

2016 Camp Ten Trees Summer Camp Volunteer Roles

If you have any questions about the information contained within this document, please contact Ren at campdirector@camptentrees.org. Full-length descriptions for each volunteer role are available by request, and will be given to all applicants selected for an interview.

FOR ALL VOLUNTEER ROLES

All Camp Ten Trees summer camp volunteers must have the following basic qualifications in order to volunteer during camp sessions:

1. Experience in organized camping preferred.
2. Experience working with youth.
3. Knowledge and/or willingness to learn about racism, classism, ableism, and other forms of oppression, as well as how to be an ally to identity groups outside of your own.
4. Skills and ongoing development as an advocate for and ally to children and/or youth of LGBTQA communities, including youth of color, youth with disabilities, and youth with a wide range of identities and experiences.
5. Current Adult and Child First aid and CPR certifications (which must be attained via courses that take place at least 50% in person) acquired prior to June 1st.
6. Must clear a federal background check.
7. Must be able to traverse quickly over uneven ground.
8. Ability to lift and carry at least 25 pounds preferred.

NOTE: The following role descriptions are organized by the these realms, or areas of camp that you might choose to work in. These realms are:

- * Cabin Life
- * Essentials
- * Volunteer Growth & Sustainability
- * Health & Wellness
- *Activities

We encourage you to thoroughly read the above basic qualifications, as well as the descriptions of the realms and roles, before choosing your top 3 roles on the summer camp volunteer application.

Description of Cabin Life at Camp Ten Trees:

Cabin Life volunteers directly supervise and support campers as both individuals and in groups. They embody the Mission, Values, and Commitment to Social Justice as they foster the playful, caring culture of cabin groups and cabin areas necessary for a vibrant, safe, and fun camp community. Being a part of Cabin Life can be a very rewarding experience and requires patience, sensitivity, selflessness, and the ability to set and maintain healthy boundaries.

Volunteer Roles -Cabin Life

Coordinator of Cabin Life –(prefer the same person for both weeks) Guide seasoned and novice volunteers in all aspects of camp life including program scheduling, working with youth, mediation techniques, leading activities, and area tone setting. Provide supervision, leadership, and support to a team of 35 Area Leaders and 1 Wilderness Leader. Assist the Camp Director in the interviewing and selection of the cabin life volunteers, as time allows. Contribute to the development and facilitation of camp volunteer trainings as well as develop an Area Leader training. Experience and knowledge in camp counseling, crisis management, supervision, and camp programming is strongly preferred. Commitment: an average of 3 hours per month starting in March, an average of 5 hours per week starting in July, and for one week following the camp sessions.

Area Lead– (either week) Provide supervision, leadership and support to a team of 48 cabin counselors and rovers. Assist the Camp Director in the interviewing and selection of cabin counselors and rovers, as time allows. Develop and implement community and skill building elements for their team at volunteer training. Support and facilitate overall area operations, activities, and early morning and nighttime routines. Assist and work directly with campers. Prior leadership or supervisory experience in organized camping is strongly preferred. Commitment: an average of 2 hours per week for one month prior to and for one week following camp sessions. Please indicate the Cabin Area you are interested in leading on your application – see end of document for Cabin Area descriptions for each week.

Cabin Counselor– (either week) Lead, guide, and provide support to 48 campers in building a cabin community, engaging in camp activities, and exploring leadership. Support campers in following health and safety standards and the Code of Conduct. Serve as a mentor and facilitator. Communicate with area leaders and fellow cabin counselors regarding issues within the cabin. Desire to make a difference. Experience working with children and youth is strongly preferred. Please indicate Cabin Area of interest on volunteer application – see end of document for Cabin Area descriptions.

Inclusion Cabin Counselor – (either week) Support one or more campers with emotional, behavioral, and physical challenges in the context of being a cabin counselor with a co lead. With a primary focus on supporting the camper(s) needing inclusion support: Co lead, guide, and provide support to the campers in the cabin group in

building a cabin community, engaging in camp activities, and exploring leadership. Support campers in following health and safety standards and the Code of Conduct. Serve as a mentor of the Camp Ten Trees values and Commitment to Social Justice. Support activities for youth such as arts & crafts or field games. Communicate with Area Lead and fellow cabin counselors regarding issues within the cabin or cabin area and providing the highest level of inclusion as possible.

