

## JOB DESCRIPTION FOR CHIEF

1. Arrive no later than 8 a.m. the day your camp starts. (Adult Counselors, Special Activity Directors, Chiefs, Cooks). Jr Staff and CIT's will train the week before the camp season begins. Everyone must attend the Staff Meeting with the Chief at 2 p.m. on Day 1.
2. Faithfully pray for all aspects of Teepee Bible Camp and for the times when you are leading.
3. Prayerfully prepare and be well grounded in the Word of God before coming to camp.
4. The Camp Chief can be male or female but must be 20 years of age for younger camps and 21 years of age or older for the 8-11th grade camps and family camp.
5. Submit to a background check.
6. Use your cell phone on Airplane mode only, except during drills and emergencies.
7. Manifest a Christ-like attitude and behavior at all times.
8. Strictly adhere to the Statement of Faith.
9. Prayerfully prepare and be well grounded in the Word of God before coming to camp.
10. Submit any first-aid certifications you have and any online course certificates for classes the director has asked you to complete so they may be copied and placed in your volunteer file.
11. Be prepared and on time for all camp activities.
12. Dress appropriately – no short shorts (must have at least a 5 in. inseam), no short skirts, baby Ts, halter tops, shirts with spaghetti straps. Bring long pants, a long-sleeved shirt or jacket, a hat, a water bottle, and sturdy shoes for the National Forest hike.
13. Bring a sleeping bag, pillow, toiletries, towel, wash cloth, Bible, flashlight, insect repellent, sun screen, and ample clothing for the week.
14. Do not pursue romantic relationships during camp as these will distract from our purpose and inhibit team effectiveness.
15. To help avoid confusion or misunderstandings, girls minister to girls and guys minister to guys.
16. Show leadership qualities as Christ did with His disciples.
17. The camp chief must be present and seated in an area where they can see all campers and staff at of Bible lessons, and worship times.
18. Execute the following duties:
  - A. Meet with all workers at 2:00 pm the day camp starts. Go over any changes in the policy manual, your expectations as a leader and any other important items given to you by the Director. (You only have 1 hour to complete this task so please start on time!)
  - B. Be available to greet all parents as they arrive, then make sure the appropriate counselor comes to the registration area to help the camper and parents carry the camper's belongings to the designated teepee.
  - C. Orientation meeting: Announce ALL camp rules. (Should be after everyone has seen the medical person.) Explain the fire, flood, and shelter in place drills as stated in the policy manual. Introduce all staff.
  - D. It will be up to you to lead ALL camp meetings.
  - E. Meet with counselors in the morning for a brief devotional followed by sharing of any concerns and at least 15 minutes of prayer together. Praise staff efforts and correct any misunderstandings as needed.
  - F. Enforce ALL rules for campers.
  - G. Keep counselors and counselors-in-training accountable in their walk with the Lord.
  - H. Consult the camp director if any questions arise.
  - I. Promote an atmosphere open to sharing at the campfire lesson and take control as needed.
  - J. If needed, assist with the National Forest hike on Saturday for grades 5-8 and 8-12.
  - K. Lead the 'Life's Trail Hike' on Saturday (or delegate this to a responsible person).
  - L. Take charge or delegate responsibilities.
  - M. Assign a Jr. Staff member (if possible, someone not related to any of the campers) to be the week's scorekeeper.
  - N. Take charge of the Barnyard Olympics and recruit help as needed.
  - O. Assign bathroom clean-up for the day every morning at breakfast.
  - P. An announcement MUST be made every morning at breakfast that any campers who visited the Medical person for illness or injury the day before MUST see the Medical person immediately following breakfast.

- Q. Assign sweeping and bench cleaning duty to one girl's and one guy's tepee at each meal.
- R. Give the signal when groups need to move in the morning rotation at Chippy Camp
- S. Announce a "grounds clean up" around the Trading Post before campers leave the area. He/she may decide to give points to tepees for each piece of trash picked up.
- T. Assign a final clean-up of worship house, girls/boys bathrooms, Eat'Um House and all grounds to each tepee. One tepee per bathroom, One tepee for the Dining room, and 2 or more tepees for each grounds area (Top Tepee down to the firepit, Firepit to the Fence, Parking Lot to the Trading Post, Trading Post to the Barnyard Olympics area, Bridge of Pardon along the trails up to the Eat'um House.)
- U. Make sure all staff quarters are cleaned after all campers have gone home.
- V. Sign off on ALL camper forms after you have checked the tepees and after the camper and counselor have signed them; do NOT let a camper leave until his/her parents have been to the office to check them out with camp director (this is a serious safety issue).
- W. When giving hugs always give sideways hugs (This is for your own protection).
- X. Give encouragement to all staff whenever possible.
- Y. Clean your quarters when camp is over.

PLEASE NOTE: Not for any reason will the chief hold the daily staff meeting during the morning rotation time or during the evening worship/missionary time. Daily staff meetings must be held in the morning from 6:30-7:00.

- I recognize that this is an unpaid volunteer position. (However, you may send out letters to friends and relatives to supplement your income during the time you are volunteering- see Director for a sample ministry support letter).
- I further recognize Tepee Bible Camp will undertake the expenses of my room and board while at camp. They will help me adjust to my responsibilities, acquaint me with the camp's goals and philosophies, as well as any State regulations and health and safety training my position requires. They will also supervise me in any way that seems advisable, pray for and support me with God's love, and provide a copy of this job description and agreement.
- I have read, understand and agree to carry out the responsibilities listed above to the best of my ability.

_____ Signature of Applicant	_____ Date
_____ Camp Director's Signature	_____ Date

For the Director:

This staff applicant attended and completed staff training on \_\_\_\_\_ (Date)