



Job Descriptions

Expectations of All Volunteers

The efforts and talents of all volunteers are appreciated as we work toward offering children with epilepsy a safe and satisfying camping experience. Each person works with the total camp team of staff and volunteers to carry out his/her responsibilities in accordance with established policies and procedures. Each volunteer is expected to function in a professional manner at all times. **All volunteers must be 18 years or older.**

All volunteer positions require that each person be a positive role model and will:

1. Set a good leadership example and act as a positive role model for co-workers and campers.
2. Be friendly to all. Treat everyone as a valued individual. Treat others as you wish to be treated.
3. Maintain good interpersonal skills. Maintain healthy relationships with staff and all campers.
4. Demonstrate willingness to be a team player. Eagerly work with ALL people.
5. Do not gossip.
6. Be flexible. Keep an open mind and maintain an optimistic attitude.
7. Maintain good health, maturity, moral character, and vitality.

Care for others and will:

1. Maintain the health and safety of campers as the #1 priority at all times. Immediately report all safety incidents and health concerns to immediate supervisor.
2. Assist and guide campers toward a satisfying camp experience.
3. Use positive behavioral support to encourage campers and fellow staff by acknowledging effort and contribution.
4. Assist campers in increasing their understanding of their natural and social environment.
5. Understand that each person has a significant impact on the success of camp regardless of position or title.
6. Advocate on behalf of campers by treating them respectfully and actively pursuing the elimination of harmful behavior such as harassment and bullying.
7. As a general member of the camp staff, act with authority in managing inappropriate behavior and/or counsel campers toward a satisfying camp experience.

Do your best at your job and will:

1. Take pride in your work.
2. Be prepared physically to keep up with and manage leadership of campers including walking long distances, running at times, assisting with personal hygiene needs, and participating in activities.
3. Manage multiple tasks.
4. Read the Volunteer and Staff Handbook and follow Camp Discovery Policies and procedures.
5. Keep the campground and personal space clean and looking nice at all times.
6. Camp is unpredictable. There will be times when you may be requested to help in addition to your primary responsibilities.



Job Descriptions

Camp Counselor

- Read camper information and become familiar with campers prior to attending camp.
- Establish a “Cabin Agreement” among campers for respectful behavior and mutual support.
- Implement practice of the YMCA’s Code of Conduct Values: Honesty, Respect, Responsibility, and Caring, and the Three Strike Policy.
- Facilitate a fun, educational and safe summer camp experience for campers.
- Live in and help maintain a clean, safe and organized cabin area.
- Be responsible for the campers they are assigned to 24 hours a day throughout the week of camp.
- Accompany campers to scheduled activities, and participate with them.
- Ensure campers have what they need for each activity and are dressed appropriately.
- Continuously monitor to see to the care and needs of assigned campers.
- Facilitate activities during free time.
- Bring health related issues immediately to Medical Staff.
- Bring behavior related issues immediately to Behavioral Specialist, Coordinators and Director.
- Promote safety by anticipating each activity and planning with campers for safe participation.
- Complete evaluations at the end of camp and turn them in.

Recreation Specialist

- Read camper information and become familiar with campers prior to attending camp.
- Implement and practice of the YMCA’s Code of Conduct Values: Honesty, Respect, Responsibility, and Caring, and the Three Strike Policy.
- Assist cabin staff as needed by request of Camp Coordinator.
- Cover posted counselor breaks as assigned by Camp Coordinator.
- Provide guidance and assistance to campers as directed by Camp Counselor.
- Accompany campers of your assigned activity group to scheduled activities.
- Promote safety by anticipating each activity and planning with campers for safe participation.
- Participate with campers in all activities, including, but not limited to, canoeing, kayaking and swimming.
- Continuously monitor campers to ensure that their needs are met.
- Be constantly vigilant for potential physical or mental health problems among campers, particularly seizures, anxiety, depression, transient cognitive difficulties, fatigue, and medication side effects.
- Be flexible and assist in any and all areas of Camp as needed and directed.

Support Staff

- Monitor and care for campers in the infirmary and communicate with Med Coordinator.
- Wash t-shirts daily, and linens and clothing as needed.
- Shop for supplies.
- May be asked to perform any number of additional duties as requested by the Director, Medical Team, or Camp Coordinator.
- Be flexible and assist in any and all areas of Camp as needed and directed.



Job Descriptions

Medical Staff (Registered Nurse, Resident Physician, Certified Med. Tech.)

- Dispense and document camper medications as directed by Medical Team Coordinator.
- Read camper information and become familiar with campers prior to attending camp.
- Implement and practice of the YMCA's Code of Conduct Values: Honesty, Respect, Responsibility, and Caring, and the Three Strike Policy.
- Accompany assigned campers to scheduled activities.
- Participate in camp activities when possible, and, when doing so, monitor campers for potential seizure activity and health problems; report such problems to Medical Team Coordinator.
- If necessary, help staff members who witness a seizure to complete the Seizure Record form.
- Provide first aid in an emergency if the Medical Team Coordinator is temporarily unavailable.
- Be flexible and assist in any and all areas of Camp as needed and directed.

Dietary Specialist

- Work cooperatively with Sherman Lake Kitchen Director, Medical Coordinator.
- Implement special diets and monitor allergies as directed by camper parent/Doctor.
- Prepare/cook meals and snacks for campers on special diets (ketogenic, modified Atkins, etc.).
- Perform additional duties as requested by the Camp Director or Camp Coordinator.
- Be flexible and assist in any and all areas of Camp as needed and directed.

Behavior Specialist

- Read camper information and become familiar with campers prior to attending camp.
- Implement and practice of the YMCA's Code of Conduct Values: Honesty, Respect, Responsibility, and Caring, and the Three Strike Policy.
- Be knowledgeable of specific campers' IEPs, 504, and Behavior Plans.
- Provide guidance and assistance to Camp Counselors regarding behavior issues.
- Work directly with campers experiencing behavior issues to correct behavior.
- Communicate with Camp Coordinator and/or Camp Director regarding severe behavior issues.
- Be flexible and assist in any and all areas of Camp as needed and directed.