provide staff with necessary training to run each shop independently and with minimum supervision.
- Responsible for maintaining staff morale necessary for providing campers with a consistent program.
- Responsible for helping the program director plan and lead weekend programs.
- Responsible for maintaining all tools and equipment, knowing where they are when borrowed, and keeping them in good repair.
- Assist the family & adult staff in leading an intergenerational fun time when necessary.

#### Photography:

- Responsible for ordering all photography supplies.
- Responsible for taking digital photos for promotional purposes and recording them on a disk to be given to the development office at the end of the summer. This also includes the staff slideshow.
- Responsible for a comprehensive program of photography instruction.
- Responsible for the operation and maintenance of the camp's audio-visual equipment.
- Responsible to assist with the cabin group photographs.
- Serve as a counselor in one of the cabin or tents, if needed.

#### Music and Dramatics:

- Responsible for developing new programs, combining the disciplines of the performing arts.
- Serve as a resource person for worship events, campfire programs, etc., especially helping to identify camper and counselor resource persons for music and dramatic involvement.
- Responsible for maintaining, using, and developing a program with the camp video equipment.
- Serve as a counselor in one of the cabins or tents, if needed.
- Assist the family & adult staff in leading an intergenerational fun time when necessary.

#### Nature:

- Responsible for outline of tentative activities and purchase request, quantity, and amount, by deadline arranged with the director.
- Staff training week: teach concepts and activities. Take inventory (this may even be done during leadership orientation week). Set up the department by cleaning out cages, taking down gear from rafters, putting materials out on shelves. Help staff get acquainted via directed and informal activities.
- Supervise feeding of animals; 2 times per day.
- Submit request for purchase of animal feed at least three days before current supply will be depleted.
- Assign period responsibilities to staff, with schedule of who is where and when and what they are to do.
- Open and close department each day, including cleaning up at end of day.
- Be a resource to other staff members, especially counselors for learning groups.
- At the closing of camp, inventory and pack up materials. Clean everything thoroughly.
- Assist the family & adult staff in leading an intergenerational fun time when necessary.
- Serve as counselor in cabin or tent, if needed.

### Field Sports:

- Responsible for maintaining all sports equipment in good condition.
- Responsible for checking equipment in and out.
- Responsible for daily maintenance of all facilities, especially the clay tennis court, archery range, hay backstop, etc. Patrol all fields to remove litter and other foreign objects daily.
- Coordinate competitive events for campers and staff with other camps, always making sure that Calumet teams understand the possibility for Christian witness in these events.
- Coordinate the use of all sports facilities and events for sports events within the camp community.
- Assist the family & adult staff in leading an intergenerational fun time when necessary.
- Serve as counselor in cabin or tent, if needed.

### **MEDIA SPECIALIST**

Directly responsible to: Development Director. The Media Specialist, together with the Director of Development, is responsible for communicating Calumet's commitment to sharing God's love for all people. S/he will do this through conversations, videos, media posts, written word, and other forms of communication.

- Creates and produces unique and engaging weekly videos which campers can purchase before they leave on Saturday morning.
- Is deeply concerned with privacy of our guests, reputation of Calumet, mission of the Church, and unique opportunities to use media to help people think more deeply about God.
- He or she will always be ready to respond, to take initiative, and to experiment.
- As with every position at Calumet, the Media Specialist is called to chip in to ensure success of Calumet programs and safety of all guests, and therefore is prepared for any other duties as assigned by one of the directors.

## **OFF-CAMP TRIP COORDINATOR**

Directly responsible to: Director. The off-camp trip coordinator will conduct weekly wilderness staff meetings, prioritize and assign work details, schedule packing of resident overnights, delegate responsibility for packing, give driving assignments, discuss individual trips (coming in and going out), including technical aspects, personnel concerns, growth opportunity for campers. Schedule repairs for equipment. Schedule week in days off.

Coordinate: driving responsibilities for coming week; lunches to be picked up from kitchen; training of wilderness staff in vehicle maintenance before leaving camp (oil, water); schedule of trip going out including number of campers, number of males, females, leaders, number of sleeping bags, ponchos; pick-up place for equipment; name person to check equipment in.

