

## **Volunteer Camp Director:**

### **What will volunteer directors be expected to do?**

As a volunteer director your role is to lead and mentor the campers and counselors with your primary duty being to lead vespers (evening worship) each night following the curriculum.

Volunteer Directors are expected to lead vespers each evening and interact with their campers/counselors at points during the day. Below are some activity/camp element descriptions and expectations:

### **Evening Vespers:**

#### **What does Heartland Provide?**

Basic evening vesper materials will be provided by Heartland. Each director will receive a packet of the weekly curriculum, questions and potential activities/lessons. We can also provide resources such as books, props etc. if they are available.

#### **What is Heartland Staff responsible for?**

At vespers, Heartland staff will sing songs (unless you have them planned already) and can participate in skits etc. as you wish.

#### **What is the Director Responsible for?**

Volunteer directors will set the time and location of vespers each day. During vespers they will have 20 min +/- to talk directly to the campers. Props and stories work very well in keeping their attention – especially at younger ages. We ask that directors please let us know in advance if they need ideas, props, supplies etc.

### **Director Time:**

#### **What does Heartland provide?**

If given advanced notice Heartland can provide props, or any activity supplies needed for the special activities during Director Time.

#### **What is Heartland Staff responsible for?**

The Program Assistant (PA) is responsible for checking in with the director about this time and communicating the schedule to all leadership and counselors involved.

#### **What is the director responsible for?**

This is an optional time to do activities or other things with all campers. Please let us know your plans in advance so we will block out time in the schedule for all campers to participate. We encourage directors to have a director time but we also know that this is not everyone's gift so it is optional.

## **Chain of command**

Each camper is supervised by counselors, who are supervised by a program assistant, who is supervised by the program director.

### **Program Assistant-Director-Counselor Relationship:**

We understand that sometimes creating a trusting relationship in such a short time can be hard especially when so many dynamics are involved. We hope to create these relationships by being clear about expectations and leadership roles.

### **Ways to foster communication:**

#### **Counselor meetings:**

Counselors are directly supervised by their Program Assistant. The program assistant will visit each family group at vesper time or some time after dinner to check in and lead a meeting

#### **Why do counselors report to a Program Assistant?**

Realizing that the counselors are here every week and have different volunteer camp directors, it can be confusing for them to adapt to a different leadership style. By having counselors report to the Program Assistant instead of the volunteer camp director, we are hoping to provide some continuity and connection between counselors and camp leadership that they will grow to know all summer long.

#### **Director Meetings:**

##### **What is the director responsible for?**

The volunteer directors are encouraged to participate, give advice, and help counselors work with the campers. Some directors will want a meeting with all counselors to plan things that the whole age group will participate in or check in on group dynamics etc. This will be scheduled directly before the counselor break (speed is appreciated so they may get rested and if you do not think you need to meet then it is not required). Campers will be watched by the craft and activities counselors.

Directors can consult with their PA and counselors if other meetings are required. This is to ensure that all aspects of the family group are being shared. Also know that you can talk to a program assistant or the program director at any time you have discipline, homesickness, illness, or other problems. We encourage lots of communication but know that at least once per day the program assistant for your age group will check in with directors.

We ask that volunteer directors please let us know (program directors) if there are any issues that are not being resolved in this structure.