

VOLUNTEER LEADER RECRUITMENT

1. Review the list of prior year's leaders for the specific camp you are co-directing. *Mark will send this list to you.*
 - You have first dibs on leaders from “your” session from the previous year. However, those leaders have the option to decline and serve with another director.
 - Ideally, cabin leaders should not serve for two back-to-back sessions. In 2025, a number served at both Jr High and Sr High Camp. *Mark can help co-director teams navigate these potential conflicts.*
 - If you are not going to invite a specific cabin leader from last year to serve with you this year, please let Mark know. Also let him know if there were/are any issues of which he should be aware. This gives Mark the information needed to refer or not refer the individual to other co-directors.
2. Gather names and contact info – including email addresses – for **potential** leaders from your church, other churches where you have connections, and other appropriate sources.
3. **Submit these names to Mark for approval.**
 - It is not necessary to submit the names of those on the session list you will be given by Mark; leaders on that list will have already been approved.
 - If an individual is new to the camp system, or you are uncertain if they are or not, send Mark their **first and last names**, and **primary email address**.
 - Encourage potential leaders to check their email regularly. This is the primary way official communications are sent.
4. Contact **APPROVED** individuals who are new to you and “interview” them. *Mark & Shirley are working on a short list of suggested questions.*
5. When chatting with potential leaders, be sure they are aware that a Background Check will be run on them, and that they must complete a series of online training courses before arriving at camp.
 - It is HIGHLY RECOMMENDED that leaders (co-directors included) complete the online training as soon as possible. This helps to avoid last-minute glitches.
 - NO ONE should arrive at camp expecting to finish up the online training while there.
6. Decide if the individuals are a good fit for your team. Welcome them and notify Mark when they have accepted.

7. After you have accepted a leader, give them the appropriate REGISTRATION LINK & PASSWORD (from the FLO page), and encourage them to register as soon as possible. (Each camp has a specific link and password.)
 - Online registration starts the process rolling for the background check and online training. Registered leaders will be sent an email from Praesidium (the organization that manages these two tasks on our behalf).
 - This email will contain the information necessary to complete these tasks.
 - If a leader is having problems accessing the online training or has questions about it, have them contact Mark at mark@pilgrim-firs.org as soon as possible.

8. **Access to the camp registration program:** You will be oriented to and have access to some aspects of the camp's online registration program. This will allow you to check your camper numbers and their ages, grades, gender identities, and housing requests, as well as the registration status of your leaders.
 - *Mark will set up Zoom meeting times for this orientation.*
 - UltraCamp is the name of the camp registration program. That name does not appear anywhere in the public-facing pages, but it does on the admin pages that you will be accessing. We do, also, sometimes refer to the program by that name.

9. Check your camper numbers on a regular basis so you have an idea of the maximum number of leaders you might need. It is better to have too many leaders – within reason – than too few. **Remember, two adults per living space is the required standard** in our Safer Camp Policy.

10. If you run out of leads for cabin leaders, ask your current trusted team members for referrals, and then send their names to Mark for approval. Mark will also have a list of potential leaders from the last decade who might be interested in getting involved again. *Julia and Mark are working on developing and maintaining this list.*

11. Check in with your leaders on a regular basis. This helps to keep them engaged, and reduces the potential for cancellations.

12. Generally, the most successful leadership teams are ones that connect and plan together prior to their arrival on site. Yes, training and planning take place once at camp, but there is a lot to cover and work through. You are encouraged to set up training/planning days with your team, either in person or on Zoom or another conferencing program. If you are interested, Mark can provide access to Zoom sessions for your team.