Report to director concerning: weekly schedules of wilderness staff days off and driving assignments; progress of wilderness equipment maintenance; evaluation of incoming trips; future wilderness trip schedule; evaluation of weekly staff meetings; any internal problems of wilderness staff.

- Maintain, repair, and care for wilderness camping equipment.
- Plan and lead the orientation session for staff members designated as leaders for weekend holdover trips.
- Make repairs to the trip equipment.
- Plan destination and schedules of daily trips.
- Responsible for all planning details for weekend trips for resident holdover campers.
- Supervises weekend trip leaders in regard to trip preparation and planning.
- Provides a written evaluation of the weekend trip program and its leaders at the end of the summer; holds conferences with trip leaders following each of their trips.
- Leads one or two wilderness camping trips during the summer.
- Meet with coordinating staff every week.
- Yearly inventory of appropriate supplies and equipment before Labor Day.

## **DRIVER/EVENING SECURITY**

Directly responsible to: Off-Camp Trip Coordinator. The driver should be at least 21 years of age, have a good driving record, and be familiar with Calumet programs and support functions so that this person can accept assignments to other tasks when not assigned to driving responsibilities.

- Serves as a driver for shopping errands, camper trips, trips to the doctor or hospital, and other driving responsibilities as assigned.
- Keeps vans and company cars neat, clean, and full of gas at all times.
- Daily check of all vehicles according to Transportation Policy.
- Keep log of daily checks for all vehicles.
- Check, maintain, and procure all vehicle safety equipment.
- Evening rounds when appropriate.
- Late night, early morning rounds when appropriate.
- Special assignments when appropriate.

## **ADVENTURE CAMPING LEADERS**

Directly responsible to: Off-Camp Trip Coordinator. Adventure camp leaders are responsible for carrying out the adventure camping program. When in camp, they accept assignments by the trip coordinator to consult with cabin and/or learning groups in relation to day and overnight hikes. Sometimes they will be called on to accompany these groups in a consultative capacity. Specific responsibilities include:

- Plan and carry out specific activities (learning designs) to go along with wilderness activities and reinforce the three camp goals.
- Jointly responsible with co-leaders for the complete planning and reporting of their own specific trips.
- Care for all adventure equipment, making repairs when possible.
- Concern for the safety of campers at all times, initiating safety procedures in consultation with the director.
- Use to your best advantage the skills of pastors who accompany trips as resource persons.
- Keep informed and notify director regarding policies of Appalachian Mountain Club.
- Make a complete written report at the end of the season.
- Yearly inventory of camping supplies and equipment before Labor Day.
- Serve as staff for servant event trips.

## **WEEKEND TRIP LEADER**

Directly responsible to: Program Director and Wilderness Trip Coordinator

- Touch base with campers and counselors assigned to your trip during the week.
- Supervise and organize packing of campers on trip, making sure all have proper equipment.
- Consult with wilderness trip coordinator on specifics of each trip before trip begins.

- Report back to wilderness trip leader on how your trip went.
- Leave itinerary in administration office.
- Report to program directors anything out of the ordinary that happened on your trip involving campers or staff.
- Ensure the bus staff is spread throughout the bus including the very back seat, alert and interacting with children.

### **COUNSELOR IN TRAINING (CIT) TRAINERS and LEADERSHIP & SERVICE CORPS (L&S) TRAINERS**

Directly responsible to: Director. Leadership program trainers will plan and implement a complete leadership development program. They will work closely with the director in preparation and evaluation of the program, as well as during the actual implementation. The primary goal of the program is to train participants to become future camp leaders and counselors. This is accomplished by teaching the participants the aims, purposes, and skills of Christian camping. The program includes exposure to all major facets of the counselor's job. Participants will become acquainted with, and will be given a reasonable responsibility in the following areas: morning learning groups, wilderness camping, departments, evening programs (vespers, campfires, orientation, and devotions). In all camp areas: resident camp, day camp, and family camp.

