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## **Camp Erin® Philadelphia Job Descriptions**

### **Cabin Buddy Assistant**

This role is designed for individuals who have not served in a supportive role in a single cabin before. During your first year supporting a cabin, you are expected to take a “backseat approach” to working with the campers. You will support the Cabin Buddies with general care and supervision of the campers. Cabin Buddy Assistants sleep over at the Camp in volunteer quarters. (In the cabin w/ campers when deemed appropriate).

#### *Responsibilities include:*

- Accompany campers to activities and meals as an added support to the Cabin Buddies and Cabin Leads.
- Assist Cabin Buddies and activity Committees during various programs.
- Provide coverage during Cabin Buddy breaks.
- Apprise campers of Camp Erin rules and enforce Camp rules as needed.
- Help maintain a physically and emotionally safe environment for campers.

#### *Special skills and experience needed:*

- Experience working closely with children and/or teens.
- Ability to develop warm and nurturing bonds with children at the Camp.
- Ability and comfort level setting boundaries with campers to maintain appropriate order and safety.
- Sense of humor.
- Ability to work effectively as part of a team.

### **Cabin Buddy** *\*(Please Note: Any volunteer who is new to Camp Erin Philadelphia or has not served in a cabin before is ineligible for this position)*

Becoming a Cabin Buddy is a unique and rewarding experience! Cabin Buddies can make a lasting, positive impression on a grieving child by providing support, facilitating bonding with other children, and guiding campers through the Camp Erin experience. Overnight stay at Camp in volunteer quarters or cabin is mandatory.

#### *Responsibilities include:*

- Greet the campers and their families in your cabin and assist them during the registration process (Friday)
- Keep campers on schedule throughout the weekend.
- Facilitate informal group activities throughout the weekend.
- Assist activity committees during programming throughout the weekend
- Apprise campers of Camp Erin rules and enforce Camp rules as needed.
- Help maintain a physically and emotionally safe environment for campers.
- Work as a team with other Cabin Buddies and Cabin Leads to ensure that campers are accompanied at all times, even during “Free Time” and breaks.
- Direct Cabin Buddy Assistants as needed.
- Pack up campers and cabin in a timely manner at end of camp.

*Special skills and experience needed:*

- Experience working closely with children and/or teens.
- Experience in bereavement recommended.
- Ability to develop warm and nurturing bonds with children at the Camp.
- Group facilitation skills.
- Ability and comfort level setting boundaries with campers to maintain appropriate order and safety.
- Sense of humor, ability to work effectively as part of a team.
- Previous Camp Erin-Philadelphia.
- Previous experience as a Camp Counselor or Parenting a plus.
- Ability to work effectively as part of a team.

### **Entertainment & Games Committee**

Members of this committee work closely with a Committee Lead to coordinate various activities that are age appropriate throughout the weekend. This can include sports, games and evening events. The committee will meet prior to the start of camp to organize each of these events. The committee is responsible for ensuring supplies for each event are obtained prior to camp and managing supplies after camp.

*Responsibilities include:*

- Pre-camp planning meeting with the Committee Lead to determine all activities planned including indoor activities in case of rain.
- Run camper activities camp weekend.
- Help maintain a physically and emotionally safe environment for campers.

*Special skills and experience needed:*

- Experience working closely with children and/or teens.
- Experience in coaching, scouting, and or camp counseling.
- Teaching/Instruction skills.
- Sense of humor.
- Ability to work effectively as part of a team.

### **Grief Guide**

The Grief Guide functions within the cabin as a counterpart to the Cabin Lead. The primary focus of the Grief Guide is psychosocial support for the campers. There is a Grief Guide assigned to each cabin. The Grief Guide facilitates Circle Time and reports back to Clinical Camp Director about each camper. **Specific training in counseling or related field is required.**

*Responsibilities include:*

- Accompany campers to activities and meals as an added support to the Cabin Buddies.
- Assist activity committees during programming throughout the weekend.
- Apprise campers of Camp Erin rules and enforce Camp rules as needed.
- Help maintain a physically and emotionally safe environment for campers.
- Report to Clinical Camp Director on each camper and how they are processing their grief.
- Provide written description of each camper at end of camp to aid in connecting the camper with the appropriate level of continued grief support after camp.

*Special skills and experience needed:*

- Master's Degree or higher in counseling or related field preferred
- Experience working closely with children and/or teens.
- Ability to develop warm and nurturing bonds with children at the Camp.
- Ability and comfort level setting boundaries with campers to maintain appropriate order and safety.
- Ability to provide support to cabin buddies in supporting campers.
- Sense of humor.
- Ability to work effectively as part of a team.

## **Multimedia Committee**

The Multimedia Committee is responsible for the photography, videography, and cinematography taken and created for camp. Members of this committee work closely with a Committee Lead to capture all relevant moments of camp. Their focus will be to highlight all activities the campers and volunteers participate in while respecting boundaries and not interfering with ceremonies, cabin time, or other grief coping moments. Committee members will be required to supply and utilize their own equipment including telephoto capabilities. Overnight stay is optional, however, members must have availability to meet with Committee Lead at start and end of each day.

Responsibilities include but not limited to:

- Photograph and capture video of participants at camp events including preview party and camp weekend.
- Photograph planned group pictures.
- Photograph campers and volunteers for identification and security.
- Take video of events.
- Support creation of slideshow for parents on Sunday.
- Support audio/video setup and take down.
- Escort visiting photographers on camp property.
- Ability to walk up to 5 miles daily on un-even/rough terrain while carrying necessary equipment.

