

St. Rose Summer Religion Camp Coordinating Team Descriptions

Summer Camp Director -

Nursery Coordinator

Music and Drama Coordinator

Kitchen Coordinator

Market Place and Games Coordinator

Pre-School Camp Coordinator

Set-up and Tear-Down Coordinator

Marketing Coordinator

Registrar/Treasurer

Supplies Coordinator

Curriculum Director

Volunteer Coordinator

Summer Camp Director
<p><i>Tasks to Be Performed:</i></p> <ul style="list-style-type: none"> - Organize & Facilitate Two Coordinating Team Organizational Meetings (March, May) - Oversee e-mail communication for Coordinating Team - Provide Support & Supervision to Coordinating Team Members - Organize and Facilitate Two Informational Meetings for Volunteers - Serve as contact person for Summer Religion Camp - Assign Space in PCW and Make Maps of Space - Lead Opening and Closing Camp Celebrations - Oversee Summer Camp Evaluation Process - Develop and Oversee Camp Budget - Sign SSL (Student Service Learning) Forms - Provide Coordinators with Personalized Feedback Following Close of Camp - Recruit and Train Assistant Camp Director - Maintain Camp Documents and History
<p><i>Skills or Abilities Needed:</i></p> <ul style="list-style-type: none"> - Organized - Ability to Delegate - Collaborative - Communicative - Takes Initiative - Experience with Supervision - Detail-Oriented - Prior Experience with St. Rose Camp preferred, but not necessary
<p><i>Length of Commitment:</i> One year, renewable for up to three.</p> <ul style="list-style-type: none"> • Dates of Service: March 2012 to March 2013 • Must be Available July 22 –July 27, 2012 • Meetings: Two organizational meetings

- Orientation/Training: One in-Person Meeting to Review Camp Goals and Materials
- Support and Supervision: Kathryn Heetderks will provide support for

Benefits to Position:

Gain experience in building and working in a collaborative team; play a key role in shaping the future of St. Rose's Summer Camp; improve meeting management skills; opportunities for fellowship with other adults; opportunities for personal faith formation; satisfaction that comes with providing children and teens with a meaningful camp experience.

Summer Camp Nursery Coordinator

Tasks to Be Performed:

- Schedule and Supervise Nursery Team
- Recruit Additional Volunteers, if necessary
- Coordinate Snack Schedule with Kitchen Coordinator
- Supervise Nursery Set-up and Clean Up
- Recruit and Train Assistant Nursery Coordinator
- Participate in Coordinating Team E-mail Communications
- Assist Team in caring of Summer Religion Camp Volunteer's Children who are 3 years old and younger

Skills or Abilities Needed:

- Enjoys caring for babies and young children
- Comfortable supervising peers
- Friendly, Welcoming and Hospitable
- Can provide a calming presence
- No prior experience with camp necessary

Length of Commitment: 1 year, renewable up to 3

- Dates of Service: March – August
- Must be Available for Camp July 22 –July 27, 2012
- Meetings: 2 organizational meetings for Core Team (March & May), Two Volunteer Formation Meetings (June, July)
- Orientation/Training: Organizational Meetings for Core Team
- Support and Supervision: Camp Director will provide support & supervision

Benefits to Position:

Gain experience in building and working in a collaborative team; play a key role in shaping the future of St. Rose's Summer Camp; improve supervision skills, opportunities for fellowship with other adults; satisfaction that comes with providing other adults with the opportunity to serve the camp.

Summer Camp Music and Drama Coordinator

Tasks to Be Performed:

- Leads Team in Developing Drama for Summer Religion Camp: preparing and implementing Church Community gathering dramas, developing daily stories, music and skits

- Fact check dramas to ensure historical accuracy
- Plans and Leaders Appropriate Rehearsals before Summer Camp Begins
- Organizes Costume Needs
- Recruits and Trains Assistant Music and Drama Coordinator
- Works with Director of Summer Religion Camp on Closing Celebration
- Participate in Coordinating Team E-mail Communications
- Recruits and supervises actors and writers

Skills or Abilities Needed:

- Enjoys working with teens and pre-teens
- Friendly and Enthusiastic
- Ability and willingness to coach and critique
- Comfortable doing historical research to support preparation of drama
- Prior experience with St. Rose Summer Camp helpful

