

# Chanco on the James

## *Job Description*

Job Title: **Eagle Intern**  
Classification: *Volunteer (Seasonal)*  
Reports to: Summer Camp Director

### Position Purpose:

The Eagle Internship program is designed to form a clear delineation between being a camper and transitioning to the responsibilities of a counselor. Eagles learn from counselors by observation through time spent with their campsite. Eagles also provide logistical support and assist in the delivery of camp-wide activities.

### Essential Job Functions:

1. Provide labor to support the logistical operation of the program.
  - ♦ Set up for activities and programs.
  - ♦ Transport equipment, supplies, and perform other errands.
  - ♦ Perform administrative tasks including counting money and sorting mail.
  - ♦ Collect material for marketing and promotion.
2. Assist with the implementation of program activities as assigned.
  - ♦ Actively and enthusiastically participate in all camp activities.
  - ♦ Participate as a member of the camp staff team to deliver evening programs, special events, and other all-camp activities and camp functions.
3. Receive training in leadership and faith formation.
  - ♦ Attend regular sessions with the camp chaplain.
4. Be a role model to campers in your attitude and behavior.
  - ♦ Follow and uphold all safety and security rules and procedures.
  - ♦ Set a good example to campers in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
  - ♦ Maintain appropriateness in dress, conversation topics, and language at all times.
5. Learn through observation
  - ♦ Study counselor interactions with campers
  - ♦ Develop an understanding of the duties of a campsite counselor in preparation for future employment.

### Other Job Duties:

1. All other duties as assigned by the summer camp director or activity director.

### Relationships:

*Eagles are expected to have regular relationships with campsite counselors and the assistant directors.*

### Qualifications: (Minimum Education and Experience)

- ♦ Must be at least 16 years of age.
- ♦ Must submit health history record and examination form prior to first day of work.

### Knowledge, Skills, and Abilities:

- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Ability to follow directions.

### Physical Aspects of the Job:

- ♦ Ability to communicate and work with others.

*Some physical requirements of an Eagle position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.*

## TYPICAL DAY FOR AN EAGLE

**7:00- WAKE UP( MORNING SHOW STARTS AT 7:25)**

**8:00- BREAKFAST**

**9:00- WATER COOLERS AND TRASH— FILL WITH ICE WATER AND CARRY TO ACTIVITY AREAS, EMPTY ALL “PUBLIC” TRASH CANS, INSTALL NEW LINERS**

- JOIN CAMPSITE AT 1<sup>ST</sup> BLOCK

**10:00- 2<sup>ND</sup> BLOCK WITH CAMPSITE — TAKE PICTURES, OBSERVE COUNSELORS**

- ROLL CHANGE FOR CHANCO — ONE DAY 1<sup>ST</sup> WEEK

**11:00- SORT MAIL/DROP OFF CAMERAS**

- DROP OFF CAMERA W/PHOTOS AT CAMP OFFICE
- PICK UP PACKAGES FROM THE MAIN OFFICE AND TAKE TO BP
- ASSIST ADMINISTRATIVE ASSISTANT IN SORTING LETTERS AND CARE PACKAGES BY CAMPSITE
- CREATE LIST OF MAIL SINGERS

**12:00- LUNCH**

**1:00- REST PERIOD (MEET WITH CHAPLAIN ON TUESDAYS AND THURSDAYS)**

**2:00- PROJECT WORK**

- BUILD FIRES — 1<sup>ST</sup> WEEK
- LEAD 4<sup>TH</sup> BLOCK ACTIVITY
- AS ASSIGNED

**3:15- FREE SWIM**

**3:55 LEAVE AT SECOND TO LAST BUDDY CHECK - SHOWER**

**4:30-5:45- REST**

**6:00- DINNER**

**7:00- EPC (MEET ON BP)**

**8:15 EVENING PROGRAM**

**9:45- CIRCLE UP( ANNOUNCEMENTS AND EVENING PRAYER)**

**9:50- EPC — CLEAN UP/PUT AWAY**

**10:45 WEEK 1 — BIG DAY, WEEK 2 - OUT**

**12:00- CURFEW**

**\* NOTE: EAGLE EVALUATIONS TO BE COMPLETED WEEKLY BY THE OPERATIONS DIRECTOR WEEKLY**