

Job Description

Activities Volunteer

Desired Qualifications:

1. Ability to direct group and/or individual activities.
2. Serve as a positive role model in interacting with others.
3. At least 19 years of age.

Responsible To:

Activity Director

General Responsibility:

Ensure that the campers' needs are met and participate in camp programs.

Specific Responsibilities:

1. Initiate and participate in assigned activities during the camp.
2. Coordinate with Activities Director, Camp Director, and house parents for any possible changes in procedure or schedule.
3. *Always* work with or inform house parents regarding discipline or any other decisions concerning the campers.
4. Attend orientation sessions and be familiar with Camp Hope policies and procedures.
5. Have all campers assist with the clean up of arts/crafts supplies and other equipment used for activities (balls, clubs, etc.)
6. If a houseparent leaves a child in your care, the child is to remain in your care until you are notified otherwise by the child's houseparent.
7. Assist campers in learning new skills, developing new hobbies, and experiencing the adventure of camp in a safe environment.
8. Work with medical staff to safeguard the campers under your care.
9. Assist campers in respecting others, working together, and developing a sense of group identity.
10. Learn indirectly from campers what it is like to live with, through, and beyond cancer.
11. Report all accidents and illnesses of campers to the medical staff assigned to your activity.
12. Know the Camp Hope rules and procedures thoroughly and follow them.
13. Be enthusiastic at all times and be ready to enjoy your day—and to help the campers to enjoy theirs.
14. Discuss any problems with the Activity Director.
15. Keep your groups at a maximum of 5 campers to 1 volunteer ratio. This means if you intend to take a group of campers anywhere, make sure you have adequate supervision.
16. Remember that activities are for the campers. Volunteers are there to assist and teach the activities.
17. Each person chosen as an activity volunteer will be asked to lead or assist an activity.
18. All safety regulations will be established by the volunteer in cooperation with the Camp Director and Activity Director. As appropriate, all hazards will be identified and managed by the Activity Director. The medical staff will review all health considerations relating to the activity.
19. Actively participate in camp activities and participate in all activities with your assigned campers.

Job Description

Camp Physicians

Desired Qualifications:

1. Licensed in Kansas as a physician.
2. Current CPR certification.
3. Experience with children and young adults.
4. Ability to originate, update, and monitor healthcare; maintain records; and implement the health care plan.

Responsible to:

Medical Director

General Responsibilities:

1. Active member of medical staff.
2. Implement medical protocols
3. Work with medical director to supervise health care plan as prescribed by camper's personal physician.

Specific Responsibilities

1. Be aware of any known medical problems the campers might have and be prepared to deal with medical problems.
2. Know his/her limitations and be ready to request help, in any form, when necessary.
3. At least one member of the medical staff must accompany all group activities at all times and be equipped with a first-aid backpack and walkie-talkie.
4. Will *not* be responsible for giving chemotherapy but may be asked to give other medications as directed by the Medical Director.
5. Participate in all activities.
6. Notify house parents and activities volunteers of any medical problems, as information is available.
7. Follow Camp Hope medical protocols.
8. Attend orientation sessions and be familiar with Camp Hope policies and procedures.
9. Actively participate in camp activities and participate in all activities with your assigned campers.

Job Description

Camp Nurses:

Desired Qualifications:

1. Licensed in Kansas either as a Registered Nurse or a Licensed Practical Nurse.
2. Current CPR certification.
3. Experience with children and young adults is desirable.
4. Ability to originate, update, and monitor healthcare; maintain records; and implement the health care plan.

Responsible to:

Head Nurse

General Responsibility:

Maintain the individual healthcare regimens as previously prescribed by camper's personal physician.

Specific Responsibilities:

1. Be aware of any known medical problems the campers might have and be prepared to deal with medical problems.
2. Know his/her limitations and be ready to request help, in any form, when necessary.
3. At least one member of the medical staff must accompany all group activities at all times and be equipped with a first-aid backpack and walkie-talkie.
4. Will *not* be responsible for giving chemotherapy but may be asked to give other medications as directed by the Medical Director.
5. Participate in all activities.
6. Notify house parents and activities volunteers of any medical problems, as information is available.
7. Follow Camp Hope medical protocols.
8. Attend orientation sessions and be familiar with Camp Hope policies and procedures.
9. Actively participate in camp activities and participate in all activities with your assigned campers.

Job Description

Houseparent

Desired Qualifications:

1. Understand the developmental needs of children.
2. Serve as a positive role model in interacting with others.
3. At least 21 years of age.

