



SUMMER STAFF POSITION DESCRIPTIONS

A Note from Uncle Kent:

2024 will be our 70th year of running summer camp along the shores of Sacandaga Lake. Hundreds of staff, thousands of volunteers, and 10,000's of campers have spent time in this space. One former staff wrote that this place not only accepted them as they were but showed them who they could be. THAT is a job worth doing!

Being on Fowler's staff is a great privilege that requires a full commitment to live into the ideals and goals of Fowler. It will demand a lot of you, but will make a big difference in the lives of our campers. Your summer at Fowler may also be one of the most significant you have ever had.

Thank you for considering applying and being part of our summer community.

All Summer Staff must....

- Be vaccinated against Covid 19
- Have current BLS and Wilderness First Aid (WFA) certifications by the end of Staff Training (courses are offered during Staff Training)
- Be able to lift a minimum of 25 pounds
- Be able to walk a minimum of 2 miles per day
- Be in overall good health and note any health restrictions on your application

In addition to position-specific job descriptions, all staff are required to help in the following areas as needed...

- Leading After Meal Songs
- Taking out compost
- Running meal trivia
- Coordinating and engaging with campers during Free Time
- Helping run the Store
- Running and/or participating in Morning Watch, Discovery Time, and Vespers
- Leading and Participating in Evening Programs
- Participating in Sunday Morning and Thursday Evening Worship
- Providing support for program areas



Position	Intend to Hire	Position	Intend to Hire
Maintenance Staff	2	Office Manager & Store Coordinator	1
Kitchen Staff	2	Health Director	1
Assistant Cook	1	Waterfront Director	1
Head Cook	1	Assistant Chaplain/SWiM Coordinator	1
Wilderness Guides	4-5	Volunteer/Program Coordinator	1
Sailing Instructor	1	Assistant Director	1
Waterfront Staff	2		
Program Staff to work in Arts, Nature, & Adventure	5-6	<i>Please note that sometimes we hire Staff for blended positions (ex. ½ program, ½ kitchen)</i>	
<i>Weekly salaries</i>			
<i>1st year = \$400 Returning = \$425 Coord/Assist. Cook = \$475. Assist. Dir/Nurse/Cook = \$700</i>			

SUMMER STAFF POSITIONS

Descriptions of all positions to be filled for Summer, 2024

PROGRAM STAFF

There are three major foci of our summer program:

1. INCAMP program staff who implement all the programming that happens onsite
2. Wilderness program staff who focus mainly on week long backcountry trips
3. Waterfront program staff who focus mainly in the areas of swimming, boating, and sailing

INCAMP PROGRAM STAFF

ADVENTURE, ARTS, & NATURE

Primary Role:

-To plan and implement physical and team building activities and challenges to engage the energetic bodies and minds of campers.

-To provide campers with opportunities for artistic expression that allow them to celebrate the world around them, grow as people, and express themselves.



- To educate Campers about the natural world both in and around Camp and to facilitate experiences for them to be immersed in that world both recreationally and educationally

Requirements

- *Wild & Remote First Aid*
- *BLS-CPR*

Responsibilities include:

- Developing programming for each week of camp that is in line with Camp's philosophy
- Creating detailed and intentional lesson plans that allow you to guide campers in each of the program areas
- Developing age appropriate programming that engages campers in physical movement and mental problem solving
- Coordination of Sunday Games
- Oversight, maintenance, and care of all equipment
- Ordering and stocking of necessary supplies in conjunction with the Assistant Director
- Attending all Discovery Times
- Being engaged with Campers during all Free Times

WILDERNESS PROGRAM STAFF

WILDERNESS GUIDES

Primary Role: To prepare for, lead, and oversee all wilderness activities and trips through our Outcamp Programming.

Requirements

- *Wild & Remote First Aid*
- *BLS-CPR*
- *ARC Lifeguard w/ waterfront module*
- *Participated in at least 3 out trips as a staff or have sufficient training/experience (please state on your application)*

Responsibilities include:

- Leading 3-5 week long wilderness expeditions with campers in Middle School through High School
- Care and Maintenance of wilderness gear
- Coordinating the purchase and packing of wilderness food
- Teaching campers wilderness skills before and during trips
- Managing group dynamics on trips and addressing any conflict that may arise
- Caring for the safety of campers and fellow staff on the trail and making appropriate safety calls as necessary
- Educating campers about the natural world around them on the trail and off



- Leading day trips on weeks when you are incamp
- Promoting the wilderness experience and encouraging new campers to try it

WATERFRONT PROGRAM STAFF

WATERFRONT DIRECTOR

Primary Role: To supervise the use of Camp Fowler's Waterfront Facilities, including overseeing lifeguarding staff and swimming procedures.