The CIT and L&S1 program will also include an optional course in lifeguarding. All leadership development programs will include Bible studies, first aid, and CPR. Of primary importance is the growth of the participant as a person. Leadership skills, personal growth, and spiritual growth will be fostered so as to help the participant relate more effectively with people she or he comes in contact with, at Calumet and at home. Furthermore, an effort will be made to help the participant develop a deeper commitment to God as she or he becomes more aware of her or his relationship to God. Leadership and service corps participants will also have a major area of service, usually working on washing dishes at meal times.

### **SENIOR COUNSELORS**

Directly responsible to: Unit Leaders, Department Heads, and Program Directors. Senior counselors have three major areas of responsibility: cabin group, learning group, and department. Senior counselors will share duties with a junior counselor and through guidance, initiating, and giving direction, will conduct a form of training program for the J.C. Specific responsibilities include:

- Caring for the needs of campers assigned to your cabin group.
- Planning with other counselors in your unit a specific program of implementing an educational curriculum with your learning group
- Assisting the department head in implementing the program of that department.
- Counselors will from time to time be assigned to lead hikes, overnight trips, canoe trips, and the like.
- Take part in urban day camp, or VBS program away from Calumet.

### **JUNIOR COUNSELORS**

Directly responsible to: Senior Counselors, Department Heads. Responsibilities include those of the senior counselor. They will assume responsibility only in the absence of the senior counselor. Unit leader is responsible for performance review in consultation with senior counselors. Junior counselors will also be expected to rotate out of program to support other aspects of Calumet's program including, but not limited to, lifeguarding, kitchen help, wait staff, housekeeping, maintenance help, family camping program, and Calumet's day camp program.

### **STAFF HOUSE LEADER AND INTERNATIONAL HOUSE (I-HOUSE) LEADER**

Responsible for supervising the I-House, I-Tent, Staff House living units. The leader calls together meetings periodically, builds a sense of team among the residents, serves as their advocate in dealing with concerns, and makes sure that all the residents are experiencing and contributing to the values and ideals of living in the Calumet community. Specific responsibilities include, but are not limited to, the following:

- Enforces all rules of Calumet, especially those related to curfew and cleanliness of personal quarters.
- Meets at least once per week with residents to share concerns, build esprit de corps, and spiritual growth.
- Maintains a schedule of daily and weekly cleaning responsibilities.
- Oversees the carrying out of chores which support the community life of the living quarters, as well as Calumet in general.
- Encourages the residents to participate in all aspects of life at Calumet.
- Conducts two performance reviews with each resident in regard to their participation in the life of the living quarters and Calumet in general.

## **FAMILY AND ADULT PROGRAM:**

### **FAMILY AND ADULT PROGRAM DIRECTOR**

Directly responsible to: Director. The director makes sure that activities are provided for all guests in Calumet's family and adult summer programs that are consistent with the mission, goals, and objectives Calumet has as developed by the New England Synod's Board of Outdoor Ministry. Specific responsibilities include, but are not limited to:

- Meet regularly with the director and provide information on issues, problems, and other pertinent details related to the summer family and adult programs.
- Meet with the coordinating staff once a week, usually on Friday afternoon to coordinate activities
- Plans, with the assistance of the family and adult team members and the waterfront coordinator, all programs that take place every day during the summer. This includes activities for different age groups as well as intergenerational activities.
- Understands that all program activities are an opportunity to interact with as many guests as possible, thus witnessing to a faith in Jesus Christ.
- Regularly attends, participates, and provides leadership support for activities of the summer family and adult programs.
- Relates to the visiting chaplains each week and integrates the program leadership of each chaplain into the overall program.
- Conducts regular and varied evaluations of all programs.
- Keeps track of all sports and recreational equipment assigned to the family and adult program.
- Keep current and attractive bulletin boards in the campground and conference center.
- Conducts program orientation portion of weekly meetings of family and adult staff.
- Gets to know as many guests as possible and works to provide an atmosphere at Calumet that is friendly, caring and personal for all guests.
- Prepares weekly newsletter and other promotional materials of activities and programs of the family and adult program.
- Lead grace.
- Orients, supervises, and evaluates the performance of all staff involved in the implementation of family and adult programs.
- Assists with the daily evening rounds on a rotating basis.
- Assists with support services and other duties as needed and assigned.

