

Seasonal Staff & Volunteer Policies (AD. 29)

Thank you for joining the Camp Conquest team. Seasonal Staff & Volunteers (collectively referred to as “Staff”, unless specified) are expected to abide within the following guidelines while serving at camp.

Missionary Job Description & Core Values

Missionary Job Description

- *General Function*— To promote the Good News of Jesus Christ to campers and guests by both word and deed through the performance of a technical job as well as the fulfillment of the applicable responsibilities listed below.
- *Qualifications*— Individual must have a personal relationship with Jesus Christ and be able to articulate at a basic level the meaning of that relationship. Each individual should live his life in an attempt to be consistent with the teachings of the Word of God.
- *Focus of Ministry*— To consistently become more like Christ with a focus on Evangelism via Personal Relationships and Outdoor Experiences as well as Discipleship via Mentoring and Coaching in the Camp Setting.
- *Responsibilities*
 - To be a constructive member of the staff, contributing in every way possible to the camp's health, harmony, and happiness.
 - To be loyal to the aims, policies, and regulations of the camp.
 - To willingly comply with any reasonable request made by the administration.
 - To personalize and relate to the campers and other staff members the focus of ministry as listed above.
 - To interact with the campers as companion & guide & assume a level of responsibility for their spiritual and physical welfare.
 - To pray for each camper in one's care.
 - To seek to lead unconverted campers to the Savior.
 - To help each Christian camper grow in the Lord.
 - To be a source of encouragement and help to other staff members.
 - To perform well the duties of one's technical job description.
 - To understand that you are a missionary first and the duties of the technical job are secondary but vital to the fulfillment of your missionary responsibilities and the mission of the camp.

Note: This job description is linked to a separate technical job description for each employee and ministry volunteer.

Core Values

- Engaging volunteers in ministry
- Honoring our Grace Brethren heritage
- Sound Biblical Teaching and Quality Creation Oriented Education
- Well Maintained and Clean Facilities and Grounds
- Quality Programs Emphasizing a Distraction Free Environment
- Evangelism via Personal Relationships and Outdoor Experiences
- Discipleship via Mentoring and Coaching in the Camp Setting
- Fun and Safe Environment Focused on Children and Teens
- Ongoing Growth and Learning at Every Level in the Organization
- Increasingly Positive Impact and Relationship with our Community and Church Fellowship

Staff Policies

Employment Opportunities

- 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
- Exemptions to this for limited instances when age or gender considerations are bona fide occupational requirements (i.e., for cabin counselors or to meet minimum accreditation age requirements).

Insurance Benefits

- Worker's compensation insurance is carried by camp on each paid employee for work related injuries/illnesses. This insurance does not cover non-work related injuries/illness
- Liability insurance is carried by camp which covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities.
- A completed health history form is required for all seasonal staff. Staff members requiring medical treatment during camp programs must use their personal insurance carrier as the primary provider.

Time Off & Absences (AD. 30)

- Paid Seasonal Staff
 - Staff are expected to remain on campus at all times during weekly programming for the agreed upon timeframe listed in their staff contract. Any reason to leave campus during the week should be discussed with the Program Coordinator.
 - Staff may leave camp for family emergencies and funerals. Weddings and like events will be discussed on an individual basis.
 - Staff receive a minimum of 24 hours off between each week of programming and are free to leave campus for this time. Staff must check out with the Program Coordinator before leaving each week.
- Volunteer Seasonal Staff
 - Staff are expected to remain on campus at all times during the week they are serving. Arrival is Saturday afternoon and departure is Friday evening.
 - Certain positions do not require staff to remain on campus at all times. These exceptions can be discussed with the Program Coordinator.
 - Staff may leave camp for family emergencies and funerals.

Performance Evaluation

- Year-Round Staff are evaluated by the Executive Director. The Executive Director is evaluated by the Personnel Committee of the Camp Board.
- Seasonal staff are evaluated by their Coordinator (Day Camp, Overnight Camp, Food Service, Staff, STACC).
- Coordinators are evaluated by the Program Coordinator.
- Staff does not have to wait for a scheduled supervisory conference to seek advice or counsel from one's supervisor.

