

Monkey Business Camp
Site Director Responsibilities and
Comparison Chart Site Director Versus Group Leader
This list is likely not complete.

Site Director Responsibilities

Creating Container of Camp- Director, mentor/coach, teacher, playmate

Verbal and Non-verbal Communication to get things across, to support mission and vision of camp.

Read and Re-read as needed the Staff Handbook, Parent Info Packet, and the Youth Leader Handbook-check e-mail in months leading up to camp re: paid reading and practicing song, games, activities (3 hours toward this-summer; 1.5 for break camps). We do not expect you to memorize the info, but to be able to refer to them, for guidance on what to do.

Arrival Time (and some info about Pick-Up)

- Making sure set up happens and that other staff and YLs given some direction about where to be (or sometimes they just find good places)
- Cell phone for your group-all are I-phones to keep consistent throughout the camp-turn on and check Looksee app, make sure loading correctly, if not can log out and back in (details on username, password in camper binder)
- Respond to texts the 3 important times each day (morning drop off, admin and afternoon pick up)- track both Looksee text thread and other text thread (where office, Heather, Samantha would message you). In Looksee, parents see a number that is not the actual number of the camp phone, so when they try to call, they will not be able to get through, you need to give them the number if you want to talk to them. Make sure the Looksee app is working and loaded with your kids.
- Welcome camper and parents-introduce yourself, hopefully they will say their name
 - First day- review checklist on top of daily log sheets
 - Ongoing days-review items on checklist in same place
- Parents might verbally ask or text about alternate pick up times, or drop off for future days OR they might try to drop off at 8:20 or 8:25am, 5-10 minutes early
 - Know the specific alternate times-see on daily log OR in the camp phone in “notes” area, so you can give details and ask their preference, then write note on any future daily logs
 - For future times for upcoming weeks, add notes to those daily logs.
 - Practice your responses. Naming that we have 3 different times, and asking if one of those could work. Giving an exception *in this one case*, if works in schedule. Explaining that camp opens at 8:30 (YLs can come starting at 8:20

though, officially supposed to be there by 8:25), can they please wait until that time, as the time before is for communicating with staff and YLs.

- Can always share with parents to contact the MBC office, for any special ongoing requests, as you do not have permission.
- Sometimes they just come at random times, and help them out, and check in with something like “Oh, I did not have you down for coming early, is everything okay?” If they answer “Oh, I thought I could pick up anytime?” you could just say, “Oh, we have more specific times, since sometimes we actually are not here, but visiting a part of the park, and sometimes those are planned and sometimes we do them last minute”. “We like to stay focused on the kids, so with pick ups we have to shift attention, so try to make that just 5 times in the day.”
- Parent/Caregiver communication in general: How to explain things so clear, kind, and offers something customer service-wise. If you do not know an answer, say “Let me check in and see if I can reach someone now, the office is open part time daily”. Heather is the office as of Sept 2024, so contact her directly, although on 1st mornings of camps, she will have office phone. She or Samantha can help other times, too, but sometimes they are working on site, or not available in the moment. If there is someone else waiting, you would say “let me check this person in, and then I will try texting/calling”.
- Policies or Registration questions-Best to say that policies posted online, and the office open daily part-time; Online has most up to date info about camp openings.
- Office-if you say to contact office, make sure they know that they might not get answer until next day. For anything more urgent, Heather better option. Heather number in parent packet and also on phones, and you can share that with parents.
- Checking in and out- daily log can be useful sometimes to know a child has arrived, but make sure that you check into or out of Looksee asap, when there is a lull in people coming or going. This also is when you can check for texts.
- Campers checking themselves in and out- Looksee will say if they can do so. Make sure they check out on time, even if parent not there. Usually a parent has touched base with you, and if you remember to say: “What we need to do at 4:30 is to leave them in drop off area to wait, okay?”
- Medical- carrying their own meds- very rare, but there is form near the back of the camper binder or there will be note in SNA if parents gave permission before.
- Merch- new as of Summer 2025, we will not sell at tables on site. Please help letting parents know process, which would be to order via the link they get on the feed, by deadline, then our team will organize and Brad will have at a table for them to pick up within a few days at a pick up time-we likely will do at Big Leaf for everyone, but if a lot of orders, may have one day at Meadows, at SB pick up and one at Big Leaf in between FS and MC pick up areas.