Responsible To:

Houseparent Director

General Responsibility:

Assume the parental role for campers attending Camp Hope.

Specific Responsibilities:

1. Protect the physical, emotional and social needs of assigned campers.
2. Work with at least one other houseparents in a cabin group.
3. Learn the names of each camper in the cabin group and activities.
4. Attend orientation sessions and be familiar with Camp Hope policies and procedures.
5. Supervise the daily care of campers.
6. Carry out established roles in enforcing camp safety regulations.
7. Instruct campers in emergency procedures.
8. Stay with your group at all times. If some of your campers are to be away from your group, know where they are and under whose supervision *at all times*.
9. Return to the cabin after the evening has ended and stay with the campers.
10. Houseparents use their own judgment in reporting behavior issues to the Camp Director.
11. Be enthusiastic at all times.
12. Work with medical staff to safeguard the campers under your care.
13. Meet with parent/guardians at arrival/departure of campers and maintain communication with the parent/guardian during the week as necessary.
14. Take responsibility for your campers' personal cleanliness and appearance, especially daily showers and clean up before meals. Most campers need to be reminded to brush their teeth, shampoo their hair, and change their clothes. Please make sure that campers shower and brush their teeth every day. Keep sleeping quarters clean. Instruct your campers to properly care for their belongings; to keep floors, bunks, etc., neat; and to empty the trash on a daily basis.
15. Be courteous to your fellow volunteers. Rotate duties (putting kids to sleep, waking them up, taking them to showers, supervising campers, playing with them, etc.).
16. Remember campers' parents. Set up a time when you and your campers write a letter home.
17. Actively participate in camp activities and participate in all activities with your assigned campers.

Job Description

Kitchen Volunteers

Desired Qualifications:

1. Desire to work in the food service area.
2. Ability to read menus, weights, and measures.
3. Ability to work well with others.
4. Ability to accept supervision.
5. Physical ability to meet assigned task.
6. Knowledge and experience with kitchen equipment.
7. Ability to assess condition of food.
8. At least 19 years of age

Responsible to

Kitchen Director

General Responsibilities:

Assist in the preparation of the camp food service.

Specific Responsibilities:

1. Assist workers in preparing foods by performing any combination of the following tasks:
 - ▶ prepare vegetables;
 - ▶ prepare poultry and meats;
 - ▶ prepare breads;
 - ▶ stir and strain soups and vegetables;
 - ▶ weigh and measure foods;
 - ▶ carry cooking equipment, including pots and pans;
 - ▶ store foods;
 - ▶ clean utensils and areas; and
 - ▶ distribute food and supplies.
2. Assist in any area of kitchen or dining hall, as requested by kitchen Director.
3. Help unload and store supplies
4. Help move supplies around kitchen.
5. Report to kitchen at 6:45 a.m., ready for a long, tiring, but rewarding day!
6. Carry out assignments as made by the head cook.
7. The *first* obligation is to do your assigned duties in the kitchen. Your time spent with the campers is important but your obligation in the kitchen must be met first.
8. The kitchen should be a pleasant, happy place. Each person must be served with a loving and caring attitude. Mealtime should be a happy time!
9. Kitchen volunteers are encouraged to participate in activities after all kitchen duties are completed.
10. Implement or follow policies and procedures.
11. Use kitchen equipment safely.
12. Operate electrical and mechanical equipment.
13. Maintain appropriate inventory of food and supplies.
14. Operate dishwasher while maintaining appropriate temperature.
15. Determine cleanliness of dishes, food contact surfaces, and kitchen area.
16. Attend orientation sessions and be familiar with Camp Hope policies and procedures.

Job Description

Facilities Volunteer

Desired Qualifications:

1. Ability to work well with others.
2. Serve as a positive role model in interacting with others.
3. Ability to lift and move large items.
4. At least 19 years of age.

Responsible To:

Facilities Director

General Responsibility:

Assist in preparation and tear down of daily camp activities.

Specific Responsibilities:

1. Participate in assigned activities during the camp.
2. Coordinate with Activities Director, Camp Director, and house parents for any possible changes in procedure or schedule.
3. Attend orientation sessions and all other required volunteer sessions while attending camp.
4. Learn indirectly from campers what it is like to live with, through, and beyond cancer.
5. Know and follow the Camp Hope policies and procedures.
6. Be enthusiastic at all times and be ready to enjoy your day—and to help the campers to enjoy theirs.
7. Discuss any problems with the Facilities Director.
8. Perform all other duties as assigned.