

# Lake Geneva Kids' Camp Night Watch Job Description

## Objective:

Provide security and supervision of the Lake Geneva Christian Center facilities, grounds and campers during the night hours of camp.

## Report to:

Assistant Coordinators and Coordinator

## Responsibilities:

### **Pre-camp**

1. Pray for all campers, volunteers and Evangelists.
2. Read and understand the Camp Volunteer Manual.

### **Camp**

1. Be on duty and *patrol the grounds* from 9:00pm until 7:30am.
  - After service is let out, patrol the boys and girls sleeping areas until all are in cabins and quiet. Males patrol boys' area; females patrol girls' areas.
  - Lights out is at 10:15pm every night.
  - Pick up Office phone from office around 10:30pm.
  - Pass on any maintenance requests and wet bed issues to LGCC 24 hour cell phone at 320-304-0219.
  - Assist counselor or help find a grandparent to assist with any homesick kids.
  - Enlist the assistance from the counselor of campers who may need additional supervision.
  - Secure all the buildings by 1:00am
  - Do NOT allow any traffic on or off the grounds during your time of duty.
  - Please return carts to the person you took it from the night before, by 7:00am.
  - Fill out a nightly report and submit it to the Camp Coordinator daily.
2. Curfews
  - 11 pm - Kingsriter Retreat Center – lock 3<sup>rd</sup> floor rooms at this time if volunteers under 18 are not sleeping there
  - 12 midnight – Anyone under 18
  - 1 am – Everyone else
  - Geneva Java and Gym are hang-out areas for after camper lights-out.

## **Lake Geneva Kids' Camp Night Watch Job Description – cont.**

### 3. Emergencies

- Be alert to and aware of any impending severe weather.
- Report any and all emergency situations immediately to the Camp Coordinator, Nurse, and Camp Director.

### 4. Meal Server.

- Arrive at the time listed on the schedule for the meals you are assigned.
- You will eat before serving at Breakfast and Dinner and between the 2 periods at Lunch.

\*\*\*Check in with the Camp Coordinator on Sunday PM or Monday no later than 3:00pm to receive instructions and keys for the buildings.