Structure of camp:

- Keeping to daily schedule and adding in your special magic, helping and encouraging others to share theirs in spaces that is possible.
- The Fun of Camp- Stacy saying, “It takes a lot of work to make it look this easy”. Sometimes when YLs step into that role or when YLs step into staff role, things can feel less magical or fun, as they see more of the “work” of it. Letting yourself as the Site Director be somewhat concerned with pull of inspiring others, but at some point, people have their own response and to ease up on yourself, if it is not always positive.

Youth Leaders

SDs help support their growth and for those who might be in their last year before potentially getting paid position, ask them if they are interested, and, if yes, saying “Is it okay if I ask you to make announcements about transitions, leading games, etc. , or check in with me, if you feel inspired.” Sometimes they just volunteer and do more, and at other time, need this extra encouragement.

Following daily schedule details and staff checklists

In summer, everything needed is on daily schedule or just shown to you at orientation or on first days, we do not have checklists. At school break camps, there are staff checklists, since we can hang things up.

Know/Begin to Learn History of Camp and Speak to Why MBC and camp in general important:

- History in Tilden-started in 1998
- MBC [philosophy/mission](#)-know and be engaged in learning in these areas
- [ACA study about camp in general](#)

Aware of General structure During Camps and How All Support One Another-

- Staff and YL, Admin, Operations, Year Round Team-commits to working all camp programs and in exchange gets additional benefits, like vacation time and increased salary.
- Of course, the parents and kids, we flourish with them, and when we connect and care.

Comparison Chart Site Director and S2 (Staff 2) Staff Positions at Monkey Business Camp

Site Director (SD)	S2-often a Group Leader (GL); sometimes a Counselor (C)
Greet & Check In Parents/caregivers-review list of what to bring/Welcome Campers; track and respond to any incoming texts from office and Looksee before heading back to group	Oversee Camp Site at Morning Drop-off Do a Leave No Trace start and end of day
At pick up, greet parents/caregivers & check out; track and respond to any incoming texts from office and Looksee at start & once at end.	At pick up, continuing to lead closing circle, make sure that campers bring belongings and are given their art
Lead Morning Circle; sometimes start closing circle S2, S3 (Staff 3), Floater and YL offer support; you encourage/invite Repeating favorite songs and games (using experience and camp handbook), adding in new ones or creating new ones	Lead Closing Circle (SD sometimes starts it) Appreciations for day, talk about tomorrow; Repeating favorite songs & simple games (using experience and camp handbook); you encourage/invite other staff, YL support
Timing of camp and activity times-track, manage set up or ask for help, and make announcements-engage alarms on phone as needed; check in 1 st with team mate before transitions.	Timing- track and make announcements-check in 1 st with team mate; if team going on hike after morning circle, manage gathering items needed-backpack and first aid cooler
Food Allergies- track-no food goes into camper's mouths without making sure you know okay Makes sure that kids do not share food at snacks and lunch. Medical/Behavioral Issues-has more clarity about what shared from parent to camp-checks back to SNA and OTC lists	Food and Medical Allergies/Issues: Knows to check SNA and OTC list when issue arises. Makes sure that kids do not share food at snacks and lunch.

Site Director (SD)	S2-often a Group Leader (GL); sometimes a Counselor (C)
Youth Leader Mentoring-General support and enthusiasm for their help; Give feedback-stars and steps; More awareness of age of each of them, how many years have attended, goals, helping them step into more leadership	Might help support Site Director with speaking with youth leaders. Otherwise, general support with positive coaching, mentoring.
YL & Staff Placement: e.g. might say “It looks like over there could use another person.”	YL communication re: placement- has responsibility, but make sure to check in first with SD to make sure not repeating
Makes sure set up or clean up happens as planned; ask for help from YL	Help with set up and clean up. Encourage safe practices.
Emergencies or Injuries: calls parents or 911, checks in with Heather, Samantha, Brad Helps figuring out overall plan, if only two staff, asking for help from other group, etc. Follow protocols in camper binder- do not need to memorize them.	Emergencies or Injuries: with injured camper/YL. If need hospital, and Heather or Brad or Samantha cannot ride, SD or S2 may go with camper until parent or admin person comes; takes Uber, Lyft back to camp that MBC would pay for (check in with Heather first)
Photos- take photos from the day to help develop parent to camp connection. Deletes not good photos at admin time, so total of 20 at minimum each day. Delegate to YLs who say want to help (sheet in back of camper binder).	Photos-helps take of groups of kids at different times of day, showing all the awesomeness of camp. Deletes not good photos.
Staff/YL lateness- awareness and proactive compassionate communication. “I just wanted to check in, as I understand your start time is.... Do you have the same understanding?”	Staff/YL gear- is everyone wearing, did people bring water bottles. If not, communicate and check in to see what’s up, how you can support.

