



## Episcopal Church Center of Colorado & Diocesan Offices

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Proclamation. Discipleship. Servanthood.

## Episcopal Summer Camp Staff

### Mission Statement

#### The Episcopal Diocese of Colorado

The mission of the Diocese of Colorado is *Proclamation* (naming the Good News of Jesus Christ), *Discipleship* (intentionally entering into a relationship with Jesus), and *Servanthood* (making the love of God known tangibly and concretely in the world by what we do).

#### The Office of Faith Formation

The Office of Faith Formation envisions children, youth, and young adults being raised up into Christ to seek, to know and to love Him more, to worship Him, to serve Him in newness of heart, and to reach out to those who do not know Christ. We seek to encourage faith formation in the local parish and see young people become important members of the Church.

#### Episcopal Summer Camps

Episcopal Summer Camps advocates for and assists in implementing these missions by providing camping experiences for children and youth that:

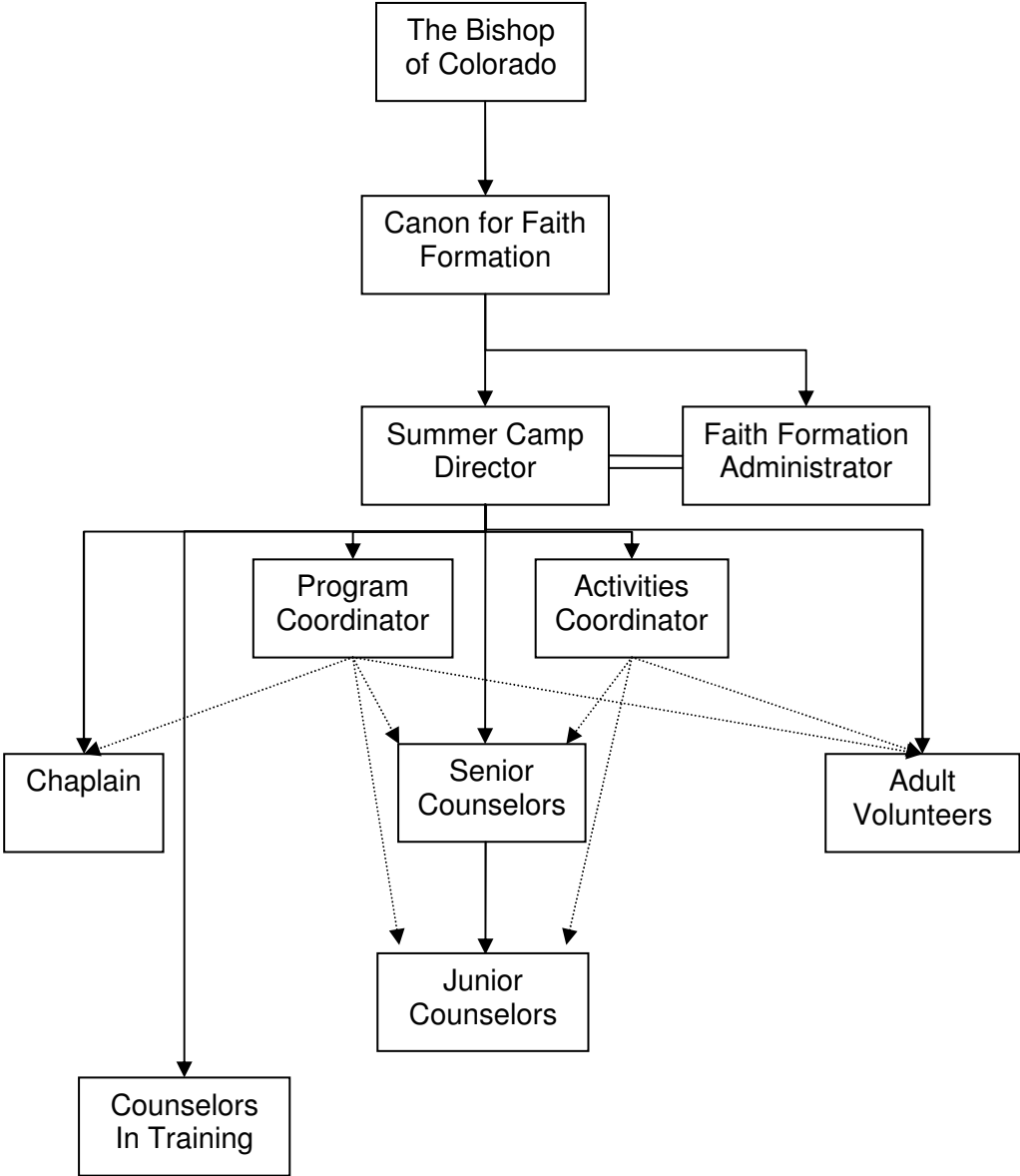
- Build Christ-like relationship
- Explore Biblical teaching
- Worship in the Anglican tradition
- Serve neighbors in love
- Commune with God in creation
- Engage in Christian leadership
- Recreate through sport, art and leisure

