

ANCHOR STAFF JOB DESCRIPTIONS 2026

LEAD POSITIONS:

Counsellor

- ❖ Supervise a group of 10 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.
- ❖ In this position, your stipend is \$150 for the week.

Games Leader

- ❖ Plan and supervise all games station activities
- ❖ Organize a few camp wide games/activities
- ❖ Present ideas for games to the Directors prior to camp
- ❖ Ensure that all supplies are purchased by either FFI or by herself for reimbursement
- ❖ Oversee and lead games assistants.
- ❖ Help with LIT service project if needed (ex. Olympics, Scavenger hunt..)
- ❖ In this position, your stipend is \$125 for the week.

Lifeguard

- ❖ On duty for all pool activities
- ❖ Supervising no more than 30 people in the pool/waterfront at a given time
- ❖ Responsible for cleaning and maintenance of the pool & pool area ❖

Prepare and explain to staff camp safety plan

- ❖ Required Certification: National Lifeguard (NLS).
- ❖ In this position, your stipend is \$150 for the week.

Groundskeeper

- ❖ 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 them at the end of each day.
- ❖ Assist activity leaders in activity set-up/take down if needed.
- ❖ Set up the benches for Mass and Rosary each day
- ❖ Help set and 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.
- ❖ In this position, your stipend is \$125 for the week.

Music Leader

- ❖ Plan, prepare and run music station activities
- ❖ Prepare and lead Hymns for Mass.
- ❖ Prepare and lead campfire songs
- ❖ Help with organizing camp talent show
- ❖ In this position, your stipend is \$125 for the week.

Arts & Crafts Leaders

- ❖ 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.
 - ❖ Lead and coordinate with arts & crafts assistants
 - ❖ In this position, your stipend is \$125 for the week.

Drama Leader

- ❖ Prepare skit ideas/prompts for each cabin to perform with staff at the drama presentation
- ❖ Present ideas for skits to the Directors prior to camp
- ❖ Supervise all drama and “work on skit” sessions, and help cabins create their skits
- ❖ Assist in finding/making props for skit
- ❖ Be available to help during scheduled free time when cabins might be working on their skits
- ❖ Help with dishes or camper care if needed
- ❖ In this position, your stipend is \$125 for the week.

Adventure Leader

- ❖ Prepare adventure themed activities for adventure station (ex. Starting a fire, building a tent, etc..)
- ❖ Ensure all supplies are that all supplies are purchased by either FFI or herself for
- ❖ Help with dishes or camper care if needed

SUPPORTING STAFF POSITIONS

Counsellor in Training (CIT)

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

Games Assistant

- ❖ Assist games leader in planning and supervising all games
- ❖ Follow games Leader schedule and direction
- ❖ Help with dishes and camper care if needed
- ❖ There is no charge/stipend for this position

Arts & Craft Assistant

- ❖ Assist craft leaders in set up & clean up of craft session
- ❖ Help campers during all craft sessions
- ❖ Help with dishes and camper care if needed
- ❖ There is no charge/stipend for this position

Groundskeeper Assistant

- ❖ Assist groundskeeper with all maintenance activities including emptying garbage and setting up for campfire
- ❖ Help groundskeeper with moving benches for mass and rosary each day
- ❖ Help with dishes and camper care if needed
- ❖ There is no charge/stipend for this position

Adventure Assistant

- ❖ Assist adventure lead in planning and supervising all adventure activities
- ❖ Help with preparing and gathering materials for activities
- ❖ 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 lifeguards with Camp Safety Plan
- ❖ 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.
- ❖ In this position, your stipend is \$150 for the week.

ALL STAFF

- Be present for July in-person training (1st year staff also must attend the 2 online LEAP sessions in May & June)
- Be present for in-person Staff Training Days beginning Friday 7pm before camp ● Remain onsite until camp cleanup is complete on the final day of camp to ~2pm. This includes staying for a 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 the opportunity to develop as a leader.

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

Have fun and be the amazing leader you are!