### **FAMILY AND ADULT PROGRAM TEAM MEMBER**

Directly responsible to: Family and Adult Program Director. The family and adult program team member assists the program director in making sure that activities are provided for all guests in Calumet's family and adult summer programs that are consistent with the mission, goals, and objectives Calumet has as developed by the New England Synod's Board of Outdoor Ministry. Specific responsibilities include, but are not limited to:

- Plans, with the family and adult program director, all programs that take place every day during the summer. This includes activities for different age groups as well as intergeneration activities.
- Understands that all program activities are an opportunity to interact with as many guests as possible, thus witnessing to a faith in Jesus Christ.
- Regularly leads activities of the summer family and adult Programs.
- Regularly attends and participates in many programs and activities of the family and adult program.
- Assists the program director in all aspects of that person's job responsibilities as directed.
- Gets to know as many guests as possible and works to provide an atmosphere at Calumet that is friendly, caring, and personal for all guests.
- Assists with support services and other duties as needed and assigned.

### **FAMILY & ADULT PROGRAM ASSISTANT**

Directly responsible to: Family & Adult Program Director. The program assistant leads activities in the family & adult program as assigned by program director.

### **FAMILY AND ADULT WATERFRONT COORDINATOR**

Directly responsible to: Family and Adult Program Director. The waterfront coordinator will work to ensure that all activities that take place at the family and adult section of Calumet's beach are safe and well managed and that the equipment, facilities and general area are kept clean, neat, and well-maintained. The waterfront coordinator will work to

maintain a friendly, relaxing atmosphere for all guests, consistent with Calumet's mission. Specific responsibilities include, but are not limited to:

- Scheduling the lifeguards to provide lifeguarding coverage at the beach during posted lifeguard hours.
- Works with the resident camp waterfront department head to insure proper adherence to Calumet waterfront policies and procedures.
- Works with the resident camp boating department head to maintain the pontoon boat in good working order.
- Works with the program directors from resident camp and family and adult camp in regard to scheduling usage and drivers, orienting and supervising any and all drivers, and overseeing all aspects of its usage.
- Keeps the beach BBQ area neat and clean throughout the day.
- Manages the canoe/kayak rentals and related equipment. Develops a sign out system for people who use the canoes/kayaks.
- With the CRO staff, manages the boat mooring rentals, boat storage and maintains those areas in good order.
- Understands that all program activities are an opportunity to interact with as many guests as possible, thus witnessing to a faith in Jesus Christ.
- Works with the program director to provide beach activities as part of the overall program offered to guests.
- Assists with program activities, support tasks and other duties as needed and assigned.
- Gets to know as many guests as possible and works to provide an atmosphere at Calumet that is friendly, caring and personal for all guests.
- Orients, supervises and evaluates the performance of the family and adult lifeguards.
- Meets weekly with the program director.
- Meets weekly and provides on-going in-service training for the lifeguards.
- Assists with the daily evening rounds on a rotating basis.

#### **FAMILY AND ADULT LIFEGUARDS**

**Directly responsible to: The waterfront coordinator for scheduling and program supervision and resident camp waterfront department head for safety standards and procedures. The family and adult camp lifeguard is responsible for maintaining a safe waterfront in accordance with the standards set forth by Calumet. The lifeguard knows all policies and procedures as they relate to the waterfront and the family and adult programs. The lifeguard enforces all rules and regulations. Specific responsibilities include, but are not limited to:**

- Maintains safe waterfront activities in accordance with the standards of the American Red Cross.
- Maintains the beach area in a safe, clean, and neat fashion.
- Participates in ongoing lifeguard in service training.
- Attends weekly staff meetings.
- Participates in family and adult programs as assigned.
- Gets to know as many guests as possible and works to provide an atmosphere at Calumet that is friendly, caring, and personal for all guests.
- Understands that all program activities are an opportunity to interact with as many guests as possible, thus witnessing to a faith in Jesus Christ.
- Assists in the planning of beach and water activities.
- Keeps the beach BBQ area neat and clean throughout the day.
- Assists in management of the canoe rental and all related equipment.
- Assists in the management of the boat mooring rentals, boat storage, and maintaining those areas in good order.
- Assists with program activities, support tasks, and other duties as needed and assigned
- Morning housekeeping/bathroom cleaning as assigned.