Leadership, Education, and Development (LEAD) Program Counselor– (two week role) Plan and implement a fun and educational leadership program centered in Camp Ten Trees Mission, Values, and Commitment to Social Justice. Design activities and mentor campers in camp programming, leadership, social justice, and communication skills. Guide other volunteer who may be working with LEAD Campers in understanding the educational and emotional needs of these campers. With support and guidance from the Camp Director, review applications, conduct interviews, and select 410 campers aged 16-17 to participate in the LEAD Camper program. Prior camp and/or teen mentoring experience is strongly preferred. Commitment: an average of 2 hours per week starting in March.

Wilderness Cabin Counselor – (either week) Lead, guide, and provide support to 48 campers in 4 building community, engaging in camp activities, and exploring leadership centered around wilderness living. Inhabit the most remote region of our camp site for all or part of the week and help teach campers (aged 8-17, depending on session) outdoor skills such as fire building, knife safety, outdoor cooking, knot tying, shelter building, tracking, orienteering, and more. Support campers in following health and safety standards and the Code of Conduct. Communicate with Wilderness Leader and fellow cabin counselors regarding issues within the cabin. Foster the joy and stewardship of the outdoors. Wilderness experience and experience working with children and youth is strongly preferred. Red Cross Small Craft Certification, experience working with multiage and multigendered groups, and Wilderness First Aid, Wilderness First Responder, or Wilderness EMT certification strongly preferred. Commitment: an average of 3 hours per month starting in May.

Rover – (either week) Primarily support a cabin area by working with the Area Lead, Cabin Counselors, Emotional & Behavioral Support Team member, and Inclusion Specialists to meet the needs of a cabin area. Secondarily support camp in multiple realms by leading/assisting activities, and/or assisting with kitchen/dishwashing duties. Rovers must be willing to take on a wide range of tasks and adjust to the needs of camp. **New this year: in addition to their duties at camp, all Rovers must facilitate program at the check-in/check-out location in Seattle and ride the bus to/from camp with campers on Sunday and Saturday of the sessions(s) they are volunteering.** This is an ideal role for individuals who wish to grow multiple skill sets and explore a variety of leadership opportunities. Commitment: ongoing email or phone communication leading up to camp, residency at volunteer training, onsite trainings, and camp sessions. Attendance at camper check-in and check-out.

Description of Essential Services at Camp Ten Trees

Essentials volunteers provide the foundation and framework for the house that is Camp Ten Trees. They embody the Mission, Values, and Commitment to Social Justice as they build and maintain the infrastructure, resources, and daily operations necessary for a vibrant, safe, and fun camp community. The following roles are especially fitting for summer camp volunteers who enjoy being part of a closely knit team of highly passionate and organized people.

Volunteer Roles- Essential Services

Coordinator of Essentials – (prefer the same person or same co leads for both weeks) Direct and support summer camp volunteers in the use of camp facilities, materials, and other resources. Assist the Camp Director in the interviewing and selection of the kitchen volunteer and interpreters, as time allows. Coordinate the logistics for summer camp volunteer orientations and trainings and assist in camp preparation, such as travel and hosting arrangements for volunteers and the transportation of food and program supplies to the camp site. Contribute to the development and facilitation of overall volunteer training. Develop and conduct a portion of training for kitchen volunteers and interpreters. Supervise and logistically support kitchen operations. Assist the Camp Director in management of petty cash and the onsite camp office. Lead volunteers in camper check in and checkout procedures. Directly supervise and support Kitchen Lead and interpreters. Assist in supervision and support of kitchen volunteers. Commitment: an average of 5 hours per month starting in March, an average of 5 hours per week starting in July, and for one week following the camp sessions.