Site Director (SD)	S2-often a Group Leader (GL); sometimes a Counselor (C)
<p>End Day Surveys outside of camp time- 2/week or once at end if 3 days or less- Link in staff handbook, so access there. Set alarm in phone so make sure done. Paid 1.67 hours every two weeks for this, any staying over, and outside communications. Text Samantha for any replenishments that need to happen faster, as the team will read surveys, but not right away.</p>	<p>Ice Cooler and Ice Packs- bring to and from camp each day. Paid similar to details to left-see SD. If you do not do this, it could be S3 staff or floater.</p>
<p>SPF time/Sunblock- make call once back from break, making sure to follow specifications from parents on OTC list. <i>Watch campers and check to see if they applied all exposed places.</i></p>	<p>If not on break, support campers applying sunblock on OTC parents requested that. Watch campers and check to see if they applied all exposed places. Sometimes they say they do not have sunscreen, so help them look in their backpack, often it is there.</p>
<p>Book of Day/Chill time- use this 20-30 minutes to do number count for daily log, write any notes about campers that you'd like to check in with parents about end of day (fun things, not just things like remember to bring sunblock, but that too) Check message thread from parents and office around 2ish and respond. <i>Ready for upcoming activity-check in with other staff about leading activities not listed.</i></p>	<p>If not on break, you will be helping support the campers and being in SD role while the SD responds to any parent or office text messages, does number count. Consider what is coming up next and check in with SD about any prep you can do.</p>

Site Director (SD)	S2-often a Group Leader (GL); sometimes a Counselor (C)
<p>Sickness at Camp Keep an eye on kids and if anything is out of the ordinary with someone, help them try eating, drinking water, using restroom and resting. Track and see if improvement. If immediately it seems important to take temperature, do so. Contact Heather or Samantha if unsure of when to call parents. See more in staff handbook.</p>	<p>Help point out things to SD if you notice a child not feeling well. Decide with SD who will help support the child (see details to the left, as you might do those too).</p>
<p>Team Meetings-these happen most weeks during summer camp, but not shorter camps (one week or less). Floaters do not attend, as well as those not working upcoming session for the meeting the week before camp session start. SD gets going, asking S2 to read agenda, to help guide, so you can add notes to daily log.</p>	<p>Participate, reading off the agenda (find in binder) and checking off when complete. Make sure to attend to all things on it.</p>
<p>End of Day 4:30- message template about late pick up to parents if any kids still there. Finalize Looksee check out Make sure if any clean up checklists, all is completed 3-5 minute checkin 4:30-4:35, when possible, with S2, S3 or YL about day, anything important to get on same page about/Rose, Thorn, Bud at times</p>	<p>End of Day Get final kids to SD at 4:30, if any left. 3-5 minute Check in 4:30-4:35 with others about day, especially if SD is engaged with late kid- anything important to get on same page about/Rose, Thorn, Bud at times. Do any clean up</p>

Site Director (SD)	S2-often a Group Leader (GL); sometimes a Counselor (C)
<p>Safety/Health/Well Being Keep backpacks out of the sun Keep ice coolers out of the sun Hat reminders Toasts SNA, OTC-track what shared Inclusion goals- by knowing more about campers and their families- for example, for a camper w/single parent, say “your mom”, not “your mom and dad” General items Health protocols-keeping current</p>	<p>Safety/Health/Well Being Help with all to left You may be bringing the ice cooler each day too-very important! Help keep that in shade all day at camp. If your task-Post note at home to remember each day or set alarm, so you remember it.</p>
<p>Special Guests- Make sure to be ready in time for them to start when planned. Engage alarms if you need, ask S2 for support.</p>	<p>Help get special guest situated, and make sure campers thank at the end. If the special guests are Samantha and Brad, usually they know how to situate themselves, but always great to ask the campers afterwards, e.g. “1,2,3, let’s thank Brad”</p>
<p>Merch Sales Days/Table Break Camp-have one/ session weather permitting; Summer, for longer sessions, no sales tables, BUT parents will order via Looksee link and Brad will bring to camp for parents to pick up. It is still in the works, so we will let you know details. Help share with parents if there will be merch sale on particular day. All proceeds support our scholarship fund (and FYI, all folx on scholarship get a coupon once a year for fairness).</p>	<p>Merch sales Day/Table If any, support by just being positive about it, explaining it is to support our scholarship fund.</p>