

## **Volunteer and Seasonal Staff Policies**

### **Expectations**

- As staff members of Camp Conquest, we must conduct ourselves in such a way as to present a clear example of a Biblical lifestyle to campers, parents, families, and each other. The following policies have been adopted to effectively and safely guide staff in this ministry.
- Camp Conquest provides equal employment and volunteer opportunities to staff and applicants without regard to race, color, national origin, gender, age, disability, or veteran status – except in limited instances when age or gender considerations are bona fide occupational requirements (for example, for cabin counselors or to meet minimum accreditation age requirements.)

### **Doctrine**

- Due to the strong affiliation with the Charis Fellowship, we ask that denominational theology which is not found in our statement of faith not be promoted or practiced at camp. We do encourage the fellowship that we find in the sameness of our basic beliefs and the unity we find through the Holy Spirit.

### **Grievances**

- Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the supervisor of the supervisor or to the Program Coordinator.

### **Harassment**

- Camp Conquest recognizes that a person's right to freedom from discrimination includes the opportunity to work and play in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual's work performance, which could adversely affect an individual's employment opportunity.
- Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal harassment (epithets, derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.), and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.).
- Sexual Harassment- In addition to the above, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of employment AND/OR submission to, or rejection of, such conduct is the basis for or a factor in any employment decision affecting the individual.
- Any staff who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of the Program Coordinator or the Executive Director. Any individual, who is found to have harassed another individual, will be subject to discipline. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors who become aware of unlawful harassment or inappropriate behavior must report the incident to the Program Coordinator.

### **Health History**

- A completed health history form is required for all staff. Staff members requiring medical treatment during camp must use their personal insurance carrier as the primary provider. See health policies for further information.

## **Insurance**

- Worker's compensation insurance is carried by the camp on each paid employee for work related injuries/illnesses. This insurance does not cover non-work related injuries/illnesses.
- Liability insurance is carried by the camp which covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities

## **Gratuities**

- No gratuities should be accepted by staff. To not offend an insistent donor, one may accept a tip after politely refusing. The gift or tip should be turned into the Program Coordinator and will be deposited into the Campership Fund.

## **Reimbursements**

- In order to safeguard the budget and the financial stability of the camp, purchases of all items for which you desire to be reimbursed must be cleared beforehand with the Executive Director and/or Business Manager. Upon presentation of sales receipt, tax receipts will be issued for items you purchase and wish to donate to the camp.

## **Evaluation**

- All Staff are evaluated by the Program Coordinator. Year Round Staff is evaluated by the Executive Director. The Director is evaluated by the Personnel Committee of the Camp Board. One does not have to wait for a scheduled supervisory conference to seek advice or counsel from one's supervisor. The primary responsibility of a supervisor is to be available to deal with the day-to-day problems of his or her supervisees.

## **Supervision**

- For maximum fun and safety, all activities are to be supervised by at least one adult. This ratio may increase with the increase of campers or risk involved. Campers should not be in high-risk areas (pool, pond, horses, archery range, rifle range, challenge course areas, creek, and woods) without staff present.
- Campers are never alone, you are never alone with a camper

## **Curfew**

- Staff and volunteer curfew is 11:00 p.m. Staff and volunteers are welcome to hangout in the dining hall or get ready for bed after campers are in bed. However, campers may not be left unattended in the cabin, even while sleeping. One staff or volunteer must be present in the cabin at all times.

## **Clothing & Shoes**

- Staff members are expected to follow the policy of modesty for campers. On Sunday registration day, staff are to wear staff shirts and name tags.
- Staff should set the example by wearing socks and sturdy shoes at all times on camp property. Sturdy shoes are sneakers, boots, or shoes that cover the toes and have a strap around the heel. Horse staff will want additional sturdy shoes/boots. Flips Flops are forbidden.

## **Food & Gum**

- Food is not to be kept in the cabins. If campers bring food with them for medical reasons, please deliver it to the Head Cook. Any other food brought by campers is to be returned to the parents so that they may take it home.
- Gum is not permitted in camp for environmental, sanitary, and safety reasons.

## **Dating**

- The focus of the summer experience is to minister to the children under one's care. You are encouraged to develop friendships with other staff, but not romances. Single staff should conduct themselves in such a way as to not even give a hint of a dating relationship. Married staff should conduct themselves in such a way as to show a positive example of a healthy marriage relationship.

## **Visitor**

- Campers are not permitted to have visitors other than at drop off and pick up times. Therefore, we do not encourage staff to have visitors during the week.

## **Departure & Off Site**

- Cabin counselors may leave on Friday after the final staff meeting following the departure of campers. Each counselor must complete the staff check-out sheet (each week) prior to leaving. Counselors check out with the Overnight Camp Coordinator or Program Coordinator.
- All staff are expected to remain on site. Long-term staff who have time off may request permission to leave the site during their time off.

## **Personal Property**

- Any personal equipment or materials brought to camp are the responsibility of the owner. The camp holds no responsibility for theft or breakage. Valuables should be stored carefully or left at home. No iPods, radios, curling irons, hot curlers, or other electronic equipment are permitted.

## **Tattoos and Body Piercing**

- Because there are varying viewpoints and first impressions matter to parents, we would prefer that no tattoos or body piercings (other than ears) be visible. However, we recognize that some individuals may have tattoos and body piercings. Please be considerate of the feelings of others and use clear piercing inserts and cover tattoos where possible.
- If you have read this far, print this final page off, highlight this line, and present the page to Steve when you arrive to camp for your week to serve. He will have a prize for you!

## **Vehicles**

- All vehicles are to be parked in the designated areas. Campers are not to loiter around the vehicles in the parking area.
- Appropriate signs are posted for in-camp speed limit.

## **Facilities**

- All staff are responsible for care of the camp's buildings and equipment. Camp vehicles and camp animals are not available for personal use without prior approval of the staff member's immediate supervisor. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Personal calls should be made only during time off. Office phones are for camp business only.

## **Camp Equipment**

- Camp vehicles and equipment should only be used with permission. Program equipment will be available at appropriate times of the day.

## **Campfires**

- All campfires are to be made only in designated areas under the supervision of an adult and are to be extinguished properly after use. No fire should be left unattended at any time.

## **Kitchen**

- The food preparation and dish room areas are off-limits to all staff and campers unless you are invited to be there.

## **Laundry**

- The laundry facility at the barn is to be used for kitchen and maintenance needs.
- Soiled clothing or sleeping bags may be washed by the nurse or camp staff.
- Volunteers are encouraged to bring enough clothing for their entire stay at camp