

ORGANIZING COMMITTEE DUTIES DESCRIPTION

Committee members are required to be at least 15 years old and able to commit to the full length of time needed to successfully execute an Adopteen Midpoint/Camp-Conference.

As a member of the Organizing Committee, you will be expected to:

- Help organize the events and activities you will be leading at the Midpoint/Camp-Conference
- Be a responsible, positive, and open-minded role-model for other adoptees of all ages
- Ability to work with respect and comradery on a diverse program team of adoptees
- Actively strive to improve your leadership and communication skills
- Maintain consistent and positive communication with the Adopteen community and peers
- Maintain consistent and constructive communication with the entire Adopteen Organizing Committee and Adopteen Staff
- Participate in promotional efforts throughout the year
- Be physically available on site before the start of the event
 - Midpoint: One day before the first day
 - Camp-Conferences: Three days before the first day

Together as an Organizing Committee unit, you will actively create, schedule, and coordinate your respective Midpoint or Camp-Conference. Adopteen management will regularly review your input into each of our events – if it is determined that you aren't contributing during any phase, you may be subject to formal dismissal.

Pre-Midpoint/Camp-Conference Responsibilities:

1. Attend and participate in semi-monthly Committee planning meetings
2. Determine all event workshops, activities, excursions, schedule, etc.
3. Create a cohesive Midpoint/Camp-Conference schedule of events
4. Promote Adopteen Midpoint and Camp-Conference events
5. Complete all necessary safety certifications and background check

During Midpoint/Camp-Conference Responsibilities:

1. Act as a counselor for a group of 8-12 campers
2. Keep campers physically and mentally safe
3. Lead discussions in both small and large group settings
4. Set up and tear down of event activities, such as check-in, check-out, workshops, etc.
5. Secure and maintain used campsite property and equipment

Post-Midpoint/Camp-Conference Responsibilities:

1. Organize and inventory camp supplies, paperwork, and other items as needed
2. Attend final feedback meeting with full Committee
3. Provide notes for camp evaluation

Thank you for your interest in supporting the health of the Adopteen community!