#### **CAMPGROUND MANAGER**

Directly responsible to: Director. The campground manager makes sure that all guests in the campground feel the hospitality and comfort to the degree that our facilities can provide. They work as the program director for all persons who perform tasks which provide services for those staying in the campground. They are responsible for the smooth and efficient operation of the day to day campground management and administration. They work closely with the reservation office to ensure that the campsites are prepared when new guests arrive and that all needs are met. Specific responsibilities include:

- Greet each campground guest soon after they arrive.
- Maintains a visible presence in the campground throughout the day.
- Make sure that grounds, bathrooms, meeting places, campsites, and other facilities are kept safe, neat, clean, and fully equipped.
- Orients, supervises, and evaluates the guests services support staff and campground store manager.
- Visit every campsite at least once per day.
- Visits the reservation and administrative offices once a day for mail, messages, and other important information.

- Enforce all rules designated for the campground, conference center, and property.
- Works with the maintenance staff on grass cutting and trimming.
- Makes sure that campsites are clean and neat prior to arrival of groups that arrive on the site for their stay at Calumet. This should be done as soon as possible upon the departure of the prior group.
- Keeps each campsite equipped with a picnic table and fireplace as called for in the site description. Makes sure the water and electric hookup are maintained in good working order.
- Monitors and coordinates with head housekeeper all bathrooms in the campground, making sure they are clean, stocked with appropriate supplies, and that everything is in good working order throughout the day, seven days a week.
- Keep grounds, meeting places, dishwashing stations, and other facilities clean and well maintained.
- Gets to know as many guests as possible by name and works to provide an atmosphere at Calumet that is friendly, caring, and personal to all our guests.
- Makes sure rounds are done at night.
- Makes sure that quiet hours are kept, that buildings are secured, and that lights are shut off as appropriate.
- Coordinates the set-up, take down, and maintenance of rental tents.
- Assists with program activities and other duties as assigned.
- Provides support to the conference center head housekeeper as needed.

### **ASSISTANT CAMPGROUND MANAGER**

Directly responsible to: Campground Manager. The assistant campground manager helps the campground manager carry out every aspect of their responsibilities as outlined above. Specific responsibilities include:

- Greet each campground guest soon after they arrive.
- Ensures grounds, bathrooms, meeting areas, campsites, & other facilities are kept safe, neat, clean and fully equipped.
- Visit campsites as assigned by campground manager.
- Visits the reservation and administrative offices once a day for mail, messages, and other information, as assigned by the campground manager.
- Enforce all rules designated for the campground, conference center and property.
- Works with the maintenance staff on grass cutting and trimming. Makes sure that campsites are clean and neat prior to arrival of groups that arrive on the site for their stay at Calumet. This should be done as soon as possible upon the departure of the prior group.
- Keeps each campsite equipped with a picnic table and fireplace as called for in the site description. Makes sure the water and electric hookup are maintained in good working order.
- Keeps all bathrooms in the campground stocked with appropriate supplies, and everything in good working order throughout the day, seven days a week.
- Makes daily afternoon and evening bathroom checks as designated by the campground manager.
- Keeps grounds, meeting places, dishwashing stations, and other facilities clean and well maintained.
- Gets to know as many guests as possible and works to provide an atmosphere at Calumet that is friendly, caring, and personal to all our guests.
- Sets up, takes down, and maintains all rental tents as assigned by the campground manager.
- Assists with program activities and other duties as assigned.
- Provides support to the conference center head housekeeper as needed.

### **CAMP STORE MANAGER**

Directly responsible to: Campground Manager. The camp store manager runs the store in a friendly, helpful, professional manner that adds to the warm hospitality Calumet works to provide. Specific responsibilities include:

- Makes sure all that use the camp store are greeted in a friendly manner.
- Maintains store hours that meet the needs of the guests and staff.
- Has a pot of coffee available each morning and during open hours for guests and staff.
- Keeps the store neat, clean, and safe.
- Keeps the store well stocked with merchandise presented in an orderly fashion, with items all well marked.
- Manages the newspaper sales and returns.
- Manages the ice available for sale. Calls for deliveries as needed.
- Assists with program activities, supports tasks, and other duties as needed and assigned.
- Gets to know as many guests as possible by name and works to provide an atmosphere that is friendly, caring, and personal to all guests.

