

## **ANCHOR STAFF JOB DESCRIPTIONS 2023**

### **LEADERSHIP POSITIONS**

#### **Counsellor**

- Supervise group of campers at all times except during scheduled free time.
- Play a leadership role for campers and CITs.
- Responsible for cabin cleanup at end of camp.
- As this position, your stipend is \$125 for the week.

#### **Sports & Games Leader**

- Plan and supervise all sports activities and games. Present ideas for sports/games to the Directors prior to camp.
- Ensure that all supplies are purchased by either FFI or by herself for reimbursement.
- Oversee and Schedule Sports Assistants
- Create and Implement Cabin Points System and Anchor Cabin Award
- As this position, your stipend is \$125 for the week.

#### **Lifeguard**

- On duty for all pool activities.
- Responsible for no more than 30 people in the pool/waterfront at a given time.
- Required Certification: National Lifeguard (NLS).
- As this position, your stipend is \$125 for the week.

#### **Grounds Keeper**

- Maintain orderly grounds by picking up garbage, emptying garbage cans on the grounds and by the cabins. Compress down the garbage in the bathrooms and empty at end of each day.
- Assist Sports, Drama, Arts and Crafts and Music Leaders in activity set-up/take down if needed.
- Set up the benches for Mass and the Rosary.
- Help clean up after the final party on Thursday night.
- Ensure that there is sufficient firewood and kindling and water bucket ready for campfires. Light the fire at least 30 mins before campers arrive.
- Complete composting, help with dishes if needed, assist directors where needed.
- At this position, your stipend is \$125 for the week.

#### **Music Leader**

- Plan, Prepare and Supervise music activities.
- Prepare and lead Hymns for Mass.
- Prepare and lead Campfire songs.
- As this position, your stipend is \$125 for the week.

### **Arts & Crafts Leader**

- Present ideas for crafts to the Directors to be finalized at least one month prior to camp.
- Ensure that all supplies are purchased by either FFI or herself for reimbursement.
- Organize and prepare for each craft session.
- Clean up after the session. Keep craft supplies orderly at camp and pack up neatly at the end of camp.
- Coordinate Arts & Crafts Assistant.
- Help with dishes or camper care if needed.
- At this position, your stipend is \$125 for the week.

### **ASSISTANT POSITIONS**

#### **Counsellor in Training (CIT)**

- Assist counsellor in camper supervision except during scheduled free time.
- Play a leadership role for campers.
- Responsible to assist Counsellor in cabin cleanup at end of camp.
- There is no charge/stipend for this position.

#### **Sports & Games Assistant**

- Assist Sports leader in planning and supervising all sports and games.
- Assist Music Leader in campfire activities.
- Help with dishes and camper care if needed.
- There is no charge/stipend for this position.

#### **Arts & Craft Assistant**

- Assist Craft Leader in set up & clean up of craft session.
- Assisting at craft session while Craft Leader instructs.
- Help with dishes and camper care if needed.
- There is no charge/stipend for this position.

#### **Music Assistant**

- Assist Music Leader in set up & clean up of music session.
- Assisting at music session while Music Leader instructs.
- Assist with Talent Show, Assist with music at Mass.
- Help with dishes and camper care if needed.
- There is no charge/stipend for this position.

#### **Nurse Assistant**

- Assist the nurse in all her duties. Become familiar with/assist with Camp Safety Plan. Collaborate with Camp Lifeguard.
- Help with dishes and camper care if needed.
- There is no charge/stipend for this position

## **KITCHEN STAFF**

### **Cook's Helper**

- Help with all meal preparation and clean up (i.e. dishes).
- Four Cook Helpers are on duty at all times with the Head Cook.
- Safe Food Handling Certification is an asset for this position. Contact FFI Office if you are interested in obtaining Safe Food Handling Certification.
- Support Cabin staff when needed.
- As this position, your stipend is \$125 for the week.

## **ALL STAFF**

- Be present for July in-person training
- Be present for in-person Staff Training Days beginning Friday 7pm before camp
- Remain onsite until camp cleanup is complete on Friday final day of camp to ~2pm. This includes staying for Staff-only wrap-up Camp meeting to conclude the Camp.
- Adhere to Anchor Camp Dress code.
- Attend all Camp meals (including Breakfast!).
- Strongly encouraged to attend all Camp Campfires, Mass and Rosary so as to build positive camp atmosphere. (If on duty and responsible for campers, attending these activities is mandatory).
- Strongly encouraged to participate in Mentoring/Coaching program so as to take advantage of opportunity to develop as a leader.

Have fun and be the amazing Leader you are!

**40 hours of Volunteer Service can be granted upon completion of the camp.**