### Summer Camp Staff Values

Episcopal Summer Camp Staff (paid and volunteer) support the mission of the Diocese of Colorado by using their spiritual gifts to fully live out their roles in accordance with God, promoting the values of:

- Christian Love
- Faith Development
- Life-long Learning
- Caring
- Excellence
- Integrity
- Respect
- Accountability
- Safety
- Transparency

# Colorado Episcopal Summer Camps Organizational Chart



Note: Dotted line indicates supervisory responsibility

## **Summer Camp Staff Descriptions**

### **Summer Camp Director (Diocesan Staff Position - *Currently Filled*)**

Reports to: Canon for Faith Formation

Dates: Full-time, Year round

Description: The Camp Director oversees all aspects of staff management including hiring & firing of staff when necessary. The Camp Director works to insure a safe, fun, valuable experience for both the staff and campers. The Camp Director intervenes when necessary in staff conflicts & camper problems. In serious cases, when the safety of a child is in question, interpersonal staff problems remain unresolved, or there is a serious infringement of camp policy, the Canon of Faith Formation intervenes. When the Camp director is not present or away from camp the Program Director is in charge and takes on all of the Camp Directors responsibilities.

#### Responsibilities include:

- Recruiting and confirming paid and volunteer staff, including chaplains
- Training, supporting, and managing staff
- Facilitating staff meetings
- Planning and leading staff orientation
- Working and communicating with parents
- Coordinating registration and promotion of camp (with Faith Formation Administrator)
- Primary management all health care issues at camp
- Setting and enforcing camp policies and procedures
- With Program and Activities coordinators, designing and developing camp program
- Helping out with camp activities and participating as a member of the camp staff
- Facility liaison and coordination
- Serving as camp host
- Other duties as needed

#### Requirements:

- Staff development and management skills
- Proficiency in EDOC policies and procedures
- Proficiency in creative, age-appropriate, Christian formation programming
- Excellent communication skills
- Must be at least 25 years-old
- First Aid/CPR certified\*
- Safeguarding God's Children certified\*
- Background Check

## **Summer Camp Program Coordinator**

Reports to: Camp Director

Dates: May 19, 2008 - August 4, 2008

Stipend: \$3750.00

Room and Board provided June 1-August 4

Description: The Program Coordinator oversees all aspects of the summer camp program and works to insure a safe, fun, valuable experience for staff and campers. The Program Coordinator works closely with the Camp Director and Activities Coordinator in program development.

