

## DEAN JOB DESCRIPTION

Thank you for agreeing to dean at a Pilgrim Lodge event. The Outdoor Ministries Team is grateful for your participation in service to the youth and adults of the Maine Conference.

There are three types of deans for Pilgrim Lodge events:

- ALL are responsible for providing information for any promotions from camp (blurb for brochure and website) needed before January 1.
- 1. Traditional camp
  - a. provide between 3 and 7 days of programming for youth from grade 3 to high school post graduates.
- 2. Trip camp
  - a. provide a week of programming for middle or high school youth at off-site locations.
- 3. Adult or multi-generational camp
  - a. provide programming for adults exclusively or adult-child combinations for a weekend or several days.

Each of these opportunities comes with its own expectations and opportunities.

**TRADITIONAL** *these points apply to all deans unless specified in that particular section*

Deans are responsible for planning the activities, securing counselors, and assigning housing for up to 110 campers.

### Counselors

- There should be at least 1 adult (over 18) volunteer counselor for every 8 campers registered.
  - It is requested that deans recruit these counselors
  - each of whom will be responsible for a cabin of up to 8 campers.
- Counselors will be housed in a cabin with campers of the same gender identification from evening of the first day until dismissal on the last day.
- Counselors should be familiar with the activity levels of the youth which that camp will target.
- Counselors should plan, assist in planning, and carry out small group activities with at least one other adult for potentially 16 – 20 youth.

*The counselor role is discussed more fully in a separate document - Counselor Job Description*

#### Curriculum:

- Deans should be able to work with the presented curriculum
  - or develop their own which will be sufficient to keep the youth safe and occupied for the duration of the camp session.
- The dean should be able to plan (or find others who will plan) an average of 2 worship services during each full camp day.

#### Schedule:

- The daily schedule for the camp session should be determined ahead of time and discussed with the camp staff before arrival.
  - This will enable the staff to make best use of their resources (volunteer and full-time) during the day and for the duration of the session.
  - An example schedule can be found among other Dean Resources
- Special menus or activities requiring additional preparation time or support should be discussed weeks ahead of arrival to camp with the appropriate summer staff.

#### Supplies:

- Many “staples” such as pencils, writing/drawing paper, yarn, glue are available
- the supply and quantity should be confirmed ahead of time to ensure that necessary supplies are available.
- There is an Art Director on the permanent PL summer staff who can be consulted once the season begins should you have a specific project in mind.
- The provided curriculum often suggests projects, activities, and games which are easy to execute and utilize common and reasonably priced supplies.

#### Letter:

- There should be an introductory letter sent to camper families. It should:
  - welcome campers,
  - describe the session,
  - Note what to bring and what not to bring (outside of the general packing list in the Parent and Camper Guide),
  - give any other information deans want the campers and their parents to have. (For example: pick up time, ending program, special clothing or other items)
  - Mention plans for the mission project.
- Use the letter to get campers excited about their coming time at Pilgrim Lodge.
- This letter should be sent to the PL office **no later than May 1**

- The letter will be sent from the office to campers by email at least two weeks prior to the start of camp. It will also be posted on the PL website.

#### Before camp:

- At least one pre-camp gathering of as many counselors as possible should be held as a training opportunity.
  - This will inform new counselors, allow counselors to meet each other, set expectations for camp, and allow for sharing of camp prep activities.
- The dean should collect counselor paperwork to ease the check in process when everyone arrives at camp the day before campers arrive.

#### A Note About Cell Phones:

- Deans (and Counselors) are requested to leave cell phones and other electronic devices turned off during all camp events.
- Cellular phones may, however, be used when the dean has personal time away from the camp activities and in the evening after the campers are in bed, making sure to be out of sight and earshot of campers.

#### **TRIP CAMP** – *additional details for trip camp deans*

#### Certifications:

- A dean (or other trip leader) should have the appropriate safety and wilderness training(s) necessary per American Camp Association for their type of trip.
- The dean for a trip camp shall be responsible for maintaining appropriate male/female and adult/camper ratios based on ACA regulations for their particular type of trip.

#### Food:

- Deans should create an appropriate menu based on the mode of transportation and available supplies for their particular trip session.
- This menu should be communicated to the camp chef **at least one month ahead of time** to allow for ordering of food and preparation of containers.

#### Schedule:

- The dean or their designee should create a schedule which can be flexible depending on weather and camper fatigue.
- It should contain some opportunity for daily worship.
- All adults on the trip should assess the schedule against level of expertise to ensure that all involved can feel successful at the event.

#### Letter:

- In addition to the goals of the letter sent for traditional camps, this letter should convey expectations of the trip.
  - For example: 3 hours on a bike; 5 hours per day rowing or other energy levels necessary
  - should provide a detailed list of what and how many of each item to bring.
- This letter should be in to the PL office **by May 1** to allow families ample time for purchase/acquisition of any special equipment/gear and to determine participant is qualified for the camp expectations.

### **ADULT/MULTI-GENERATIONAL**

#### Housing:

- housing for adult/multi-generational camps will be unique to each camp.
- The dean will be responsible for assigning housing, and possibly determining seating at meals.

#### Curriculum:

- Curriculum will be available but may need to be adjusted to meet the timeframe of the camp session or age/ability level of the participants.
- The dean for this type of camp should ensure that worship is available but could encourage leadership participation from the campers.

#### Schedule:

- If special meals are desired that should be communicated with the camp staff **at least 2 weeks before arrival**, especially if items need to be acquired to ensure the success of the activity.
- The camp staff will be available, depending on the timing of camp session, for assistance in carrying out special activities - *those needs should also be communicated before arrival.*

Campers should be encouraged to remain on campus for the duration of the session and should sign out with a staff member should a trip to town be necessary.