

Cabin Leader

JOB DESCRIPTION

1. Will complete pre-camp training as outlined by the State Youth and Discipleship Board.
2. Will be present on the first day of camp for the staff orientation session.
3. As each camper arrives, the cabin leader will check to make sure he/she has been assigned to the proper room.
4. Will be responsible for the safety and welfare of all campers in his/her assigned group throughout the entire camp. Will see that they abide by camp policy and schedules and follow good habits relating to eating, personal hygiene, dress, talk, behavior, etc.
5. Will stay with the group when scheduled to be together and know the whereabouts of their campers at all times. Will report any missing campers to the Head Cabin Leader immediately.
6. Will reside in the dorm/cabin with his/her assigned group.
7. Will have devotions with the group before bedtime at night.
8. Will see that the room/rooms are properly cleaned each day and encourage campers to strive towards winning the clean tribe award. Also, will ensure his/her group cooperates when assigned special grounds cleanup.
9. Will be responsible for the neatness and cleanliness of their rooms and bathroom at all times.
10. Will be familiar with all camp policies and procedures.
11. Will become personally acquainted with every camper in his/her group and know them by name by bedtime the first evening.
12. Will write up a perfected camper list of his/her group on the first night and give it to the Head Cabin Leader.
13. Will refrain from roughhousing, pranks, and petty arguments with campers.
14. Will be responsible for the discipline of his/her group at all times.
15. Will encourage spiritual growth of campers. On the first day of camp, the cabin leader should determine the spiritual status of each camper, and throughout camp, prayerfully work toward definite spiritual experiences.
16. Will be an altar worker during worship services. Campers should be informed that they are expected to remain in service until dismissed in a reverent attitude of worship. If they should leave for any type of emergency, they should see the Head Cabin Leader if their cabin leader is praying. **Also, please be sure you and your campers use the rest room prior to the start of all services.**

17. During the devotions before bedtime each night, the cabin leader should talk with each camper individually and go over the spiritual results form, filling it in as experiences occur.
18. The Cabin Leader must know all policies relating to Camp Superlatives and discuss these with their group.
19. Will be directly responsible to the Head Cabin Leader. However, each Cabin Leader should realize that any member of the Board of Directors has the authority to direct all campers and workers in certain circumstances and should always endeavor to follow such directions as closely as possible.
20. Should campers be checked out prior to the conclusion of camp, the cabin leader should make a full report (include date, time, reason for dismissal, and the person with whom the camper leaves) to the Head Cabin Leader, who will in turn inform the Camp Coordinator & Camp Director prior to check out.
21. Will attend all worship services.
22. Will be subject to the Board of Directors.

Keeping a Perfected List of All Campers

1. All campers should be pre-registered and assigned to rooms. Prior to the opening of each camp, each cabin leader will be given his/her room assignment and a list of campers already assigned to his/her room.
2. The Head Cabin Leader, Camp Director, & Camp Coordinator will be given a master list that includes all campers, along with the name of cabin leaders assigned to each individual room.
3. As long as there are sufficient beds, other campers will be accepted on the first day of camp, even if they have not pre-registered. The Registrar will collect their money and give them a written room assignment to take to their cabin leader. The cabin leader will then add them to his/her list.
4. On the first day of each camp, each cabin leader will perfect their list and turn it in to the Head Cabin Leader. The Head Cabin Leader will in turn give the list to the Camp Director or Camp Coordinator. They will give the list to the Secretary for updating.
5. The Secretary will type a perfected list of campers as soon as possible and make seven extra copies. The original and one copy will be left in the Camp Office. Each member of the B.O.D. and the Head Cabin Leaders should also receive a copy.
6. Throughout each camp, each cabin leader will immediately inform the Head Cabin Leader if, for any reason, there is any change to his/her list of campers. The Head Cabin Leader will then inform the Camp Coordinator so that the master list can be perfected.
7. Any requests for room changes should be discouraged. However, if a camper simply insists on being moved, a room change will be made immediately after special activities on the first night of camp.

Ideas for a Great Opening Day

A. Starting off Right

1. Wear your staff shirt and nametag. Give each camper a **cheerful** welcome with enthusiasm. Speak clearly and distinctly. Learn each camper's name.
2. Make sure all money has been turned in for Camp Cash.
3. Help camper select a **bed**, and place their **clothing** in the proper area.
4. Prepare some activities beforehand to give campers something to do while they wait for other campers to arrive. (Think games, snacks, organizing, memorizing scripture, etc.)

B. When All Campers Have Arrived

1. Conduct a group meeting
 - a. Ask your campers **questions**, such as:
 - "Who got up the **earliest** this morning?"
 - "Who got up the **latest** this morning?"
 - "What do you think you'll like **best** about camp?"
 - "Are there any **first timers** here?"
 - b. Go over Camp Activities, Electives, Schedules, Bible Memorization, etc.
 - c. Pray together.
2. Take campers on **tour** (if time permits).

Breaking the ice is important to the overall camp feeling!!!

C. KEEP ALL LISTS NEAT AND EASY TO READ. GIVE YOUR PERFECTED LIST TO YOUR HEAD CABIN LEADERS A.S.A.P.

"Logical Consequences" to Maintain Discipline

If a camper is defying you or disturbing others, handle the situation **immediately**. First, call the camper by name to help him understand you are speaking specifically to him and not making a general announcement. If he/she persists in unacceptable behavior, use **reality discipline**, also known as a logical consequence.

... If your campers are talking in church, separate them and place one beside you.

... If a camper breaks into the lunch line, send him/her to the back of the line.

... If a camper comes to the pool improperly dressed, send them back to get what they left in the cabin.