Responsibilities include:

- Planning age-appropriate programs for 6 weeks of camp (ages 7-18)
- Working with a programming group for program development
- Providing supplies for all program pieces
- Implementing and delegating program pieces to paid and volunteer staff
- Supervising staff in their assistance of program pieces
- Working collaboratively with specific program staff members (i.e. chaplains)
- Program orientation for paid and volunteer staff
- Coordinating with facilities staff regarding any program needs
- Attending staff meetings
- Taking on the Camp Director responsibilities when the Camp Director is away from camp
- Assisting Camp Director in health care management
- Setting-up and packing-up camp

Requirements:

- Proficient in creative, age-appropriate, Christian formation programming
- Detail oriented
- Working knowledge of A/V technology
- Must be at least 21 years-old
- First Aid/CPR certified\*
- Safeguarding God's Children certified\*
- Background check

## **Summer Camp Activities Coordinator**

Reports to: Camp Director

Dates: May 19, 2008 - August 4, 2008

Stipend: \$3750.00

Room and Board provided June 1- August 4

Description: The Camp Activities Coordinator designs and oversees all activities at camp (ropes course, archery, fishing, horseback riding, arts & crafts, etc) and works to insure a safe, fun, valuable experience for staff and campers. The Activities Coordinator works closely with the Program Coordinator and the Camp Director to ensure activities support overall program theme.

### Responsibilities include:

- Provision, care and maintenance of activity gear and supplies
- Coordinating activities schedule and leadership
- Working collaboratively with specific activity staff members (i.e. arts & crafts leader)
- Supervising Senior and Junior Counselors in activity leadership
- Coordinating river rafting activity for Middle and High School camps
- Coordinating with stable manager regarding horse usage
- Leading in Wilderness Camp
- Attending staff meetings
- Assisting Camp Director in health care management
- Setting-up and packing-up camp

### Requirements:

- Trained ropes course facilitator\*
- Proficient in various sports rules/regulations
- Trained in archery fundamentals
- Must be at least 21 years-old
- First Aid/CPR certified\*
- Safeguarding God's Children certified\*
- Background check

**Summer Camp Senior Counselor (2 positions available - one male, one female)**

Reports to: Camp Director

Dates: June 2, 2008 - July 28, 2008

Stipend: \$2325.00

Room and Board provided

Description: Senior counselors work closely with the entire staff to provide a safe, fun and valuable camp experience for each camper. Senior Counselors serve as shepherds for campers, guarding and guiding them through the week and seeing to their general well-being. Each dorm has one Senior Counselor assigned full time. Senior Counselors also act as mentors to the Junior Counselors assigned to assist them in the cabin.

Responsibilities include:

- Working closely with the Activities Director and Program Director to set-up/clean-up and lead activity and program segments (games, campfire, ropes course, etc.)
- Being in the cabin with the campers during quiet time and cabin time
- Eating with campers and helping campers get up and go to bed
- Supervising & participating in cabin clean-up
- Participating in chapel and campfire
- Assuring adequate supervision of dorms overnight
- Supervising free-time
- Planning & leading campfire
- Supervising meal lines and meal set-up and clean-up
- Implementing and enforcing camp rules and regulations
- Assisting Camp Director in health care management

Requirements:

- An aptitude for and enjoy working with children and youth grades 2-12
- Patience and conflict resolution skills
- Must be at least 21 years old
- First Aid/CPR Certification\*
- Safeguarding God's Children Certified \*
- Background check

### **Summer Camp Junior Counselor (6 positions available)**

Reports to: Senior Counselor

Responsible to: Program Coordinator and Activities Coordinator during specific program and activities pieces

Dates: June 9, 2008 - July 12, 2008

Stipend: \$930.00

Room and Board provided

*All Junior Counselors have the opportunity and are encouraged to attend the High School camp as participants free of charge*

Description: Junior Counselors work closely with the entire staff to provide a safe, fun and valuable camp experience for each camper. Junior Counselors divide their time between two aspects of support staff. The first role is serving as small group facilitators, in collaboration with an adult supporter, during program and discussion times. One Junior Counselor is assigned to each small group. The second is working as program, activities and cabin support for the Program Coordinator, Activities Coordinator and Senior Counselors.

