

## Job Description for Deans

### QUALIFICATIONS:

- Desire to be in ministry with children and adults in camp setting
- Willingness to lead a team
- Enthusiasm, flexibility, a Christ-like attitude, and self-control
- Ability to creatively and prayerfully plan, organize, and carry out daily and special programs
- Ability to supervise staff and campers
- At least one season of camp experience

### RESPONSIBILITIES:

#### Staff Supervision

- Be the primary person in charge of inviting, supporting, and nurturing program staff
- Do necessary pre-camp paper work
- Work with the site staff on pre-camp training
- Assign staff responsibilities; mentor and train in their implementation
- Encourage and mentor counselors; correct as soon as possible (in private) for actions that put the health and safety of a camper at risk
- Be a problem solver and resource person for counselors and campers
- Help ensure staff well-being by scheduling and monitoring staff time off and ensuring they get enough rest
- Lead regular staff meetings, making sure that campers are supervised at these times
- Evaluate program staff at the end of camp

#### Program

- Define and plan program (theme, schedule, activities) to reflect camping outcomes and policies and camp goals, considering multiple intelligences/learning styles and the age-level characteristics of the campers. (See the enclosed form *Camp Planning Worksheet*). While developmental theories should not be thought of as predictors of behavior they are helpful in thinking about the needs of the campers. The introduction to each age level's Bible study (lower elementary, upper elementary, junior high, and senior high) includes age-level characteristics and information.
- Assign staff and campers to cabins and groups
- Use a written schedule each day. This can be adapted as needed, but communicate changes to all concerned (see the enclosed form, *Planning the Week at Camp*)

#### Leadership Tasks

- Supervise opening and closing day procedures for staff and campers including greeting campers and their families on opening day and safe, orderly dismissal that cares for and thanks campers and parents on closing day. Sharing with parents on closing day is important; be sure to plan for this.
- Help to establish an atmosphere of positive Christian community among the camp family
- Understand, interpret, and monitor health, safety, and emergency procedures
- Instruct campers in necessary emergency procedures and safety regulations. You are responsible for the safety, supervision (and discipline, if necessary) of campers at all times. Please contact the site director if you have

questions or concerns.

- Be the liaison between your counseling staff, site staff, and camper's parents as necessary. Inform the site directors of any problems, illnesses, injuries, suspected abuse, or damages while at camp. Please inform the site director if a camper is going home or if a parent is coming to the site for any reason.
- Be available at all times during the camp session to site and program staff
- Encourage your camp to receive an offering. Please consult with the site director(s) about possible projects or recipients of the offering.
- Prepare an evaluation and summary of camp including recommendations for the following year and evaluations of staff members
- Have fun!

### SCHOLARSHIP

- A scholarship of ½ the cost of any Dakotas Conference on-site camp may be offered to one child of a dean or counselor serving at a camp 3 nights or longer. If the parent volunteers at more than one camp (3 nights or longer) a second on-site Conference camp may be scholarshiped. These scholarships do not apply to the child(ren) of shepherds and must be used in the current camping year.
- There is no charge for the family of a dean at family camp.
- The grades listed in the camp book are for the current school year.

### STAFF SUPERVISION

- **Be the primary person in charge of inviting, supporting, and nurturing your counseling staff.**

Two counselors (gender specific) are assigned to each cabin, one at least 19 years of age and a year out of high school for 9<sup>th</sup> grade and younger campers and 21 years of age for 10<sup>th</sup> grade and older campers. The site director(s) can provide you with the number of campers in each camp in previous years, so you have an idea of the number of counselors needed. It's best to find counselors and help as early as possible so that people can plan vacation from work and other scheduling commitments. The site director(s) or Central Office can supply you with a counselor list from your age-level camp last year to get you started. As you are recruiting people for counselors, there are some things you should keep in mind. Counselors are expected to arrive at camp the day before camp starts to allow for training and team building opportunities. Keep in mind that we do have a camp scholarship fund if the children of deans and counselors are coming to camp, too, and need financial assistance.

If you talk to someone who is interested in being a counselor, but for some reason your camp isn't their top pick, contact one of the site director(s) with their name, phone number, and email address to connect them with another camp. The site director(s) and Central Office also help recruit counselors by making connections with churches and people. They will keep you updated on any counselors interested in your camp; however, it is primarily the dean's responsibility to recruit enough counselors.

