

Job Title: Chores Coordinator

Position Overview:

The Chores Coordinators are *essential* to helping everyone in our community invest in our shared values, and serve our common desire to have a joyful, smooth-running camp, and connect with campers we might not otherwise have the good fortune to meet.

In this position: Interface with the department heads that depend on chores and see that they get the people they need to do the jobs. Help people understand their options in signing up for chores and help people feel supported as they arrive at camp and sign up for chores.

General responsibilities:

Assess how many chores need to be completed and when. Set up the chore sign-up area and chore boards. Facilitate the sign-up process, including printing labels. Track sign-in and sign-out sheets daily.

Interface with the Operations Team.

Skills: Organizational skills, people skills, listening skills, leadership skills, sturdy co-regulation skills.

Other job requirements:

Manage message for cooks as a chore and other special chores.

Supervised by: Operations Manager

Supervisor to: Chore table helpers, Space Chores coordinator, chore tracker person, chore enforcer person

Estimated Annual total hours: One of two coordinators:

Pre-Camp - 8 hours

Set Up - 10 hours

At Camp - 30 hours

Post Camp - 5 hours

Compensation: There are a total of 10 days to be split between committee members.

To apply:

Email Michael Swerdloff at: volunteering@dne.org

Specific responsibilities:

Pre-Camp:

1. Confirm chore slot numbers and specific hours from committee heads and coordinators; cultivate good working relationships and get and give feedback, especially with the kitchen and dining hall.
2. Get numbers of people who get free massages from the Registrar and Head Chef. Coordinate with the fee for service coordinator and individual bodyworkers, re: space for cook's bodywork, and number/names of bodyworkers involved.
3. Coordinate with the space chores coordinator to create task lists.
4. Revise, proof, and print schedules, chore allotments and options, descriptions, guidelines, etc., for the chore area and other bulletin boards.
5. Coordinate helpers setting up the chores stations, and communicate with Set-up Coordinator.
6. Coordinate hours with arrival plans and registration check-in person(s).

Set up:

1. Print and lay out the signup boards chronologically, with relevant information.
2. Solicit and coordinate early entry and chores sign-up for set-up folk and specific early chores as requested -- usually by the kitchen.

At camp

Welcome people, get them signed up for the appropriate number of chores and make sure they get wristbands.

- Supervise chore table workers and set a welcoming tone.
- Build a list of people to call on when subs are needed.
- Supervise Space Chores supervisor.
- Schedule and post chore table hours and schedule staff.
- Supervise eligibility and sign up for special chores.
- Submit inspiring, cheerful, grateful, and threatening announcements as needed.
- Speak about chores in orientation.
- Coordinate with Chores Co-Coordinator to enforce and fill empty slots.