Responsibilities include:

- Facilitating small group discussions and activities with provided program materials
- Assisting the Activities Director in leadership of activities
- Participating in chapel and campfire
- Assuring adequate supervision of dorms overnight
- Participating in meal set-up and clean-up
- Coordinating parent approved off-site supervision during non-camping session time

Requirements:

- An aptitude for and enjoy working with children and youth grades 2-12
- Must be at least 16 years old
- Must attend Camp Staff Orientation June 9-14
- Completion of Peer Ministry training\*\*
- Safeguarding God's Children Certified \*
- Background check

**Summer Camp Counselor In Training (CIT) (4 positions available per week)**  
Reports to: Camp Director

Dates: June 22-28, 2008 OR July 6-12, 2008  
Fee: \$150

Description: CIT's work closely with the entire staff to provide a safe, fun and valuable camp experience for each camper. CIT's have the unique opportunity to develop their leadership skills through leadership training at camp, led by the Camp Director, and leadership application in assisting in program and staff support pieces.

Responsibilities include:

- Attending on-site leadership training with Camp Director
- Assisting the Program Coordinator and Activities Coordinator in set-up/clean-up and implementation of program with provided program materials
- Participating in chapel and campfire
- Assisting in supervision of dorms during cabin time and overnight
- Assisting kitchen staff in meal set-up and clean-up (setting out food and utensils, sweeping/mopping, dish washing)
- Create, design and present a completed spiritual project for the week

Requirements:

- An aptitude for and enjoy working with children grades 2-5
- Must be at least 14 years old
- Completion of Peer Ministry training\*\*
- Safeguarding God's Children Certified \*

Rewards for successful completion:

- Excellent and applicable training in ministry leadership
- 40 hours of community service credit
- Priority in applying for Junior Counselor positions in subsequent camping seasons

\*Certification not necessary at time of application but must be completed prior to start date of camp. We will help to provide these opportunities.

\*\*All applicants are highly encouraged to participate in the Peer Ministry Trek at the Diocesan Quest event. Peer Ministry training will also be available during the camp staff orientation week.

**Summer Camp Staff Adult Volunteer Leadership Opportunities (on a weekly basis):**

**Chaplain** (responsible for liturgical leadership and pastoral ministering)  
**Scriptural Advisor** (responsible for scriptural teaching and exploration)  
**Musician** (responsible for leading music during program and worship pieces)  
**Peer Minister Mentor** (responsible for training, empowering, and supervising CIT's)  
**Arts & Crafts Supervisor** (responsible for supervising arts & crafts activities)  
**Photographer/Videographer** (responsible for documenting camp experience through a lens)  
**A/V Tech** (responsible for creating and implementing audio/visual program pieces)  
**Mental Health Counselor** (responsible for responding to mental health issues)  
**Nurse/Medic** (responsible for responding to physical health issues)  
**Program Planning Supporter** (responsible for brainstorming and creating program skeleton)  
**Small Group Supporter** (responsible for assisting and supporting Junior Counselors in small group facilitation)

This list is only a partial list of potential opportunities. Many opportunities exist in the camp environment to support and apply the many spiritual gifts of Christ's ministers. If you have an interest in serving at camp and are curious about how you may apply your gifts, please contact the Summer Camp Director at the Episcopal Church Center of Colorado and Diocesan Offices. *All Camp Staff Volunteers must be certified in Safeguarding God's Children and undergo a background check.*

**Summer Camp Staff Schedule**

June 1: Senior Staff arrive at Trinity Ranch  
June 9-14: Staff Orientation  
June 15-21: Middle School Camp (Entering grades 6-8)  
June 22-28: Elementary I Camp (Entering grades 2-5)  
June 29-July 3: Angel Tree Camp (Entering grades 2-5)  
July 6-12: Elementary II Camp (Entering grades 2-5)  
July 13-19: High School Camp (Entering grades 9-12)  
July 27-August 4: Wilderness Camp - off site (Entering grades 10-12)

**Contact Information**

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