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 Program Coordinator.

Gratuities & Reimbursements

- 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.
- 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. Upon presentation of sales receipt, tax receipts will be issued for items you purchase and wish to donate to the camp.

Curfew

- Staff curfew is 11:00 p.m. Staff are welcome to hangout in designated area 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 must be present in the cabin at all times.

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.

Staff Conduct, Harassment & Dress Code

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.

Inappropriate Conduct (AD.16)

- Smoking, use of drugs and alcohol, abuse of campers, swearing or use of improper language, and sexual immorality (homosexuality, adultery, fornication) are not examples of Christian conduct. These behaviors will not be tolerated at Camp Conquest and may result in immediate dismissal from camp.

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.).
- 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.

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 towards another person.
- This includes 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.

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.

Clothing & Shoes

- Staff are expected to follow a policy of modesty, dressing in such a way that does not draw attention to the body. This includes:
 - Tight fitting clothes will not be worn at any time.
 - Shorts must be at least fist length.
 - Suggestive clothing (i.e. see thru styles, low cut blouses, halter or spaghetti straps, or fashions with exposed midriffs) is not acceptable.
 - Clothing with objectionable slogans or pictures is not permitted.
 - Swimming attire: girls must wear a swimsuit that covers the torso (no cleavage, no bare mid-section, etc.) and boys are not permitted to wear bikini trunks.
- Camp Conquest reserves the right to define and enforce the meaning of the term “modest”. Any person wearing clothing not considered modest will be forced to change. Camp has modest clothing available if needed.
- Staff and campers should wear 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 or boots. Flips Flops are forbidden except in the shower.
- On Monday registration days and Friday pick up days, staff are to wear their staff shirt.

Tattoos & 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.

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 Food Service Coordinator. Any other food brought by campers is to be returned to the parents so that they may take it home.
- Gum is not permitted at camp for environmental, sanitary, and safety reasons.

Cell Phones

- Because campers are not permitted to have cell phones, staff should limit the use of their phone and use discretion in the location of their phone use.
- Staff may use their cell phone as an alarm, time piece, and for pictures (but cannot post these photos on social media). Staff may make calls and answer texts during downtimes when campers are supervised by another staff member (wake up, rest time, lights out).
- In case of emergency, staff may use cell phones to contact other staff and EMS.

Camper Welfare Policies

The first responsibility of all staff members is the health and welfare of the campers. We have been entrusted with the care of these campers and their physical, mental, emotional, and spiritual well-being. Each staff member is expected to care for every camper and protect the privacy of every camper. Physical punishment or any sexual contact between staff and campers is inappropriate and will be ground for dismissal.

Mandatory Reporting

- By PA law, all camp staff are considered mandatory reporters and must follow the state guidelines.
- ***When must mandated reporters make a report?***
Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:
 - They have contact with the child as part of work or through a regularly scheduled program, activity, or service.
 - They are directly responsible for the child or work for an agency that is directly responsible for the child.

- Someone makes a specific disclosure to the mandated reporter and the child is identifiable victim of child abuse. This includes children that the mandated reporter may not know through their work or volunteer position.
- A person 14 years old or older makes a disclosure that he/she has committed child abuse. This includes children that the mandated reporter may not know through their work or volunteer position. The child does NOT have to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse.
- ***What if a mandated reporter has general concerns about a child, but does not suspect abuse?***
Concerns related to the safety of children including but not limited to inadequate housing, clothing, and supervision can be referred to ChildLine or the county children and youth agency for assessment as general protective services cases.
- ***How do mandated reporters make a report of suspected child abuse?***
Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313.
- ***Does anyone within my institution, school, facility, or agency need to be notified after a report is made?***
At camp, a mandated reporter should inform either the Program Coordinator or Executive Director of the need to make a report. The Program Coordinator or Executive Director will move the mandated reporter to a quiet office space and provide the resources needed to make a report. No other communication is needed with any other staff members.