- **Do necessary pre-camp paper work.**

All members of your leadership team (including you) must complete a registration and health form and consent form for a background check in addition to reviewing and acknowledging the Board of Camping and Retreat Ministries Abuse and Neglect Policy. **Please turn in the names of all counselors to Glenda Gerlach ([glenda.gerlach@dakcamps.org](mailto:glenda.gerlach@dakcamps.org)) by May 15.** This also allows us to complete background checks in ample time. No adults (age 18 and older) will be allowed to work with campers without the return of a clear background check. The registration/health form, background check disclosure; review and acknowledge the BCRM Child Abuse may be downloaded at [www.dakcamps.org](http://www.dakcamps.org). or all are a part of the on-line volunteer registration. Go to [www.dakcamps.org](http://www.dakcamps.org) and click on the green "Volunteer Registration" tab on the right side of the home page to begin the process that will process you through everything you need to complete.

- **Work with the Site staff on pre-camp training.**

As a minimum, we request that your entire leadership team come into camp for two meals before your camp registration begins, to provide at least 6 hours of pre-camp training for staff. This valuable time is for orientation to the philosophy and policies of the camp, staff team building, learning basic counselor skills; information about the curriculum, theme, and schedule, and individual and small group planning. Please stress to counselors the importance of this time for team-building and preparation (mentally, emotionally, and spiritually) for the work of camp. The site director(s) have required orientation as a part of your pre-camp training, however you have the freedom to custom design most of this training for your camp's needs.

You are encouraged to plan an additional gathering time for your team prior to camp. Often, deans also include an evaluation lunch at the end of camp. Include these times for staff gatherings in your schedule. The site director(s) need to know at least a week before camp the number of people attending these events.

- **Assign staff responsibilities and train in their implementation**

Leadership responsibilities during camp may include craft person, game leader, nature activities, and small group leader. The dean is responsible for explaining expectations and plans for small group time, as well as assigning crafts, games, etc., well in advance so proper preparation can take place. Remember the site director(s) have resources for these camp activities.

- **Help ensure staff well-being by scheduling and monitoring staff time off and ensuring they get enough rest.**

All counselors need free time each day. It is recommended two hours per day be scheduled for each counselor. During this time, they are not expected to be at a specific place or performing camp-related responsibilities. It is important to officially schedule it for staff (and for you) so they are guaranteed their much-needed break. Remember to keep the staff ratio policy (see below) in mind when scheduling time off.

Program Staff Ratio Policy: The following are established camper-staff ratios for on-duty staff in general camp activities:

Camper Age:	Staff:	Resident Campers:
4-5 years	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10
19 & over	1	20

Times in the program day when fewer staff are needed include swim time, free time, meal times, early morning (before breakfast), large group games, crafts, and times when extra resource people are leading an activity.

- **Lead regular staff meetings, making sure that campers are supervised at these times**

Staff meetings are often held during or at the end of a meal or during down time for the campers. Campers can be supervised by one cabin counselor while the other goes to the meeting or a roving staff can monitor more than one cabin group.

**CURRICULUM** – The camping program purchases curriculum each year for your use and we strongly encourage using it; however, you are not required to do so. The entire curriculum for various age levels is provided in both a PDF format and as Word documents and may be found on the website at [www.dakcamps.org](http://www.dakcamps.org) by clicking on the “Dean’s Packet” tab at the very bottom left of the home page. Your login is your email address and the password needed to log in is DakDean16.

**BUDGET** – We budget \$3 per camper per full day for program costs. To determine how much money you have available for your camp, use the following formula:

Number of camper days: 2 night camp = 1.75 camper days (with 5 meals) or 2 camper days (with 6 meals),

5 night camp = 4.75 camper days

\$3.00 x \_\_\_\_\_ (number of camper days) = program subsidy per camper

Total Budget Amount (program subsidy per camper X # of campers)

Please check with the site-director(s) before purchasing materials. The camp may already have the materials on hand. All reimbursement requests must be accompanied by receipts and are sent to the Central Office for reimbursement. **The Camping Finance Report should be submitted within two weeks of the close of your camp to: Dakotas United Methodist Camps – PO Box 460 – Mitchell, SD 57301-0460.**

RESOURCES – A good place to start looking is the information from last year's camp dean. This usually includes a schedule, dean's evaluation, summary of camper and staff evaluations, and maybe some other notes. The camp has additional resources to help in your planning. This listing of resources will be given to you. Permanent and summer staff can lead things (games, crafts, nature activities, storytelling, and music) as well as providing materials for someone else to lead. Don't be afraid to ask! One of your best resources is your staff. Tap into the hidden (or not so hidden) talents there. Have them share a favorite hobby, etc., with the campers.

SUPPLIES – The camp has recreation supplies and ideas and some craft supplies. Feel free to use whatever is there. Just a reminder – don't forget nametags of some sort! Let the site director(s) know if you want other extra or special supplies; they will be happy to get them for you. The earlier you let them know, the better.