Requirements

- *Wild & Remote First Aid*
- *BLS-CPR*
- *Lifeguard w/ waterfront module*
- *WSI*
- *Lifeguard Management*

Responsibilities include:

- Maintaining waterfront programs and activities in compliance with NYSDOH regulations
- Coordinating the care and maintenance of the beach and all equipment
- Running swim tests and beach safety orientations each week
- Supervising all lifeguards and waterfront staff to ensure the safety of all people swimming and boating
- Following proper documentation procedures of swimmers as per the NYSDOH guidelines
- Preparing lifeguards with proper training to effectively conduct beach emergency drill

SAILING INSTRUCTOR

Primary Role: To provide high quality sailing instruction to campers and staff

Requirements

- *Wild & Remote First Aid*
- *BLS-CPR*
- *ARC Lifeguard w/ waterfront module*
- *Working knowledge of set up/operation/care of Sunfish style sailboats*

Responsibilities include:

- Maintaining the safety and quality of all sailing equipment, including teaching other staff how to do so
- Providing campers with thorough, high quality instruction on the basics of sailing
- Supervising at least one session a week, sometimes more, during which the central theme is teaching campers to sail
- Teaching other staff how to properly instruct a sailing session



- Leading Sailing Outcamp during the last week of the summer with one of the Wilderness Guides
- Assisting the other Waterfront Program Staff with waterfront programming and responsibilities

WATERFRONT STAFF

Primary Role: To ensure the safety of all swimmers and boaters and to facilitate experiences for Campers to enjoy being in and on the water.

Requirements

- *Wild & Remote First Aid*
- *BLS-CPR*
- *Lifeguard w/ waterfront module*

Responsibilities include:

- Supervising all who swim, canoe, or sail on Fowler's waterfront in accordance with Red Cross Lifeguarding
- Developing Waterfront programming for each week of camp that is in line with Camp's philosophy
- Creating detailed and intentional lesson plans that allow you to facilitate positive waterfront experiences for campers
- Cleaning and regular maintenance Beach and equipment on the beach
- Ordering and stocking of necessary supplies in conjunction with the Assistant Director
- Attending all Discovery Times
- Serving as a lifeguard at the beach during flex time and other designated times
- Helping to lifeguard for morning Polar Bearing
- Helping to lead Swim Tests by evaluating the swimming abilities of campers
- Ordering and stocking of necessary supplies in conjunction with the Assistant Director

KITCHEN AND MAINTENANCE SUPPORT STAFF

MAINTENANCE STAFF

Primary Role: To properly maintain the ongoing physical operation of Camp Fowler in conjunction with the Operations Manager

Responsibilities include:

- Providing general maintenance and cleaning of all camp properties and facilities
- Regularly Cleaning cabins, bathrooms, and shower areas
- Ensuring that all trash is removed in a timely manner



- Building fires when necessary
- Assisting with cookouts on Sunday and Friday nights
- Making timely repairs of broken equipment, buildings, or items OR reporting those things to the Operations Manager
- Keeping Camp safe and in good order
- Supervising Program Staff in the cleaning of Camp on Friday

KITCHEN STAFF

Primary Role: To assist with the providing of well balanced, nutritious, and timely food services that align with Camp's Philosophy

Responsibilities include:

- Preparing, presenting, and cleaning up of all meals
- Supervising and teaching the daily jumpers each week
- Working with Kitchen volunteers
- Maintaining a positive attitude throughout the summer in working with staff and volunteers
- Making the daily wake up calls on the PA
- Working under the direction of the Head Cook and/or Assistant Cook
- Working with the weekly nurse to ensure proper care of Staff, volunteers, and Campers with Dietary needs and/or restrictions
- Regular cleaning and maintenance of the Kitchen and Dining Hall to ensure that everything is clean and in proper working order

ASSISTANT COOK

Primary Role: To work with the Head Cook to provide well balanced, nutritious, and timely food services that align with Camp's Philosophy

Responsibilities include:

- Preparing, presenting, and cleaning up of all meals
- Working with and directing Kitchen volunteers
- Maintaining a positive attitude throughout the summer in working with staff and volunteers
- Coordinating work efforts with the Head Cook to share responsibilities and ensure the proper coordination of the kitchen and food production
- Assisting the Head Cook with food ordering
- Assisting the Head Cook with the development of the summer menu in consultation with the Director
- Coordinating with the Assistant Director to pack lunches for campers who may be out of camp



- Regular cleaning and maintenance of the Kitchen and Dining Hall to ensure that everything is clean and in proper working order
- Working with the Wilderness Guides to ensure they are properly prepared with the food they need for their trip
- Working with the weekly nurse to ensure proper care of Staff, volunteers, and Campers with Dietary needs and/or restrictions

HEAD COOK

Primary Role: To coordinate the Kitchen in order to provide well balanced, nutritious, and timely food services that align with Camp's Philosophy

Responsibilities include:

- Primary responsibility over preparing, presenting, and cleaning up of all meals
- Working with and directing Kitchen volunteers
- Maintaining a positive attitude throughout the summer in working with staff and volunteers
- Coordinating work efforts with the Assistant Cook to share responsibilities and ensure the proper coordination of the kitchen and food production
- Assuming primary responsibility over food ordering
- Developing the summer menu in consultation with the Director
- Working with the Wilderness Guides to ensure they are properly prepared with the food they need for their trip
- Working with the weekly nurse to ensure proper care of Staff, volunteers, and Campers with Dietary needs and/or restrictions
- Regular cleaning and maintenance of the Kitchen and Dining Hall to ensure that everything is clean and in proper working order

LEADERSHIP AND OFFICE SUPPORT STAFF

OFFICE MANAGER & STORE COORDINATOR

Primary Role: To assist in the management of the Fowler Summer Office and provide hospitality and guidance to guests renting facilities.