### **ASSISTANT HOUSEKEEPERS**

Directly responsible to: The Head Housekeeper. The Assistant Housekeepers help the Housekeeper carry out every aspect of that person's responsibilities.

### **CONFERENCE CENTER CHEF/COOK**

Directly Responsible to: Food Service Manager

- Help plan menus to be served to campground and conference center guests.
- Oversee the sanitary and tasteful preparation and serving of all meals as assigned by the food service manager.
- Oversee and assist in cleaning up the kitchen and dining room after each meal.
- Makes certain that all food preparation areas, refrigeration and freezer units and storage area are kept in safe, neat, clean, sanitary condition.
- On a daily basis, records the temperature on each refrigerator, and freezer unit.
- On a per meal basis, records the rinse water temperature in the dishwasher machine.
- Provides supervision to the dining room manager, the breakfast/lunch coordinator, and other staff and volunteers assigned to work in the food service area.
- Serves as a member of the conference center support task team.

### **DINING ROOM MANAGER – CONFERENCE CENTER**

Directly Responsible to: Conference Center Chef

- Sets tables prior to each meal.
- Greets guests at the dining room and explains dining room procedures.
- Serves food to the tables, checks to see which guests desire second servings.
- Clears tables after the meal, washes dishes, and puts clean dishes away.
- Vacuums dining room after each meal.
- Maintains the dining room in a safe, neat, clean condition at all times.
- Cleans, stocks, and maintains hot beverage station and keeps brewed coffee available.
- Enlists the help of other staff members so that these functions can be carried out in a timely and efficient manner.
- Sweeps out and neatens deck whenever necessary.
- Keeps an accurate record of how many persons are served meals in the conference center dining room.
- Help with cookout meal as assigned by conference center chef.
- Collects fees for breakfast and lunch meals and deposits them with the registrar.
- Provides supervision to the dining room staff and volunteers.

### **DINING ROOM ASSISTANT – CONFERENCE CENTER**

Directly responsible to: Dining Room Manager. The dining room assistant supports the dining room manager in all of the specific responsibilities found in the dining room manager's job description. The dining room assistant assumes responsibility only in the absence of the dining room manager or as directed by the dining room manager.

### **COOK – BREAKFAST/LUNCH COORDINATOR – CONFERENCE CENTER**

Directly Responsible to: Conference Center Chef

- Prepares food for continental breakfast each day.
- Keeps food and beverages in ample supply throughout breakfast.
- Helps clean dining room and kitchen after the breakfast.
- Gathers and transports all cookout lunch materials to and from the conference center and beach at each noon meal.
- Cooks and serves all planned menu items for the cookout meal. Maintains the gas grill and serving station in a safe, neat, clean, and fully operational condition.
- Helps clean up after supper meal at conference center.
- Keeps an accurate record of how many persons are served breakfast and lunch.
- Carries out the tasks of the conference center chef on that person's day off.
- Helps with the thorough bathroom cleaning on Saturday and Sunday.
- These assignments will be adjusted by the food service manager to provide coverage for the days off of other staff members.

### **WAIT STAFF – CONFERENCE CENTER**

Directly Responsible to: Dining Room Manager

- Greets in a warm, friendly manner the conference center guests when they enter the conference center.
- Helps with the thorough bathroom cleaning on Saturday and Sunday.

- Will assist with dining room and kitchen clean-up as assigned by dining room manager on a meal-to-meal basis.
- Help with cookout meal as assigned by the program director.
- Serves meals to guests at the conference center dining room.
- Must always be dressed and groomed in a clean and neat manner.

#### **KITCHEN HELPER(S) - CONFERENCE CENTER**

Directly Responsible to: Conference Center Chef and Dining Room Manager. The kitchen helpers assist in all tasks that relate to the preparation of meals and cleaning up afterwards. They are assigned daily responsibilities by the chef and are responsible to the chef, or the dining hall steward on items pertaining to his or her responsibilities. Kitchen helpers are encouraged to become a part of a general camp life during non-working hours. Among responsibilities on any given day will be the following:

- Washing dishes.
- Storing dishes.
- Setting tables.
- Cleaning tables.
- Scrubbing pots and pans.
- Mopping and sweeping floors.
- Helping in food preparation procedures
- Arranging the stock room.