Essentials Specialist– (either week) Support all logistics coordination pre, during, and post camp in collaboration with the Coordinator of Essentials and the Camp Director. Commitment: an average of 2 hours per month starting in May, an average of 3 hours per week starting in July, and for one week following the camp sessions.

Kitchen Lead– (either week) Manage onsite kitchen operations, including general organization, food safety standards, kitchen crew schedules, meal preparation and service, dishwashing, food storage/inventory, and overall stewardship of kitchen equipment. Assist the Camp Director and the Coordinator of Essentials in the interviewing and selection of the kitchen volunteers, as time allows. Work with the Coordinator of Essentials to oversee menu planning and food ordering, and, as time allows, coordinating procurement and transportation of food donations. Collaborate with Coordinator of Community Activities to ensure smooth operation at mealtimes. Must have prior restaurant/industrial kitchen experience, experience cooking for large groups, and a desire to support and lead a fun, hardworking team. Current Food Handler's permit required. Experience planning and preparing food for special diets (e.g. vegan, gluten free) and allergies is strongly preferred. Must be able to work in a standing role for long periods of time and be able to lift 25 lbs. Commitment: an average of 5 hours per month starting in May, an average of 5 hours per week starting in July, and for one week following the camp sessions.

Kitchen Crew Member– (either week, or partial week*) Responsibilities include meal preparation, serving food, dishwashing, cleaning, and organizing. Assist with all camp activities, cookouts, and overnights, as time allows. Opportunities for mealtime entertainment abound! Prior restaurant/industrial kitchen experience and/or cooking for large groups is strongly preferred. Experience with specialty diets (e.g. gluten free, vegan), food prep, and/or baking is desirable. Must be able to work in a standing role for long periods of time and be able to lift 25 lbs. Must have 5 current Food Handler's permit. *Partial week roles are available for kitchen crew members. Contact the camp director to discuss: campdirector@camptentrees.org.

Interpreters – (depends on enrollment) Provide sign language interpreting (usually ASL) for Deaf or hard of hearing campers and/or volunteers. Accompany 12 campers (or one volunteer) and their peer group to activities. Communicate with interpreting team, campers, and volunteers about scheduling, planning, and challenges as they arise. Must have knowledge of and experience with Deaf culture. Certified interpreters preferred. Interpreting at camp may differ from other interpreting situations, please contact the Camp Director with any questions (campdirector@camptentrees.org)

Description of Volunteer Growth and Sustainability at Camp Ten Trees

Camp Ten Trees encourages a culture of mutual support around skills development throughout the camp community as a way of embodying our Mission, Values, and Commitment to Social Justice. Some people volunteer exclusively in this realm; however, all volunteers are expected to invest in the growth and development of themselves and others. Volunteers with roles specific to this realm continually remind us about the importance of working hard to be our best possible selves and honing our skills in service to our community.

Volunteer Roles -Volunteer Growth & Sustainability

Coordinator of Volunteer Growth and Sustainability– (two week role) Guide and support volunteers in growing their own skills and the skills of others before, during, and after the camp sessions. Support volunteers in working on specific goals via planning, feedback, setting up mentorships, ongoing reflection, and/or connecting them with other resources. Coordinate with the Camp Director to identify key areas of skills development for volunteers. Collaborate with the Camp Director and volunteers to organize trainings and resources to support this skills development. Engage volunteers in the feedback and evaluation process. Organize and promote a mentor/mentee connection between new and returning volunteers. Supervise and support the CARE Team Lead. Experience mentoring, developing and conducting trainings, and coordinating volunteers is strongly preferred. Experience with organized camping and the volunteer roles of Camp Ten Trees is desirable. Commitment: an average of 3 hours per month starting in March, an average of 2 hours per week starting in May, and for one week following the camp sessions.