Requirements

- *Wild & Remote First Aid*
- *BLS-CPR*
- *Working knowledge and skill of Word, Excel and other computer programs necessary for the transfer of information and data*



Responsibilities include:

- Coordinating and implementing weekly registrations for all campers
- Handling information regarding camper accounts and files, including arrival and pick up, store accounts, offerings, and payments
- Creating cabin lists and handling cabinmate requests
- Providing necessary information to the weekly nurse in a timely fashion
- Handling camp communications through email and phone
- Coordinating weekend rentals of Chi Rho, Prayer Cabins, and Cabins
- Informing the Director and Assistant Director of potential scheduling issues in a timely manner
- Working with the year-round office to ensure effective communication and a smooth transfer of information
- Coordinating room usage in Chi Rho for weekly volunteers
- Collecting offerings and ensuring it is recorded and stored properly
- Collecting and organizing daily mail
- Managing and running the Camp Store. This includes inventory, sales records, camper accounts, maintenance, and stocking.

HEALTH DIRECTOR

Primary Role: To care for the physical health of all Staff, Volunteers, and Campers.

Requirements

- *Wild & Remote First Aid*
- *BLS-CPR*
- *RN License*

Responsibilities include:

- Leading Staff certification training for BLS-CPR and WWFA
- Ordering and updating medical supplies
- Keeping records in compliance with NYSDOH
- Screening incoming campers
- Providing daily care for all people who may be on the Fowler grounds
- Coordinating with the Assistant Director which trips are going out to ensure that proper medications accompany campers wherever they go
- Communicating with the Kitchen and Assistant Director regarding pertinent allergies and medical conditions.
- Providing a list of Camper medication times to the Assistant Director
- Inspecting camper cabins daily to ensure compliance with NYSDOH
- Working with the director in the case of an injured camper or camper suspected of abuse



ASSISTANT CHAPLAIN/S.W.i.M. COORDINATOR

Primary Role: To provide support to weekly Chaplains in order to lift Campers, Volunteers, and Staff up to God through worship, study, devotions, interactions, and music.

Requirements

- *Wild & Remote First Aid*
- *BLS-CPR*

Responsibilities include:

- Communicating with the weekly volunteer Chaplains in a timely and creative way
- Working daily with weekly Chaplains to support them in providing quality Christian educational experiences that reflect the ministry and mission of Fowler
- Developing and implementing suitable music for each week of Camp
- Providing support for summer Sunday Worship including organizing special music, worship music, and developing liturgies.
- Stewardship of the physical space of the Chapel and Outdoor Chapel, including sweeping, setting up/taking down benches, “decluttering” etc.
- Leading and supporting other Staff Musicians to provide meaningful and fun musical encounters for campers
- Taking point of SWiM Training Weekend over Memorial Day Weekend and coordinating all necessary training of SWiMs to ensure they are equipped to serve as leaders and are aware of all necessary boundaries and rules
- Providing guidance for Staff so that they can better support and utilize the gifts and talents of SWiMs
- Providing opportunities for SWiMs to process and reflect on their growth and experiences
- Serve as the primary contact for all conflicts or incidents that arise involving SWiMs
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PROGRAM & VOLUNTEER COORDINATOR

Primary Role: To provide direction for all INCAMP PROGRAMING and care and support to all weekly volunteers

Responsibilities include:

- Meeting at least weekly with all INCAMP program staff to encourage, equip, and evaluate the summer programing



- Coordinate all INCAMP program staff ordering of supplies to make sure it is done timely and properly
- Ensuring that Volunteer Files are complete
- Finding volunteers to fill where there are needs
- Coordinating with the year-round office to communicate with volunteers before they arrive at Camp
- Coordinating all daily volunteer meetings
- Providing appropriate care and support for volunteers
- Serving as the first point of contact to help volunteers resolve issues or address incidents

ASSISTANT DIRECTOR

Primary Role: To aid the director in overseeing and guiding the smooth running of Camp.

Responsibilities include:

- Overseeing Summer Staff
- Ensuring Staff Personnel files are complete
- Coordinating weekly staff programming assignments
- Developing and implementing weekly schedules
- Serving as the initial contact for issues and incidents that arise in the course of a week of camp
- Providing staff care and support as needed
- Providing documentation of weekly camper orientations
- Running a weekly emergency drill
- Working alongside the Director to brainstorm possible issues and solutions
- Ensuring good communication between the Office, Kitchen, Maintenance, and Program Areas