

## **Staff Assistant – Family Group Leader (SA-FGL) Job Description**

Staff Assistant Family Group Leaders (SA-FGLs) are used to fill support staff roles, third-in-a-group roles and family group leader roles throughout the summer. Support staff roles include assisting in the kitchen, store, A&C, waterfront, and maintenance. As third-in-a-group and as a family group leader, SA-FGLs work alongside a senior staff member and are responsible for facilitating weekly camp activities for their assigned group of campers. SA-FGLs will work with day camp, resident (over-night) camp, and special needs (Barnabas) camps. SA-FGLs live in the cabins with their assigned campers. Age group assignments rotate weekly. SA-FGLs report to the Director, Assistant Director, and Staff Development Coordinator (SDC).

### **Responsibilities**

1. Attend trainings and weekly staff meetings.
2. Be a Family Group Leader alongside of a Senior Staff – Family Group Leader.
3. Engage in leadership development specifically designed for the Staff Assistant Family Group Leader
4. Lead assigned campers in daily camp activities.
5. Lead campers in camp chores.
6. Lead and participate in group devotion times.
7. Manage camper behavior.
8. Practice and enforce all camp safety regulations and emergency procedures.
9. Participate in “all-camp” activities.
10. Abide by all camp policies and covenant agreement.
11. Responsible for the health and well being of assigned campers.
12. Perform all other duties and roles assigned by administrative staff.

### **Specific Duties**

1. Attend trainings and weekly staff meetings.
  - SA-FGLs must attend the week-long staff training prior to serving for the summer.
  - Staff meetings take place every Saturday, as soon as campers depart, and on Sunday at 1:25 pm, before campers check-in. SA-FGLs must be present and on time.
  - In-service trainings take place during the summer. All SA-FGLs are required to attend all in-service trainings that pertain to their summer role.
2. Be a Family Group Leader alongside of a Senior Staff – Family Group Leader.
  - The Staff Assistant Family Group Leader (summer between high school and college) is paired with a Senior Staff Family Group Leader (19 or older / rising college sophomore or older) to lead a Family Group of campers (up to 14 elementary to middle school age kids).
3. Engage in leadership development specifically designed for the Staff Assistant Family Group Leader
  - Participate in and contribute to SA-FGL specific training sessions.
  - Engage in ongoing leadership development experiences led throughout summer by the Staff Development Coordinator (SDC).
  - Serve as a Family Group Leader for elementary school and middle school age campers (Senior Staff Family Group Leaders, who are at least 2 years removed from high school, work with high school campers).
  - Work with TKO (overnight camp) and TKDC (day camp) (Senior Staff Family Group Leaders work with TKA adventure camps)
  - Strive towards professional development goals for oneself.
4. Lead assigned campers in daily camp activities.
  - Participate with and guide family group in morning, afternoon, and evening activities throughout the week.
  - Participate with and guide family group in all opening and closing activities.
  - Activities include: all age appropriate camp programs assigned during weekly scheduling meetings, devotions, meal times, chill time (rest hour), adventure camp programs, “all-camp” activities, etc...
5. Lead campers in camp chores. SA-FGLs are to lead by example.
  - Assist campers with daily cabin clean up, including, sweeping, making beds, hanging wet clothing, etc...
  - Assist campers with meal clean up, including, washing dishes, dumping trash, wiping down table, etc...
  - Assist campers with weekly group capers. Capers may include taking out trash, sweeping the DH, etc...
6. Lead and participate in group devotion times, activity discussions, and praise and worship.
  - Be present and on time for morning devotion (quiet time).
  - Plan and lead group devotions daily.
  - Take time to discuss activities in relation to camper’s Christian walk.

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- Attend pastor time with your family group.
- Actively participate in the praise and worship at weekly campfires.
- 7. Manage camper behavior.
  - Manage behavior that needs to be managed and relax when it does not need to be managed.
  - Camp Tekoa does not tolerate bullying. Be proactive in keeping positive group interaction.
- 8. Practice and enforce all camp safety regulations and emergency procedures.
  - Maintain group control at specialized group activities so that the support staff can focus on safety.
  - Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
- 9. Participate in “all-camp” activities and large group activities.
  - “All-camp” and large group activities include, Sunday group games, Sunday and Friday camp fires, Thursday talent shows, elementary song and s’more night, Friday slide show and picnic, 4<sup>th</sup> of July celebration, etc...
- 10. Abide by all camp policies and covenant agreement.
  - Camp policies are sent out prior to SA-FGL training and discussed in detail during the week of training. All staff and volunteers are to abide by these policies.
  - The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa’s policies.
- 11. Responsible for the health and well-being of self and assigned campers.
  - SA-FGLs are responsible for meeting their own personal health and hygiene needs, including, taking prescribed medications.
  - Allow family groups time to take care of personal hygiene including, showers, brushing teeth, etc...
  - Escort campers to the nurse for daily medications.
  - Escort campers to the nurse to treat injuries or illness outside of your level of care or training.
- 12. Perform all other duties and roles assigned by administrative staff.
  - Staff roles change on a weekly basis.
  - When assigned to support staff roles refer to their specific job description (Day camp, Kitchen, etc...).