Community and Role Exploration (C.A.R.E.) Team Lead –(two week role) Plan, implement, and evaluate a program that empowers novice volunteers to a) strengthen and support the camp community b) explore and develop skills applicable to summer camp roles of interest and c) cultivate LGBTQA leadership and commitment to social justice. Use a multifaceted, flexible structure to achieve these program goals. Coordinate with volunteers in multiple camp realms, prior to and during camp sessions, to schedule and mentor CARE team members in roles across the camp community. Develop a CARE team training that will run as part of the overall volunteer training. Assist the Camp Director in the interviewing and placement of CARE team members, as time allows. Support and work with CARE team members individually and as a group. Prior experience with organized camping, mentorship/coaching of adults, and facilitation is strongly preferred. Commitment: an average of 3 hours per month starting in March and an average of 5 hours per week starting in July.

Community and Role Exploration (C.A.R.E.) Team Member– (two week role) Build and increase life and camp skills through work as an individual, within teams, and in mentored leadership roles. Contribute in multiple camp realms (Cabin Life, Essentials, Activities, and more) guided by the Camp Ten Trees Mission, Values, and Commitment to Social Justice. With the support and guidance of the CARE Team Lead, identify personal growth goals around cultivating camp community and exploring camp roles of

interest. Create a plan for reaching these goals by developing skills, discussing progress, and assessing performance. Commitment: ongoing communication with the CARE Team Lead starting in May.

Internships - Camp Ten Trees is open to discussing summer camp internship opportunities. Depending on the internship requirements and recommendations from individuals, college advisors, employers, etc., existing volunteer roles at camp may be set up as internships. Internships are overseen by the Camp Director or the Coordinator of Volunteer Growth and Sustainability. Each intern also receives supervision, guidance, and support from other camp volunteers as appropriate to the focus of the internship. Camp Ten Trees expects volunteers engaged in an internship to take leadership on consistently communicating about internship requirements and sharing documentation of learning experiences. Camp Ten Trees is open to completing reports and evaluations. Contact campdirector@camptentrees.org for more information after speaking with your internship supervisor.

Description of Health and Wellness at Camp Ten Trees

Health and Wellness volunteers embody the Mission, Values, and Commitment to Social Justice as they steward the physical, mental, and emotional health necessary for a vibrant, safe, and fun camp community. The following roles are ideal for volunteers wanting to support the camp community while also enriching their experiences as guardians of health and wellbeing.

Volunteer Roles - Health and Wellness at Camp Ten Trees

Coordinator of Health and Wellness– (prefer the same person for both weeks) Uphold ACA standards of safety at camp by developing and supervising the implementation of a Camp Ten Trees Health and Wellness Plan. Contribute to the development and facilitation basic health & wellness and risk management components of the overall volunteer training. Develop team building exercises specifically for health and wellness volunteers. Provide support and supervision of Medical ("Serenity") Lead, Emotional & Behavioral Support Team Lead, and Inclusion Lead. Must have experience in risk management in a residential life setting, summer camp, youth program, or similar setting. Commitment: an average of 3 hours per month starting in March, an average of 3 working hours per week starting in July, and one week following camp sessions.

Medical Lead– (prefer the same person for both weeks) Collaborate with Coordinator of Health & Wellness to develop and facilitate basic health & wellness and risk management components of the volunteer training. Assist the Camp Director in the interviewing and selection of the Medical ("Serenity") team members, as time allows. Develop training and team building experiences for the Medical team. Coordinate with the Camp Director to review all camper medical information in advance of the camp sessions. Conduct onsite orientations of the camp's health center for both volunteers and campers. Facilitate and maintain the operations of the health center, including support and supervision of the Medical team, administration of medication, management of emergency medical situations, and keeping of accurate medical records. Must be a licensed health care professional (MD, ND, and/or RN strongly preferred or armed services equivalent). Commitment: an average of 5 hours per month starting in April and for one week following camp sessions.

Emotional & Behavioral Support Team Lead– (prefer the same person for both weeks) Collaborate with Coordinator of Health and Wellness to advise and train volunteers on understanding campers' social, emotional, and behavioral issues. Assist the Camp Director in the interviewing and selection of the mental health volunteers, as time allows. Develop training and team building experiences for the Emotional & Behavioral Support ("Sunshine") Team. Coordinate with the Camp Director to review all camper mental health information in advance of the camp sessions. Schedule, guide, and mentor Emotional & Behavioral Support Team members in supporting campers around emotional, behavioral, and mental challenges or disabilities. Experience required in working with children and teens with behavior, mental, and emotional disorders. Must be a licensed mental health professional or equivalently experienced youth worker.

