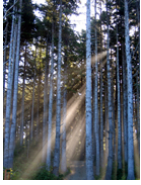


TCODS - Tillamook County Outdoor School



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A NON-PROFIT TAX-EXEMPT ORGANIZATION
(State ID # 0403408-4 Federal ID # 93-0982110)

Stewards

A steward looks after others, supervises event arrangements, keeps order and generally takes care of people

1. Moves in on Friday by 6:00 PM or earlier if possible to help with set up of camp and to participate in some aspects of counselor training as directed by the director.
2. The main duties are:
 - a. On Saturday and on Sunday morning runs off the Camp Handbook for the week and staples it together if time,
 - b. Prepares clipboards for sign out on Sunday. (Don't lay the clipboards out early!!! They get taken! Make sure all are numbered and you have the sign up sheet from Moses,)
 - c. Sets up RADD shelving including putting the RADD names on the shelves,
 - d. Takes all teachers on a quick tour of the lodge on Monday morning personally introducing each one to the cooks and other staff and then gets teachers to the meeting with the director that begins soon after kids are introduced to counselors. This includes showing each teacher where his/her shelf is with schedule etc.,
 - e. Assists at the first supper in instructing campers how the dining hall procedure will work. (This will include using "flight attendant" type flashlights to show area to use to walk to dining hall, where to enter dining hall and where to exit etc.,
 - f. Lead chopsticks and sponges for every meal,
 - g. Roam the dining hall during every meal wearing identifiable vests checking in with every table to perceive if there are any needs, problems etc. that can be solved in a way that makes every person feel comfortable and valued,
 - h. Gets appropriate staff together daily at suppers to participate in Order of the Fork,
 - i. Finds out if there are birthdays during camp and readies needed supplies in order to celebrate each birthday at suppers (breakfast on Friday),
 - j. Opens kitchen doors at beginning of meal when food is ready. Stays in contact with director or person in charge of dismissing GoFors for food,
 - k. Closes doors to kitchen at beginning of announcements,
 - l. Prepares daily song, run-on, clap program for meal times, makes sure people involved know when to be prepared to lead songs etc.,
 - m. Be in dish room after meals when tables are cleared to receive dishes for stacking (and carefully, maturely and wonderfully childlike toss individual

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- unbreakable dishes to FF to make the experience fun) with one person remaining at waste cans to supervise those activities,
- n. wash dishes with a wonderful mood (However, Stewards can participate in campfire especially choosing one song to lead together and do the dishes after campfire)
 1. Tuesday - supper
 2. Wednesday - lunch
 3. Thursday - supper
 - d. The Stewards can participate in campfire especially choosing one song to lead together,
 - e. Guides classes of students to aisles for seating at Monday morning assembly,
 - f. Gets counselor and staff lunches out on Monday for FF to hand out,
 - g. On Tuesday night help reset the dining hall after line dancing after campfire,
 - h. On Thursday night help move out the formal dinner items after campfire and lake ceremony,
 - i. Be at the picnic line 15 minutes before the picnic is to begin to spread out and keep kids calm and in an orderly line before getting food. Uses "flight attendant" type flashlights to guide cabin groups to the right lines to get food,
 - j. Work with the director to place cabin group signs near lodge during first training weekend and to remove them for packing on the last Friday,
 - k. Accompany classes of students to Fort Clatsop on for Large Group Assembly using "flight attendant" flashlights at beginning of The Right Way, Memory Lane etc. before returning to staff meeting,
 - l. Direct cabins of students at the campfire bowl to aisle they will go down to be seated,
 - m. Deliver afternoon snacks & water to Archery & Boating,
 - n. Hands out evening snacks when they are served at the campfire bowl,
 - o. Take digital photos of field studies during the morning field study time (This will require dividing into groups of 2 at the most),
 - p. Deliver water (coffee, tea?) to field study leaders near the break time between classes (This will probably require doing this separately in order to get to everyone at this time),
 - q. Take a break from after delivering recreation snacks until meeting with advisor at 4:10,
 - r. After campfire and handing out snacks after campfire gets the counselor snacks out of the kitchen into the van for delivery to the areas, and
 - s. Presents visitors to camp after visitors are introduced.
3. There will not be participation in counselor area campfires, but Stewards are encouraged to either sleep in the same area (Fort Clatsop adirondacks or large duplex overlooking the ocean that teachers used to stay in with Fantastic Four) and participate in their own campfire possibly with other staff. Campfires will be conducted similar to the counselor campfire with similar discussions that are provoking, challenging and motivating.

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4. There probably will be other ways that Stewards could participate in camp that can be discussed, but the main responsibilities are listed above.
5. Having responsible and mature Stewards allows the YO! Staff to be able to concentrate more on their role with counselors freeing them from other duties that limit their time to all work together.

It is a group of staff that works as its own team with a special identity that isn't isolated from all involvement in camp and yet provides very needed roles.

6. Each Steward must come to camp with a belt that has a large buckle of some type in order to periodically demonstrate proper use of a belt to hold pants and shirts to hide bellies and cracks in a humorous way similar to how flight attendants demonstrate seat belts. Be prepared to act somewhat like a flight attendant when seating people using a flashlight with a cone-like attachment (Moses will provide these.)

The Steward **MUST** see his/her role as vitally important and have a caring, responsible, fun loving, enthusiastic and creative attitude in camp.

7. At the evening FF/Steward campfire, each FF/Steward person will have an opportunity to lead the discussion of one of the campfires on Monday - Thursday evening. It's expected that these discussions will be thought provoking, challenging and motivating.
8. **GO TO BED** at a very reasonable time . . . no later than 11:30 PM. Lack of sleep by anyone affects everyone in camp often in negative ways.