



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

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APENDIX A:

St. Vartan Camp (Housed at Ararat Youth and Conference Center, Greenville, NY)

Administrative tasks and responsibilities specific to St. Vartan Camp:

Hye Camp (Housed at Camp Hickory, Ingleside, IL) Administrative tasks and responsibilities specific to Hye Camp:

- Work with the Diocesan MP to prepare Camp flyers, make website updates and social media posts, etc.) (Dec)
- Update ACTIVE registration system with camper, CIT and Staff registration forms and applications. (Dec)
- Recruit campers, CITs, and staff via parish visitations, etc. (Feb – May)
- Send a parish leadership email announcing camp dates and when registration is live (Feb)
- Email Camper, CIT, and staff registration links to participants from past two summers based on their current age. (Feb.) And then send staff and CIT acceptance emails as applications are approved. (Mar-Apr).
- Prepare camper confirmation emails and documents for the registration system and website. Including updated cover letter, medical forms, code of conduct, and fact sheet. (Feb).
- Implement application and check processing procedure (Feb) and process camper applications and deposit checks. (Feb-Jun).
- Remain in constant communication with the Camp Directors and schedule monthly Zoom meetings (year-round).
- Make staff and CIT assignments. (Mar)
- Complete camp permit application, and all required paperwork for NYS-DOH inspection in a timely basis. (St. Vartan Camp).
- Prepare camp paperwork and remain in communication with Camp Hickory Manager. (May).
- Complete all required Insurance applications (General Liability, Accident, and Worker's Compensation) on a timely basis.
- Process incoming checks and medical forms. Send back incomplete forms with specific instructions. (Mar-Jun)
- Create and make room (St. Vartan Camp - April) and cabin assignments with CIT and Counselor assignments. (Hye Camp - July).
- Preparation and assignment of counselor groups and rooming.
- Order camp shirts, office supplies, and theme day and arts & craft materials. (May)
- Schedule Bottled Water Delivery with Crystal Rock (St. Vartan -May; Hye Camp -June).
- Order Canteen and Evening Snacks with Facilities Manager and/or Chef (May)
- Update Staff Training Manual. (May)
- Arrange pick-ups for campers/CITs/staff traveling by air or rail. (June)
- Set-up camp office. (Pre-staff training)



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- Create Staff Training Schedule and Curriculum, and secure speakers. (May/June)
- Conduct a background search on all staff and overnight guests.
- Manage budget and business operations, (including finances, deposits, petty cash, reimbursements, etc.)
- Attend regional and national meetings of the American Camping Association, to remain informed of state requirements.
- Oversee and recruit outsourced personnel for the development of camp curriculum for Armenian Language, Arts and Crafts, Heritage and Culture, Religion and CIT Leadership Training.
- Collaborate with the Health Director to ensure all forms meet his/her expectations.
- Work with the Camp Director to assign staff and CIT positions.
- Maintain computerized database of camper/CIT/Staff information and required forms, development of address book).
- Run monthly Bank of America (SVC) and ACTIVE Network (SVC and HC) reports
- Procure all materials and supplies for the season, including sports, arts & crafts, medical, etc. (inventory all materials at the conclusion of the camp season).
- Establish guidelines for campers as well as disciplinary procedures.
- Prepare all camp materials, i.e., handbooks, songbooks, worship services, classroom materials, etc.
- Submit all Staff W-9's to the Diocese and Voucher Requests for staff stipends to be mailed directly from the Diocese (St. Vartan camp).
- Submit names and amounts for checks to be written by Hye Camp Board Treasurer for staff stipends, including mailing labels and cover letter to mail them when they are ready.
- Submit voucher request for clergy stipend reimbursement for camp director's parish.
- Submit voucher request for clergy stipend reimbursement for each camp director's parish
- Prepare year-end report, including participants by parish, highlighting successes, and suggestions for improvement
- Prepare a financial report
- Send an online survey to camper families and compile results.
- Follow-up with outstanding tuition for campers and CITs, and parish scholarships.

Recruit and Secure (six-week position, or 3 two-week positions St. Vartan Camp):

- Camp Directors for each session
- CIT Coordinator to teach daily CIT leadership classes and assign daily responsibilities.
- On-site Camp Office Coordinator
- On-site Health Director and Camp Nurse
- Water Safety Instructor, Aquatics Director, and Lifeguards, as required by NYS-DOH
- Clergy, Instructors, and Volunteers to serve and fill all teaching positions.



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Recruit and Secure (one-week camp program, plus three days of CIT/Staff Training Hye Camp):

- Camp Director
- Assistant Camp Director and/or CIT/ Staff Coordinator
- On-site Camp Office Coordinator
- On-site Camp Nurse
- Lifeguards (2-3, must be 16 with at least one over the age of 18)

Oversee Onsite Camp Office Coordinator Responsibilities:

- Facilitate opening day registrations.
- Respond to all calls and monitor the answering machine. Answer questions, as able, or take and deliver messages for all staff.
- Prepare signage as required (i.e., inspection chart, mailbox, etc.)
- Process daily mail and faxes (to be organized by a counselor group and distributed at mealtimes).
- Oversee office CITs and assign daily duties.
- Implement the camp's petty cash control system and keep all required records.
- Routine administrative office work, as assigned. (Including Photocopying program materials as required).
- As needed replenish office supplies, order other camp-related supplies and/or equipment as required by checking inventory throughout the camp season. Take inventory of office supplies and program materials for storage.
- Maintain schedules, counselor groups, and room assignments posted in the office.
- Assist in preparations for camp inspection.
- Compile and oversee the production of *Vartan Voice*.
- Receive, check in and direct visitors.
- Daily check of weather, including forecasts and impending storms, etc.
- Handle routine office procedures (including preparation of reimbursement of staff vouchers to the diocese).
- Participate in all aspects of the camp program and provide program support as needed.
- Work with the Programming Director to establish daily schedules, routines, procedures, and programs to effectively meet the goals of the camp program.
- Participate in evaluation of all camp operations.