Length of Commitment: 1 year, renewable up to 3

- Dates of Service: March – August
- Must be Available for Camp July 22 –July 27, 2012
- Meetings: 2 organizational meetings for Core Team (March & May), Two Volunteer Formation Meetings (June, July)
- Orientation/Training: Organizational Meetings for Core Team
- Support and Supervision: Camp Director will provide support & supervision

Benefits to Position:

Gain experience in building and working in a collaborative team; play a key role in shaping the future of St. Rose’s Summer Camp; improve supervisory skills; opportunities for fellowship with other adults; opportunities for personal faith formation; satisfaction that comes with providing children and teens with a meaningful camp experience.

Summer Camp Kitchen Coordinator

Tasks to Be Performed:

- Prepares and serves snacks each day
- Set up and clean up kitchen each day
- Plan Menu
- Purchase supplies
- Participate in Coordinating Team E-mail Communications
- Make sure kitchen is staffed properly
- Recruits and Trains Assistant Kitchen Coordinator

Skills or Abilities Needed:

- Willingness to learn how to operate Church kitchen appliances
- Safety-minded
- Attention to detail
- Friendly and Welcoming
- Collaborative
- Prior Experience with St. Rose Camp not necessary

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<p><i>Benefits to Position:</i></p> <p>Gain experience in building and working in a collaborative team; play a key role in shaping the future of St. Rose’s Summer Camp; opportunities for fellowship with other adults; opportunities for personal faith formation; satisfaction that comes with providing children and teens with a meaningful camp experience.</p>

Summer Camp Market Place and Games Coordinator
<p><i>Tasks to Be Performed:</i></p> <ul style="list-style-type: none"> - Set up schedule for week of camp when campers will participate in different activity booths - Assign Market Place Facilitators outside space & draw up map of such assignments - Oversee the research and development of a variety of Market Place booths that represent the activities that took place at the time in history the Camp is exploring - Oversee marketplace and games set up on the Sunday afternoon before Camp begins - Oversee take down of activity space on the Friday afternoon after Camp is finished. - Lead formation for Market Place Facilitators and Game Leaders - Participate in Coordinating Team E-mail Communications - Recruit and Train Assistant Market Place and Games Coordinator
<p><i>Skills or Abilities Needed:</i></p> <ul style="list-style-type: none"> - Ability to Delegate and Supervise - Interest in History - Creative, Energetic and Fun-loving - Communicative - Takes Initiative - Prior Experience with St. Rose Camp preferred, but not necessary
<p><i>Length of Commitment:</i> 1 year, renewable up to 3</p> <ul style="list-style-type: none"> • Dates of Service: March – August • Must be Available for Camp July 22 –July 27, 2012 • Meetings: 2 organizational meetings for Core Team (March & May), Two Volunteer Formation Meetings (June, July) • Orientation/Training: Organizational Meetings for Core Team <p>Support and Supervision: Camp Director will provide support & supervision</p>
<p><i>Benefits to Position:</i></p> <p>Gain experience in building and working in a collaborative team; play a key role in shaping the future of St. Rose’s Summer Camp; opportunities for fellowship with other adults; opportunities for personal faith formation; satisfaction that comes with providing children and teens with a meaningful camp</p>

experience.

Summer Camp Pre-School Camp Coordinator

Tasks to Be Performed:

- Develop a Preschool Team of teachers
- Oversee the development and writing of plans for Pre-school Camp Process
- Set up groups and assign two facilitators to each group
- Lead formation of Pre-school volunteers
- Oversee preparation of group space in PC according to theme of Camp
- Oversee the supervision of children in outdoor activities and games
- Participate in Coordinating Team E-mail Communications
- Recruit and Train Assistant Pre-school coordinator
- Oversee the breaking down of group space on the last day of camp

Skills or Abilities Needed:

- Enjoys working with young children
- Organized
- Ability to Delegate
- Collaborative
- Communicative
- Flexible
- Safety-minded
- Takes Initiative
- Creative
- Detail-Oriented
- Prior Experience with St. Rose Camp helpful, but not necessary

Length of Commitment: 1 year, renewable up to 3

- Dates of Service: March – August
- Must be Available for Camp July 22 –July 27, 2012
- Meetings: 2 organizational meetings for Core Team (March & May), Two Volunteer Formation Meetings (June, July)
- Orientation/Training: Organizational Meetings for Core Team

Support and Supervision: Camp Director will provide support & supervision

Benefits to Position:

Gain experience in building and working in a collaborative team; play a key role in shaping the future of St. Rose's Summer Camp; opportunities for fellowship with other adults; opportunities for personal faith formation; satisfaction that comes with providing children and teens with a meaningful camp experience.

