

ABCMC SUMMER CAMP ROLES & RESPONSIBILITIES

2024

Assistant Camp Director (1)
Position Filled

- Helps with leader training logistics
- Helps with camper check-in
- Holds Counselor Congress during each dinner
- Keeps camp water jugs filled daily
- Picks up snacks from the kitchen twice daily
- Leads Choose-Your-Own-Adventure activities
- Supervises camp store hours
- Manages camp store funds
- Off-site errands as needed
- Accompanies injured/ill attendees to medical facility as needed
- Tries to keep camp on schedule
- With OMC, adjusts & prints daily schedule as needed
- Supports the OMC with projects as needed

Bus Chaperone (2)
~Recruiting~

- Welcomes campers at bus stop
- Collects permission and health forms if needed
- Supervises campers during travel
- Communicates with OMC during travel
- Makes sure all campers and belongings are picked up

Camp Health Officer (1)
Position Filled

- Collects camper medications at check in
- Inventories first aid supplies at beginning & end of camp
- Locks up medications when not in use
- Administers daily meds to campers
- Provides preventative care, first aid, and mental health first aid
- Advises leaders on COVID-19 precautions
- Determines when EMS needs to be called
- Determines when attendee needs to be sent home for illness
- Remains at camp when injured/ill attendees need offsite care
- Provides camper supervision when counselors are off-duty

Camp Pastor (3)
~Recruiting~

- Leads an opening and closing camp ritual
- Leads devotional activities and prayers
- Leads Choose-Your-Own-Adventure activities
- Offers biblical meditations
- Provide pastoral care to all attendees as needed
- Accompanies injured/ill attendees to medical facility as needed
- Off-site errands as needed
- Helps with camper check-in
- Mentors CITs and Counselors
- Provides camper supervision when counselors are off-duty

ABCMC SUMMER CAMP ROLES & RESPONSIBILITIES

2024

Camp Photographer (1) ~Recruiting~	Takes photos, videos, and livestreams during camp Leads Choose-Your-Own-Adventure activities Coordinate with OMC to share online and in Group.Me Coordinate with OMC to get printed camp photos Makes slideshow/video compilation for final evening Provides camper supervision when counselors are off-duty
Camper (56) ~Recruiting~	Children and youth ages 6-17 affiliated with ABCMC churches Brings and keeps track of all personal belongings Participates in camp activities with enthusiasm and respect Follows directions given by Camp Leaders Arrives prepared to meals and activities on time
Camper Parents/Guardians	Registers campers (payment and paperwork) Drops off and picks up campers from bus meeting places Provides camper medications with dosage instructions
Counselor (16) ~Recruiting~	Cabin co-leaders for up to 8 campers Serves as bridge between campers and staff Looks after well-being of campers in their care Mediates conflicts between campers in their cabin Brings unresolvable conflicts to Camp Pastor or OMC for support Knows where their campers are at all times Gets their cabin to activities and meals on time Leads Choose-Your-Own-Adventure activities Designs & leads one worship experience Advocates for camper needs to OMC Reports camper physical/mental health needs to Health Officer Reports all other emergencies/crises to OMC Gathers all cabin members at fire circle or storm shelter ICE Role model to younger campers and their peers Keeps cabins tidy and free of food Submits daily check-ins to Asst Camp Director during dinner
Counselors-In-Training (8) ~Recruiting~	Supports cabin counselors for up to 8 campers Serves as bridge between campers and adults Looks after well-being of campers in their care Mediates conflicts between campers in their cabin Knows where their campers are during downtimes Gets their cabin to meals on time Leads Choose-Your-Own-Adventure activities Designs & leads one worship experience Advocates for camper needs to OMC

ABCMC SUMMER CAMP ROLES & RESPONSIBILITIES

2024

Reports camper physical/mental health needs to Health Officer
Reports all other emergencies/crises to OMC
Gathers all cabin members at fire circle or storm shelter ICE
Role models to younger campers and their peers
Keeps cabins tidy and free of food
Submits daily check ins to Asst Camp Director during dinner
Attends daily sessions with campers in their age group

CIT Mentor (2) **~Recruiting~**

Attends 4-night leadership campout with 8 CITs and Guide
Supports Wilderness Guide's programming
Chaperones 8 CITs and keeps them on task
Serves as a Counselor during Camp

Executive Minister (1) **Position Filled**

Serves on Summer Camp Cmte
Liaison between Summer Camp Cmte and Outdoor Min Cmte
Shares camp news with other regional bodies
Oversees camp budget
Makes direct payments/purchases for camp
Manages background checks for all adults
Mediates conflict between Camp Leaders as needed
Mentors CITs and Counselors

Wilderness Guide (1) **Position Filled**

Leads 8 CITs and 1-2 mentors on a 4-night leadership campout
Coordinates permits, food, and gear for up to 11 attendees
Develops curriculum for emerging outdoor leaders
Implements safety & security protocols for campout
Gets CITs and chaperones to Camp Leader training on Friday
Mentors CITs during Camp Leader training & camp
Plans and teaches 75-minute sessions of nature and outdoor education activities to campers
Supervises campfire building each night
Organizes and leads night hike
Provides camper supervision when counselors are off-duty

Outdoor Ministry Coord (1) **Position Filled**

Manages registration of all attendees (forms, payment)
Maintains Camping Manual of policies, programs, procedures
Liaison to Camp Mack Guest Services
Manages Publicity and Marketing for Camp
Trains leaders in Safe Church Policies
Materials acquisition
Manages all schedules
Cabin Assignments
Assembles camp leader folders

ABCMC SUMMER CAMP ROLES & RESPONSIBILITIES

2024

- Organizes camper check in
- Collects all camper funds and electronics for safekeeping
- Mentors Counselors
- Mealtime Announcements
- Holds Camper Congress during each lunch
- Mediates conflicts between cabins and Counselors
- Offsite errands as needed- camp photos
- Confirms all adults at fire circle or shelter in case of emergency
- Leads Missing Camper Search as needed
- Accompanies injured/ill attendees to medical facility as needed
- Calls parents/guardians/emergency contacts as needed
- Tries to keep camp on schedule
- With Camp Leaders, adjusts daily schedule as needed
- Determines when attendee needs to be sent home for behavior

Outdoor Ministries Cmte

- Oversees camping endowment
- Allocates funds for camp budget

Summer Camp Cmte

- Creates camp budget
- Decides dates and location of camp
- Decides theme, goals, and objectives for camp
- Creates curriculum
- Recruits campers
- Recruits camp leaders
- Trains camp leaders
- Coordinates transportation to and from camp
- Determines materials needed
- Contributes to Camping Manual of policies, programs, procedures
- Reserves a golf cart to be used during camp
- Makes camp schedules

Camp Mack Guest Services

- Our liaison to all Mack staff to meet the needs and requests for ABCMC summer camp
- Makes reservations for future camps

Camp Mack Facilities

- Maintains Camp Mack property
- Resolves property-related problems during camp (ie- wasp nests, loose stairs, clogged toilet)

Camp Mack Instructors

- Plans and teaches specialized activities during camp

ABCMC SUMMER CAMP ROLES & RESPONSIBILITIES

2024

(Archery, Canoeing, Geocaching, Rock Climbing, Ropes Course)
Lifeguards and supervises swimming

Camp Mack Kitchen Staff

Provides all meals and snacks in accordance with dietary needs of all attendees