



## **Volunteer Roles & Responsibilities**

*Following is a list of typical roles at Special Love's camp-based programs:*

### **Program Chair**

Works with Special Love Executive Director (ED) to coordinate volunteers and services for a specific program. Volunteer services may include class instruction, entertainment, and other activities such as recreation time or dances.

Hosts program by greeting campers and/or families, making announcements, and overseeing activities.

Resolves problems that arise during program, such as resource shortages, schedule changes, or camper/staff needs.

Makes recommendations for additions or changes to future programs.

### **Assistant Program Chair**

Works with the Program Chair to see that program runs smoothly.

### **Dean of Men/Women**

Enforces Code of Conduct signed by campers. Monitors safety at camp.

Checks rooms on his/her side of lodge after "lights out" to see that campers are settling down at appropriate time.

Refers problems conflicts among campers and staff to Program Chair or handles them and reports results to Program Chair.

### **Assistant Dean of Men/Women**

Works with Dean to enforce camp rules and monitor safety.

### **Lodge Chief/Host**

For Family Weekends, one or more families will be assigned as Lodge Chiefs (or Hosts) to help residents of that lodge check in. Host families also serve as the

contact person for that lodge regarding repairs and other basic needs. They may also be assigned to a particular new family to help that family acclimate to camp.

### **Room Counselor**

Responsible for safety and welfare of campers in his/her room. Enforces Code of Conduct and reports problems to appropriate Dean. *It is **not** the job of the room counselor to administer discipline for rule violations.*

The room counselor is responsible for knowing the whereabouts of campers in his/her room at all times. Room counselor is "off duty" only when his/her campers are engaged in another staff-supervised activity or when room counselor has worked out an arrangement with appropriate Dean and other room counselor(s).

Room counselor should be in his/her room with his/her kids after "Lights Out."

### **Class/Activity Leader**

Organizes and supervises class or other activities such as sports or games. Coordinates with Program Chair or Assistant Chair for additional volunteer staff assistance, supplies, and room space.

Responsible for all campers in his/her class or activity during scheduled sessions.

### **Tribal Leader**

Responsible for campers during all scheduled tribal meetings or campfire.

Oversees tribal responsibilities, such as presentation of songs, skits, yells, etc. during campfire, teaching "Laws of the Council Circle", and tribal duties such as clean-up after camp meals and flag raising and lowering.

### **Big Chief**

Responsible for running campfire and for upholding "Laws of the Council Circle." Asks tribal leaders to come up with tribal song, skit, yell, etc. during tribal meetings.

### **Ishkatay**

Responsible for building, lighting and maintaining campfire in a safe manner. Any use of fuels or other combustible materials must be pre-approved by Program Chair and/or Big Chief.

### **Tribal Chief**

Leads tribe in coordinating tribal song, yell, skit, etc. May be assisted by a "scribe" or "assistant ishkatay."

### **Family Buddies**

Each family is paired up with a Family Buddy who lends a helping hand to that family and acts as a host for the weekend. It is your responsibility to make sure the family has fun, understands the schedule, actively participates wherever possible, feels welcome and a part of the Special Love Family. Depending on the family's needs, specific Family Buddy responsibilities may include: greeting families upon arrival, touring them around camp, joining family members in camp activities, supervising the children when the parents are in parent-only activities and helping the family with any other needs that arise. You should receive your family assignment the week of the program.

### **Activity Leaders**

Some of you have been specifically assigned to an activity on the schedule. You are responsible for successfully organizing and supervising an activity during a program. It is your responsibility to come to the program with a prepared plan for your activity, all necessary supplies, and a back-up in case your plan is impacted by number of participants, helpers, or inclement weather. You are responsible for all campers in your class/activity during the scheduled sessions. You will coordinate with the Program Chair or Assistant Chair for additional volunteer staff assistance, extra supplies, and room space. (Please discuss supply needs with the Chair prior to making any purchases; pending Chair approval, reimbursement for some supplies may be possible.)