Summer Camp Set-up and Tear Down Coordinator

Tasks to Be Performed:

- Reserve Space for camp the Summer Prior to Camp

<ul style="list-style-type: none"> - Oversee the setting up of tents, awnings and other camp structures (both indoor and outdoor, on Sunday afternoon, the day before Camp begins - On Friday afternoon, when Camp is Finished; dismantle and prepare camp equipment, both indoor and outdoor, for storage - Assign jobs to volunteers - Participate in Coordinating Team E-mail Communications
<p>Skills or Abilities Needed:</p> <ul style="list-style-type: none"> - Good sense of space - Safety Minded - Delegates Well - Positive - Flexible - Works well with others - Prior experience with camp necessary
<p><i>Length of Commitment:</i> 1 year, renewable up to 3</p> <ul style="list-style-type: none"> • Dates of Service: March – August • Must be Available on Sun, July 22rd and afternoon of July 27th (Not required to be present during camp) • Meetings: 2 organizational meetings for Core Team (March & May), Two Volunteer Formation Meetings (June, July) • Orientation/Training: Organizational Meetings for Core Team <p>Support and Supervision: Camp Director will provide support & supervision</p>
<p><i>Benefits to Position:</i></p> <p>Gain experience in building and working in a collaborative team; play a key role in shaping the future of St. Rose's Summer Camp; opportunities for fellowship with other adults; satisfaction that comes with providing children and teens with a meaningful camp experience.</p>

Summer Camp Marketing Coordinator
<p><i>Tasks to Be Performed:</i></p> <ul style="list-style-type: none"> - Develop advertisement Flyers and Web Info for Camp - Send Bulletin Announcement to St. Rose, Area Churches and Archdiocese - Prepare Bulletin Board for Camp - Participate in Coordinating Team E-mail Communications
<p><i>Skills or Abilities Needed:</i></p> <ul style="list-style-type: none"> - Creative - Enthusiastic about Camp - Takes Initiative - Self-Starter
<p><i>Length of Commitment:</i> 1 year, renewable up to 3</p> <ul style="list-style-type: none"> • Dates of Service: March – August • Presence not necessary during the week of camp

<ul style="list-style-type: none"> • Meetings: 2 organizational meetings for Core Team (March & May) • Orientation/Training: Organizational Meetings for Core Team
Support and Supervision: Camp Director will provide support & supervision
<i>Benefits to Position:</i> Gain experience in marketing; play a key role in shaping the future of St. Rose's Summer Camp;

Summer Religion Camp Registrar/Treasurer
<i>Tasks to Be Performed:</i> <ul style="list-style-type: none"> - Develop and Distribute Registration Forms - Create Registration file - Create Nametags for Campers and Volunteers - Create SSL packet with letter and forms to aid students in receiving SSL credit for volunteering - Assign Children to Big Camp Groups - Work with Church Bookkeeper to Collect Money and Provide reimbursements to volunteers - Participate in Coordinating Team E-mail Communications
<i>Skills or Abilities Needed:</i> <ul style="list-style-type: none"> - Detailed Oriented - Self-Starter - Proficient with Excel - Prior experience with camp helpful, but not necessary
<i>Length of Commitment:</i> 1 year, renewable up to 3 <ul style="list-style-type: none"> • Dates of Service: March – August • Should be Available for most of Camp: J July 22 –July 27, 2012 • Meetings: 2 organizational meetings for Core Team (March & May), Two Volunteer Formation Meetings (June, July) • Orientation/Training: Organizational Meetings for Core Team
Support and Supervision: Camp Director will provide support & supervision
<i>Benefits to Position:</i> Gain experience in Excel and data management; play a key role in shaping the future of St. Rose's Summer Camp; satisfaction that comes with providing children and teens with a meaningful camp experience.