Behavior Management

- Camp Conquest advocates positive guidance and discipline with an emphasis on positive reinforcement, redirection, prevention, and the development of self-control.
- Staff must be an example to campers of following the rules given by the camp. Please do not contradict the established guidelines.
- Corrective discipline must be a creative, caring effort on the part of the staff member, and it must be seen as such by the camper.
- A staff member's role in behavior management includes:
 - Discussing the rules with campers and identifying out-of-bounds areas.
 - Discussing consequences of breaking any rule: quiet time, restriction from activity, restriction to adult supervision, conference with the Program Coordinator, conference with the Executive Director and parent, removal from camp.
 - Enforcing all rules at all times without malice and consistent in application
 - Contacting a Coordinator or the Program Coordinator if unable to resolve the behavior issue.
- At no time will discipline include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or excessive physical exercise or restraint.

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, target sport ranges, challenge activities, creek, and woods) without staff present.
- Campers are never alone and staff are never alone with a camper. One-on-one conversations between a staff and a camper should happen outside and in view of other staff members. This is for the protection of the camper, the staff member, and the camp.
- Coordinators are responsible for making sure campers and staff are where they are supposed to be throughout the day. Also, they are responsible for enforcing camp rules for all staff and campers and making sure staff are dealing with campers in appropriate ways.

- Activity Instructors must be present when campers are present in their activity area. Instructors should be the first to arrive and last to leave an activity. Activity equipment should not be left out and unattended, especially in high risk areas (target sport ranges, pool, pond, horses, and challenge activities).
- Groups guides should remain with their campers throughout the day. Guides may not leave campers unattended, even while asleep in the cabin. With two guides per group, there are appropriate times when a guide can leave their group and the campers still be supervised (wake up, rest time, lights out)
- In the case of behavioral problems, guides should try to solve the problem first. If the problem is not resolved, it is taken to a Coordinator, followed by the Program Coordinator, followed by the Executive Director.

Post-Camp Staff & Camper Interactions

- After summer camp programming is over, volunteer and paid seasonal staff are no longer under Camp Conquest's authority. We discourage staff from connecting with campers unless in a local church setting or by permission from the parents. Staff behavior towards campers outside of summer camp will be considered if they choose to reapply to work or volunteer at camp.
- The following methods of connecting with campers are inappropriate and discouraged:
 - Using any methods to get attention, fish for compliments/feel loved, harass, pressure, seek sexual encounters, or groom a victim for abuse.
 - Spending any one-on-one personal time with a camper of the opposite sex.
 - Spending a lot of money on campers for activities or gifts.
 - Spending an exorbitant amount of time with a camper on social media, phone, in person, or by writing constantly.

Social Media

- Staff are advised to use extreme caution on social media sites.
- Staff **may not** request to be friends on social media sites with a camper.
- Staff are *encouraged* to decline to be friends with any camper that makes a friend request on social media.
- Staff are *encouraged* not to be friends on social media with campers of the opposite gender.
- Staff **may not** post any pictures of campers on their personal page. You do not have the parent's permission.
- As a further level of protection, staff may consider asking parent's permission to be friends and communicate with their camper on social media.

Facility Policies

Visitors

- Campers are not permitted to have visitors other than at drop off and pick up times. Therefore, we encourage staff to not have visitors during the week.
- If staff have someone drop off an item of need, the visitor must check in at the office and they will be connected to the staff member, if possible.

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 limits.
- Staff should review the Vehicle & Transportation Policies for more guidelines of vehicle use at camp.

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. Office phones are for camp business only.
- If maintenance to a building is needed, contact the Program Coordinator or Maintenance Coordinator.

- 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 non-kitchen staff and campers unless you are invited to be there.
- Any staff or campers with food allergies or dietary needs should see the Food Service Coordinator before each meal.

Laundry

- The laundry facility at the barn and infirmary are 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.

Aquatic Activity

- Staff must follow same procedures as campers when participating in aquatic activities.