Commitment: an average of 5 hours per month starting in April and for one week following camp sessions.

Medical Team Member– (either week) Provide first aid and holistic healthcare to campers and volunteers. Administer medication and keep medical records. Collaborate with the volunteers across camp. Actively participate in community activities and cabin area programming. Strongly prefer MD, ND, NP, RN, LPN/LVN, paramedic, student nurse, students in these fields, or armed services equivalent.

Emotional & Behavioral Support Team Member– (either week) Provide general emotional and behavioral support for campers and support volunteers in meeting the needs of campers with emotional, behavioral, and mental challenges. Collaborate with the Medical team and inclusion specialists. Maintain health records. Actively participate in community activities and cabin area programming. Must be a licensed mental health professional, social worker, student in one of these fields, armed services equivalent, or experienced youth worker.

Wellness Rover - (either week) Primarily support the Medical and Emotional & Behavioral Support Teams. Collaborate with the Coordinator of Health & Wellness, Medical Team Lead, Emotional & Behavioral Support Team Lead, and Inclusion Specialists to meet the medical, emotional, and behavioral needs of campers. Secondly support camp in multiple realms by leading/assisting with activities, and/or assisting with cabin area programming, as time allows. Wellness Rovers must be willing to take on a wider range of tasks in the Health & Wellness realm, and adjust to the needs of camp. Experience as a medical and/or mental health professional strongly preferred. Commitment: ongoing email or phone communication leading up to camp sessions, residency at volunteer training, onsite trainings, and camp sessions.

Description of Activities at Camp Ten Trees

Community and Core Activities volunteers embody the Mission, Values, and Commitment to Social Justice as they carry on camp traditions, create cutting edge activities, and celebrate the spirit of Camp Ten Trees. The following roles are ideal for creative and energetic volunteers able to contribute, both independently and collaboratively, to a fun and ever evolving camp program.

Volunteer Roles- Activities

Coordinator of Community Activities (prefer the same person for both weeks) Play a key role in planning and coordinating all camp events. Oversee dining hall management, transitions between activities, and the facilitation of all camp community activities. Set the tone of all-camp community activities while staying on schedule, delivering announcements, and leading with compassion and camp pride. Rise to the challenge of inspiring a large and diverse community of campers and volunteers to lead songs and activities. Contribute to the development and facilitation of camp volunteer training including instant programming and large group facilitation techniques. Supervise Events Specialists and Social Justice Activities Specialists. Knowledge of the traditions and culture of Camp Ten Tree is strongly preferred. Commitment: an average of 3 hours per month starting in March, for 3 hours per week in July, and for one week following the camp sessions.

Events Specialist – (either week) Support planning, coordination, facilitation, and logistics of all-camp community events and transitions in collaboration with the Coordinator of Community Activities and the Social Justice Activities Specialist. Involve volunteers from across the camp community in supporting all-camp events. Experience facilitating large group and all-camp programming is preferred. Commitment: an average of 2 hours per month in May and June and 3 hours per week starting in July.

Social Justice Activities Specialist - (either week) Support planning, coordination, facilitation, and logistics of all-camp social justice activities in collaboration with the Coordinator of Community Activities, and the Events Specialist. Collaborate with volunteers from across the camp community to develop and deliver activities and discussions through a social justice lens. Experience facilitating large group and all-camp programming preferred. Knowledge of social justice and intersecting oppressions, as well as experience organizing against racism, classism, ableism, etc. strongly preferred. Commitment: an average of 2 hours per month in May and June and 3 hours per week starting in July.