ALL PERSONS SHALL WEAR APPROPRIATE HAIR COVER (CAPS FOR SHORT HAIR, NETS FOR LONG HAIR). ALL PERSONS SHALL WEAR CLEAN, NEAT, PRACTICAL CLOTHING, INCLUDING A CLEAN APRON. LEATHER SHOES OR BOOTS MUST BE WORN WHILE ON DUTY.

## **SEASONAL POSITIONS:**

### **RETREAT SPECIALIST: (September through June)**

Directly responsible to: Director

- Host retreat groups at Calumet, helping each group implement their own program to meet the goals and expectations of their retreat. Retreat groups will include youth, families, adults, and senior adults. The retreat specialist's involvement will vary from group to group. Involvement can be as much as planning and leading every aspect of the retreat program to simply checking in with a group to make sure they have everything they need to do their own program.
- Plan, coordinate, and lead scheduled events at Calumet.
- Manage and maintain supplies and equipment used for retreat programming, including:
  1. "Rob World" adventure challenge low ropes course
  2. Sports equipment available.
  3. Day packs, water bottles, and first aid kits available for hikes, ski trips, and other off-camp trips.
  4. Snow shoes, sleds, toboggans, sliding tubes, skating rink and other equipment available for winter sports.
  5. Canoes, rowboats, pontoon boat, lifeguard equipment and other supplies and equipment needed for other waterfront activities.
  6. Other supplies and equipment used for programming.
- Runs errands as needed and requested.
- Helps with snow shoveling and sanding walkways.
- Helps share in evening rounds/closing routines.
- Plan and lead worship Sunday morning and other times. May include preaching.

### **REGISTRATION GREETER (September-June)**

Directly responsible to: Registrar and Assistant Registrar. The registration greeter assists the registrar and assistant registrar in all of their duties and in covering of office hours in the central reservation office. This will take place especially on Friday evenings when many retreat groups arrive at Calumet.

### **CONFERENCE CENTER DINING ROOM STEWARD**

Directly responsible to: Food Service Manager in coordination with the Director.

Responsible for making sure that all aspects of the conference center dining room and the conference center are maintained in such a way that each and every guest feels all the comfort, convenience, cleanliness, hospitality, and Christian spirit of the Calumet experience. Specific Responsibilities include:

- Maintains the dining room in a safe, neat, and clean condition at all times.
- Sets tables prior to each meal.
- Greets guests at the dining room and explains dining room procedures.
- Serves food to the tables, checks to see which guests desire second servings.
- Clears tables after the meal and assists with washing and putting clean dishes away
- Vacuums dining room after each meal.
- Cleans, stocks, and maintains hot beverage station and keeps brewed coffee available.
- Enlists the help of other staff members, as needed, so that the dining room functions can be carried out in a timely and efficient manner.
- Leads grace as necessary.
- Sweeps and maintains the deck as necessary.
- Is fully aware of guest counts for meals.
- Introduces self to guests and gets to know as many as possible (by name) particularly that they know your role and that you are available if they need assistance.
- Some greeting duties for incoming guests as assigned
- Helps maintain public areas of the building in a neat and clean fashion.
- Assists with energy conservation. Checks heat in rooms, hallways and basement. In winter when there are no guests, bathroom and basement temperature left at 45 degrees. In winter when there are no guests, bedrooms are turned off.
- Helps with snow shoveling and walkway sanding
- Helps with or leads programs as assigned by Director

### **KITCHEN HELPER (September-June)**

Directly Responsible to: Foodservice Manager. The kitchen helper assists in all tasks that relate to the preparation of meals and cleaning up afterwards. Among responsibilities on any given day will be the following:

- Washing and storing dishes.
- Setting and clearing/cleaning tables.
- Scrubbing pots and pans.
- Mopping and sweeping floors.
- Helping in food preparation procedures and arranging the stock room.