Special Skills and Requirements:

- Experience in photography and/or videography.
- Must have their digital photography/videography equipment.
- Must be able to digitally provide images and videos during the events to Committee Lead.

Committee Roles: Lead, Photographers (minimum 3), videographer (optional), media operations chief.

## **Performing Arts Committee**

Members work closely with a Committee Lead to support cabins in the creation of a skit/song/dance or performance for the Showcase (talent show). Members also facilitate the creation of the Camp Song. Members support campers in their grief journey by providing examples of other outlets or means by which to cope with their loss.

*Responsibilities include:*

- Pre-Camp; confer with assigned Performing Arts Lead to prepare camp activities and roles.
- Assist Coordinator with set-up and take down of supplies and equipment.
- Help ensure materials are secure at the camp.
- Help maintain a physically and emotionally safe environment for campers

*Special skills and experience needed:*

- Background in theater or music a plus
- Creativity.
- Basic understanding of grief processing and coping.
- Ability to work effectively as part of a team

## **Planning & Organizing Committee**

The Planning and Organizing Committee is responsible for the logistics for camp. Planning and Organizing will be responsible for such things as scheduling, communication among staff and volunteers at camp, facility set up (tables/chairs/memory board), parking, weather-related back up plans, emergency protocol and transportation. Overnight stay at Camp in volunteer quarters is optional.

*Responsibilities are varied within the committee, but may include:*

- Attend all trainings and preview party.
- Organize and execute a rain plan for camp
- Ensure all Cabin Leads and Committee Leads have been communicated to regarding schedule changes.
- During camp set up ensure that all cabins have supplies needed for the weekend.
- Help coordinate movers and equipment drop off and pick up.
- Help maintain a physically and emotionally safe environment for campers.

*Special skills and experience needed:*

- Strong organizational skills.
- Strong problem solving skills.
- Flexibility.
- Works well under pressure.
- Ability to work effectively as part of a team.

## **Rituals Committee**

The Rituals Committee works with the Rituals Facilitator to plan and implement Camp Erin ritual activities (Opening/Closing Ceremony, Memory Board Ceremony, and Luminary Ceremony). The Committee will be meeting prior to the start of Camp to plan and organize each of these events. This committee will also be responsible for ensuring supplies for each event are obtained prior to camp and managing supplies after the event.

*Responsibilities include:*

- Pre-camp planning with the Committee Coordinator.
- Stage the ceremonies.
- Help maintain a physically and emotionally safe environment for campers.

*Special skills and experience needed:*

- Experience in bereavement.
- Strong organizational skills.
- An appreciation for the role of rituals in healing.
- Ability to work effectively as part of a team.

## **Snacks & Comfort Care Committee**

The Snacks & Comfort Committee will support staff and volunteer's through-out the weekend by maintaining the "Relaxation Station" for breaks. This Committee will work together pre-camp to plan snack and beverage distribution to the campers as well as the comfort items to go home with the campers.

*Responsibilities include:*

- Pre-camp planning with the Committee Lead.
- Secure items for, and pack camper comfort bags.
- Help maintain a physically and emotionally safe environment for campers.

*Special skills and experience needed:*

- Strong organizational skills.
- Ability to work effectively as part of a team.

### **Spirit Committee:**

Members of this committee are in charge of decorating the campsite the Thursday before camp, and helping with cleaning up at the end of camp on Sunday. Areas of camp to consider for decorating are the exteriors of all of the cabins, the dining hall, the garage and the Campitheater. The cabin decorations are not there to impede upon the decorations cabin buddies plan to bring and the themes they determine for their cabin, but rather to enhance and unify the campsite for all of the campers.

Being on this committee is not mutually exclusive. You may participate in another committee or cabin role over the course of the weekend.

#### *Responsibilities include:*

- Early arrival to camp on Thursday evening
- Late leaving on Sunday afternoon
- Assistance with developing wish-list for items
- Decorating the camp

#### *Helpful Special skills and experiences:*

- An eye for design
- Ability to lift and move up to 10lbs
- Creativity
- Ability to work effectively as part of a team.

### **Visual Arts Committee:**

Members work closely with Visual Arts Lead to plan and implement an art project for the campers and parents & Guardians. It can be the same art project for all ages and genders, or it can be different projects. The project is intended to be taken home by the individual at the close of camp. The art projects should be designed as an opportunity to explore the Arts as a tool for coping with loss, not necessarily as a therapeutic tool in and of itself.

#### *Responsibilities include:*

- Pre-Camp; confer with assigned Visual Arts Lead to prepare camp activities and roles.
- Arrive at scheduled workshops in a timely manner.
- Assist Lead with set-up and take down of art supplies and equipment.
- Help ensure materials are secure at the camp.
- Help maintain a physically and emotionally safe environment for campers

#### *Special skills and experience needed:*

- Background in visual arts a plus.
- Creativity.
- Basic understanding of grief processing and coping.
- Ability to work effectively as part of a team.

### **Therapy Animal Committee**

Members work closely with Therapy Animal Lead to schedule themselves at various times and locations throughout camp during the weekend. Most therapy teams remain off-site and come at designated times. There is only enough space for 1-2 therapy teams to remain for the whole weekend. Therapy teams provide comfort support during various grief related activities as well as camp activities.

#### *Responsibilities include:*

- Pre-Camp; confer with assigned Therapy Animal Committee Lead to coordinate schedule.
- Arrive at scheduled times and locations in a timely manner.

- Help maintain a physically and emotionally safe environment for campers

*Special skills and experience needed:*

- Certified therapy animal
- Recent Vet visit documentation
- Basic understanding of grief processing and coping.
- Ability to work effectively as part of a team.