Coordinator of Core Activities (prefer the same person for both weeks) Guide volunteers in developing innovative and exciting weeklong learning experiences and daily choice activities for campers. Manage the sign up process for all weeklong and daily choice activities. Support and supervise activity specialists in 5 Core Activities: archery, waterfront (swimming and boating), challenge course, nature, and arts and crafts. Coordinate the distribution and use of materials and supplies relating to all activities. Contribute to the development and facilitation of camp volunteer training and develop a

training for Core Activities volunteers that will run as a part of the overall volunteer training. Competency in the facilitation of the 6 Core Activities is preferred. Current American Red Cross Small Craft Safety certification and experience in camp or recreational programming is strongly preferred. Commitment: an average of 3 hours per month starting in March, an average of 5 hours per week starting in July, and for one week following the camp sessions.

Waterfront Lead – (either week) Oversee all waterfront activities according to ACA standards. Facilitate waterfront orientation onsite for all campers and volunteers. Actively participate in community activities and cabin area programming. Support and supervise boating specialists and lifeguards during the camp sessions and develop training and team building experiences for them in conjunction with the all volunteer training. Collaborate with waterfront volunteers to develop a waterfront training component of the volunteer training. Prior experience life guarding on lakes is strongly preferred. American Red Cross Certifications required: Waterfront Life guarding/First Aid, Small Craft Safety (for Canoeing, Kayaking, Rowing, and Sailing), Water Safety Instructor, and CPR/AED for the Professional Rescuer and Health Care Providers.

Boating Guard – (either week) Organize the boating program (canoes, kayaks, row boats, and sailboats). Comply with ACA standards as supervised by the Waterfront Lead. Coordinate boat transportation between main camp and some cabin areas. Lead and/or assist with core and choice activities and some all camp community activities. May serve as a Camp Rover for 12 cabin areas. American Red Cross Certifications required: Waterfront Life guarding/First Aid, Small Craft Safety (for Canoeing, Kayaking, Rowing, and Sailing), and CPR/AED for the Professional Rescuer and Health Care Providers.

Lifeguard – (either week) Oversee swimming and fishing activities and, if appropriately certified, boating activities. Comply with ACA safety standards as supervised by the Waterfront Lead. Lead and/or assist with core and choice activities and some all camp community activities. May serve as a Camp Rover for 12 cabin areas. American Red Cross Certifications required: Waterfront Life guarding/First Aid, Water Safety Instructor, and CPR/AED for the Professional Rescuer and Health Care Providers. American Red Cross Small Craft Safety (for Canoeing, Kayaking, Rowing, and Sailing) is preferred.

Arts and Crafts Specialist– (either week) Coordinate and teach age-appropriate arts and crafts activities to campers. Lead and/or assist with core and choice activities and some all-camp community activities. Maintain craft supplies and equipment. May serve as a Camp Rover for 12 cabin areas. Experience working with arts and crafts such as tie dye, making collages, textile crafts, mosaics, wood burning, and environmentally conscious crafts is strongly preferred. Evaluate inventory and help with the ordering of supplies in collaboration with the Coordinator of Core Activities and the Camp Director. Commitment: an average of 2 hours per month starting in May.

Archery Specialist – (either week) Facilitate and maintain a multilevel archery program. Lead and/or assist with various all-camp community activities. May serve as a Camp Rover for 12 cabin 8 areas. Instructor certification in archery is required.

Activities Specialist– (either week) Lead groups of campers in engaging activities connected to your specialized areas of skill – such as Drama/Theater, Music/Singing/Song Writing, Yoga, Nature/Wilderness, and/or other skill area that matches the needs of Camp Ten Trees campers. (See separate role descriptions for Archery, Arts & Crafts, Boating Guards, and Challenge Specialists, and Camp Historian). Lead and/or assist with various all camp community activities. May serve as a Camp Rover for 12 cabin areas. Commitment: an average of 2 hours per month starting in May.

Challenge Specialist – (either week) Facilitate teambuilding, activities, initiatives, and a low ropes portable challenge course for small groups of campers and volunteers of a variety of skill sets and physical abilities. Lead and/or assist with various all camp community activities. May serve as a Camp Rover for 12 cabin areas. Certification in facilitation of low ropes or other course related teambuilding activities is strongly preferred. Commitment: an average of 2 hours per month starting in May.