Summer Camp Supplies/Costume Coordinator
<i>Tasks to Be Performed:</i> <ul style="list-style-type: none"> - Inspect Previous Year's Supplies For Damage - Collaborate with other Coordinating Team to Determine Costume Needs - Determine Supply Needs for Camp - Recruit and Support Costume Volunteers - Coordinate Shopping For Camp Supplies - Ensure that requests for reimbursements are returned to Registrar in a timely manner - Recruit and Train Assistant Supplies Coordinator - At the close of camp, ensure that supplies and costumes are properly stored
<i>Skills or Abilities Needed:</i>

<ul style="list-style-type: none"> - Prior Experience with camp helpful - Enjoys Shopping - Communicative - Budget-Minded
<p><i>Length of Commitment:</i> 1 year, renewable up to 3</p> <ul style="list-style-type: none"> • Dates of Service: March – August • Availability During Camp Not Necessary • Meetings: 2 organizational meetings for Core Team (March & May), Two Volunteer Formation Meetings (June, July) • Orientation/Training: Organizational Meetings for Core Team <p>Support and Supervision: Camp Director will provide support & supervision</p>
<p><i>Benefits to Position:</i></p> <p>Gain experience in curriculum development and lesson planning; play a key role in shaping the future of St. Rose's Summer Camp; opportunities for fellowship with other adults; opportunities for personal faith formation satisfaction that comes with providing children and teens with a meaningful camp experience.</p>

Summer Camp Curriculum Director
<p>Tasks to Be Performed:</p> <ul style="list-style-type: none"> - Review Camp Materials Already Prepared for Summer Camp Theme - Determine Areas Needed for Curriculum Improvement - Recruit Team to Assist in Curriculum and Lesson Plan Development (March through June) - Prepare and Distribute Curriculum Packets - Support Director in Formation Assistance - Recruit and Book Speaker to Provide Formation of Group Leaders - Participate in Coordinating Team E-mail Communications
<p>Skills or Abilities Needed:</p> <ul style="list-style-type: none"> - Prior Experience with Curriculum Development/Lesson Planning, helpful but not necessary - Detail Oriented - Background in History helpful - Creative - Collaborative - Delegates Well
<p><i>Length of Commitment:</i> 1 year, renewable up to 3</p> <ul style="list-style-type: none"> • Dates of Service: March – August • Availability During Camp Not Necessary • Meetings: 2 organizational meetings for Core Team (March & May), Two Volunteer Formation Meetings (June, July) • Orientation/Training: Organizational Meetings for Core Team <p>Support and Supervision: Camp Director will provide support & supervision</p>
<p><i>Benefits to Position:</i></p> <p>Gain experience in curriculum development and lesson planning; play a key role in shaping the future of St. Rose's Summer Camp; opportunities for fellowship with other adults; opportunities for personal faith formation satisfaction that comes with providing children and teens with a meaningful camp experience.</p>

Summer Camp Volunteer Coordinator

Tasks to Be Performed:

- Set up and Maintain Database of Volunteers
- Bulletin Announcements and Tables Outside Mass for Recruiting Volunteers
- Work with Registrar to determine volunteer placement
- Support Volunteers
- Provide Volunteers with opportunities for evaluation and thanks
- Recruit and Finalize Coordinators for Following Summer(Update Job Descriptions When Needed)
- Participate in Coordinating Team E-mail Communications

Skills or Abilities Needed:

- Enthusiastic about Camp
- Basic Knowledge of Excel
- Outgoing, Friendly and Welcoming
- Well-connected to members of the parish helpful
- No Prior experience with camp necessary

Length of Commitment: 1 year, renewable up to 3

- Dates of Service: March – August
- Availability for Camp July 22 –July 27, 2012, helpful, but not necessary
- Meetings: 2 organizational meetings for Core Team (March & May), Two Volunteer Formation Meetings (June, July)
- Orientation/Training: Organizational Meetings for Core Team

Support and Supervision: Camp Director will provide support & supervision

Benefits to Position:

Gain experience in volunteer recruitment; play a key role in shaping the future of St. Rose's Summer Camp; opportunities to meet many members of St. Rose community; satisfaction that comes with providing children and teens with a meaningful camp experience.