- **Assign staff and campers to cabins and groups**

The registrations are all processed in the Central Office. You may call or email the Central Office to get an idea of registration numbers as your camp gets closer. A copy of each camper's health form and a list of campers with needed information will be sent to you about two weeks before your camp begins. You may use this information to assign cabins and groups being mindful that another camp might be happening at the same time as yours. The site-director(s) will tell you which sleeping cabins will be used by your camp.

- **Use a written schedule each day. This may be adapted as needed, but communicate changes to all concerned**

BALANCE - Try to keep your program balanced. There should be a mix of activities that are quiet and active, and opportunities to do things individually, in small groups, and in large groups. Campers should also be able to choose how some of their time at camp is spent, either individually or as part of a group.

MEAL TIME - Most meals are served-buffet style. For the sake of consistency and staffing, all meal-times are set. Please check with the site director(s) for meal times. Special meals may be worked into the menu at your request. Please inform the site director(s) at least 2 weeks in advance if and when you would like any special meals. Please allow time for campers and staff to help set up and clean-up for each meal (K.P. (kitchen patrol). Please assign "jump-ups" for each meal for the purpose of K.P. About 15 minutes is required to setup and another 15 minutes to cleanup). This is an important part of contributing to the camp community. If someone at your camp has a birthday while they are here, the office informs the kitchen staff and they make a surprise.

In addition, camp store time where snacks can be purchased will also be arranged.

EVALUATIONS – Evaluations will be provided by the site director(s). Please schedule the time to complete the evaluation forms, provided by the camp. One good time to do it is fifteen or so minutes before one of your last meals; people return them when they go to get their food. Other deans include it as a part of their closing time.

FACILITIES – Keep in mind that your camp will most likely coincide with another camp. Please be proactive in schedule and flexible to allow sharing of most facilities. Special activities, such as waterfront, swimming, and the Awakening Hill Ropes Course, will require paid-staff to be present, so be sure to schedule these and provide a copy of your schedule to the site director(s) at least three weeks prior to camp.

REGISTRATION - Plan on being the first person the campers and parents meet to welcome them to camp. If a registered camper does not show up or call in by one hour after their camp session check-in time, please contact them to verify whether or not they plan on attending the camp session and an approximate arrival time, if applicable.

- **Understand, interpret, and monitor health, safety, and emergency procedures.** The site director(s) will share this information with you when you arrive at camp.
- **Be the liaison between the camp staff, camp program staff, and camper's parents as necessary**

SITE DIRECTOR(S) - Before camp, you may have special requests for food, equipment, or site concerns. During your camp, situations may arise needing the attention of site staff. Talk with the site director(s) about these situations. The site director(s) also recruits and supervises the head cook.

PROGRAM COORDINATORS - The program coordinator's role is to help you out in any way possible as far as the program aspects of your camp. During camps, this person has program resources to share. If you have any special requests (i.e. help with crafts, game leading, a special supply), the program coordinator can help.

HEAD COOK - The cook works hard to meet the special dietary needs and requests of campers and staff (vegetarian, gluten-free, lactose intolerant, diabetic), but please make sure this information is on the registration form and turned in before camp. The cook also does not want campers to go hungry. Cold cereal will be available as a breakfast option each day. Peanut butter and jelly will be available in place of any meal. It is helpful if you communicate with the cook before meals to make sure you both are on the same schedule.

- **Be available at all times during the camp session to site and program staff**

If you need to leave during camp session, please consult with the site director(s) first and then appoint someone to take your place while you are gone and inform all program and site staff of your absence and who is in charge.

- **Prepare an evaluation and summary of camp including recommendations for the following year and evaluations of staff members**

At the end of camp, you will receive a Dean's Evaluation form. These can be very helpful for those who follow after you, as well as being a reflective tool for you. These are used internally to see how we can improve the camp experience for everyone. Please also give the site director(s) a complete set of your "stuff" - schedules, program materials, games, and notes. We are trying to make it easier for new deans in the future by keeping this on file. Please share what you learned and how lives were impacted at this camp with others!

Write thank you notes to your staff, campers, and parents. The Central Office can prepare and mail the letter to campers/parents if you wish.

Share what you learned and how lives were changed with others

Let the Site Director(s) or Dakotas Camp Coordinator know of suggestions, concerns, or problems.

Contact:

Glenda Gerlach  
 PO Box 460  
 Mitchell, SD 57301  
 glenda.gerlach@dakcamps.org  
 605-990-7780 (direct office)