... If campers are roughhousing, separate and seat them.

... If they cannot get along with others, isolate them for a short period of time.

Overcoming a Negative Response

Some campers have a problem cooperating and submitting to a cabin leader's authority. Always **remain calm** and give careful responses. When something is said that you don't know how to respond to, be honest and admit that you will not respond until later.

CAMPER'S ATTITUDE CABIN LEADER'S RESPONSE

1. "This is boring"..... "So is life, but you'll probably enjoy it once you get involved."
2. "I don't want to"..... "Give it a try" or "I'm not crazy about it either, but let's do it."
3. "This is dumb"..... "That's what makes it fun" or "Dumb stuff is fun."
4. "I hate camp"..... "Give camp a chance. We gave you one."

*A good, positive remark
will offset any negative – if
done quickly enough!*

Last Night and Morning Check List

1. ____ The afternoon before camp ends, help each camper gather all personal articles and clothing. Make sure everyone has only the items belonging to him/her.
2. ____ Once you return to your room the last night, instruct younger campers to pack their camp purchases and other keepsakes in their suitcases so they will not lose or forget them.
3. ____ On the final morning after breakfast, all campers and cabin leaders must pack all items and have their luggage at the foot of their bunk/bed before attending the Award Ceremony. The rooms and bath room must be tidy and ready for inspection prior to leaving. Keep your sign-out sheet with you at all times and turn it in to the Head Cabin Leader before leaving. No cabin leader may leave the grounds without the approval of the Head Cabin Leader.

FORMS AND RECORDS ARE IMPORTANT

1. Your evaluation of camp will be helpful for future planning.
2. The Check-Out and Spiritual Results Form are a must. Write down all spiritual results each evening during your devotional time.

Things Never to Do

1. Never **threaten** a camper!
2. Never **manhandle** or hurt a camper!
3. Never publicly **embarrass** a camper!
4. Never **betray** the camp guidelines to gain popularity with your group!
5. Never play favorites or give **unearned** privileges!
6. Never steal the **spotlight** away from a camper!

After Service at Night

Keep your eyes open during night outdoor activities (especially with teens). **Do not allow** campers to leave their assigned areas. Some of your campers may try to sneak away...this cannot be allowed. We must all work together and be **alert** at all times!

Devotion Time with Your Group

In the morning, before coming to breakfast, have a brief prayer/devotion with your group. Quote together your scripture motto, if you have selected one.

At bedtime, have a devotion with your group. This might include testimonies about any spiritual experiences your campers received during the service. You might ask questions about the message or a point made in Bible class. Make sure the campers are involved, and that you do not do all the talking or praying.

Practical Suggestions

Leading Your Group

1. Give advance notice of each activity. Try never to **surprise** your campers with a call for immediate action. Always give them time to get ready.
2. Try to ask instead of ordering, but be **clear and direct** in giving your instructions.
3. Campers will do what you **inspect**, not what you **expect**.

Procedures for Dormitory/Cabin Clean-Up & Awards

1. Each room is to be cleaned daily and left in order by campers under the supervision of their respective cabin leaders. The floors are to be free of trash, beds made, clothing put in order, and the room left with a neat appearance.
2. The bathrooms are to be cleaned each morning and evening. The toilet, sink, and shower areas should be cleared, the floors swept and mopped, and the trash emptied. (where applicable)
3. The Head Cabin Leader will check all rooms each morning immediately after breakfast.
4. Clean room awards will be presented at a time decided by the Head Cabin Leader and the B.O.D.

YOUTH CAMP ROOM CHECK SHEET

One responsibility of the cabin leader is to assist in keeping the room/sleeping quarters and other camp facilities neat and clean. Below is a sample of the check sheet the head cabin leader will use in grading your area.

Job	Day 1	Day 2	Day 3	Day 4
Trash taken out to trailer behind tabernacle				
Trash Cans Empty				
Beds made neatly (wrinkle free)				
No dirt/hair in showers or sinks				
Counters dry, Faucets Clean, Mirrors Clean				
Lights off				
Toilets cleaned				
All personal items neatly put away				
Towels and wash cloths hanging appropriately				
Floors Clean, Vacuum & Mop if necessary				

(Rate each of the above items on a scale of 1-10)

TOTAL SCORE _____ _____ _____ _____

Cabin Leader _____

Cabin _____ **Camp:** HS / MS / Kids

Check Out Procedures

1. After breakfast on the last day of camp, all cabin leaders and campers are to pack their personal belongings and have their luggage at the foot of their bunk/bed before attending the closing assembly.
2. Once all campers have packed their belongings and the room, bathroom, and all assigned areas of camp have been cleaned, they are free to go as parents/guardians arrive to check them out.
3. **No cabin leader will be allowed to leave until his/her rooms are clean and he/she has turned in all paperwork to the Head Cabin Leader.**
4. No camper is to leave camp before his/her parent or guardian signs him/her out with their cabin leader. Cabin leaders are to check I.D.'s of those picking up kids.
5. At check out time, all cabin leaders are to go to their dorm/cabin and remain there until all campers have been checked out.
6. No cabin leader may leave camp until all campers have left unless permitted by the Head Cabin Leader. If the Head Cabin Leader gives his/her approval, he may check out the cabin leader, take over his/her list, and assume full responsibility for any remaining campers.
7. The Head Cabin Leader will keep all lists that have been turned over to him/her until all campers have left the premises.
8. The Head Cabin Leader will give all check out forms to the Camp Coordinator before leaving.
9. **Staff members are not permitted to leave camp until their rooms are clean, all of their assigned responsibilities have been completed, and their departure has been approved by the B.O.D.**