

# STAFF POLICIES

## APPEARANCE

1

When in a service relationship, you are to dress in a clean and neat manner. Wear the provided T-shirt. Hair style and choice of dress must not be offensive to our campers or constituency.

## AUTHORITY

2

The Summer Camp Directors have final authority over all summer camp personnel and activities on the grounds. In his/her absence, this authority is automatically delegated to the Program Director and Activities Director.

## AVAILABILITY

3

All camp staff are considered by the camp administration as being available for the total camp ministry needs. Should a member of the administrative staff for specific help contact a staff member, it is expected that the staff member will, within reason, exhibit willingness to be used wherever needed.

## CHECKOUT

4

At the conclusion of a camp, the Counsellor is responsible to see that the cabin is cleaned, all needed repairs are responded in writing, and all lost and found items are labelled and brought to the office.

## CAMP VEHICLES

5

Specific permission will be given to those who are authorised to drive any conference vehicle. That permission is for a specific job or time only.

## RELATIONSHIPS

7

Remember you are here to serve the camper. A minimum of social contact will be permitted. **NO DATES WITH CAMPER ARE PERMITTED.** Couples to act in a professional manner.

## CLEANLINESS

8

Your personal hygiene and accommodation should be as neat and clean as possible at all times. This is your right and your roommate's privilege.

## CONDUCT

9

Staff should agree that while staying at the camp, he or she will adjust their personal habits & actions to the customs, policies, and ideals of the SDA Church & Camp, both in camp & away from camp & to keep hours and habits which will enable them to remain in excellent physical condition.

## CURFEW

10

All staffers should be in their quarters by 10:30 pm. Lights must be out thirty minutes later. Be considerate of those who must rise early - as they should be of those who work late.

## DEVOTIONS

11

In addition to required staff devotions, you are urged to develop your own regular daily time and place for your communion with God. The extra demands placed upon you in camp make this strengthening of your own spiritual life a must.

## DINING ROOM

12

No bare feet or bathing suits are allowed in the dining room.

## EMERGENCIES

13

The announcement will signal fire or other danger. You are to report immediately to the area specified in our fire emergency drill.

## URGENT LEAVE

14

In the event of a death in the family or staff, illness in the family, or urgent business, leave will be granted in relation to individual circumstances at the discretion of the Summer Camp Director.

## EQUIPMENT

15

Tools, keys and supplies will be checked out to the staff for use. These must be returned to the shed as soon as you have finished the work.

## FIRES

16

No open flame is permitted except in program activities, under supervision in designated sites. It will be against camp regulations to play with any fire equipment or fire-fighting apparatus within the camp. All fire hoses shall be kept in their respective positions

## DISCIPLINE

Each Counsellor is directly responsible for the campers under his/her care and is responsible for their control and correction. Boys' and Girls' Directors are directly responsible for Counsellors and should be informed of any aberrant behaviour. Counsellors must never in any manner strike or harm a camper. All camper problems are to be dealt with on an individual basis - first by the unit Counsellor, then the Boys' or Girls' Director, then, if needed, by the Summer Camp Director. At no time shall another staff member attempt discipline of a camper not assigned to his/her unit - unless they are:

- Directly under the activity supervision (i.e. lifeguard, activity Director, etc.)
- Exhibiting behaviour, which might result in bodily harm to another person or be destructive to the group in a camp group activity. In such cases, the staff member should also advise the Counsellor of the actions taken so that the Counsellor can follow through the matter with the camper involved.

# STAFF POLICIES

## FOOD

# 17

Food is not permitted in cabins. "Parties" are to be scheduled in advance, with the Camp Director.

## HEALTH EXAM.

# 18

Should there be any question of physical fitness on the part of the volunteer, the camp shall reserve the right to require at any time during the camp, a health examination by the physician or clinic of the camp's choice, at the expense of the camp.

## INSURANCE

# 19

Employees who are required to operate an automobile as part of their work will be required to have an appropriate license.

## KITCHEN

# 20

No one is permitted in the kitchen preparation area unless on duty there.

## LIGHTS

# 21

The last person leaving a building is to close the door and turn out the lights. This is the responsibility of the Counsellors in the cabins or whoever is in charge of an activity in that particular building.

## CAMP UPKEEP

# 22

All staff are required to assist in keeping the camp clean and tidy at all times and to take a personal interest in caring for furnishings, instruments, and recreational equipment.

## OFF GROUNDS

# 23

Staff members may not leave the camp except with the permission of the Camp Director/Program Director

## YOUR ITEMS

# 24

The camp administration assumes no responsibility for staff personal equipment and/or valuables. Staff may check valuables and personal items in with headquarters for safekeeping. At no time shall staff use of personal equipment endanger the life or safety of another human being or wild life.

- a. Endanger the life or safety of another human being or wild life.
- b. Distract the staff member from his/her assigned duties.
- c. Violate any camp policy.
- d. Be annoying to another staff member or camper.

## PETS & MUSIC

# 25

Because our objectives call for a change of environment for the camper, we ask that no music, movies, laptops or TV's be used in cabin areas. No staff pets are allowed on site.

## SAFETY

# 26

Do not take risks in any area. If you are injured, report immediately to the nurse for care. In case of illness, she can request that your supervisor excuse you for that day. You must check with the nurse each day before time to begin work.

## STAFF DISCIPLINE

# 27

Staff violating a stated camp policy shall be consulted, first by their immediate administrative supervisor. If the matter cannot be resolved, it shall then be referred to the Summer Camp Director.

## STAFF FATIGUE

# 28

It is important that all staff members get proper rest. All music should be silenced and all games put away in time for a good night's rest. Staff fatigue can be avoided (for the most part) if each member will use self-discipline.

## STAFF GUESTS

# 29

A "Camp Guest" is anyone on the premises of Yarra, regardless of length of stay, who is not a registered camper or a recognised staff member at the camp. Summer Camp is a closed camp. No visitors are allowed. Under certain circumstances the Summer Camp Director may grant permission.

## STAFF MEETING

# 30

Attendance is required at all staff meetings, including daily staff worship, unless previously excused because of illness or other duties.

## VEHICLES

# 31

You are asked to leave a set of keys (a spare set is best) if you are leaving camp and not taking your vehicle. This will be helpful in case of fire or disaster.

## VISITATION

# 32

Undue fraternisation between members of the staff will not be accepted and all association must be kept on a proper Christian basis. Since this is a co-ed camp, all must be very careful along this line. We feel that camp is not the best place to carry on a romance. However, this is not discouraged as long as it does not interfere with your work or with the entire camp program. Romances must be kept on a "high plane" at all times. Acts of affection should be discouraged. It is very important that we set a proper example before the other campers. At no time is a staff member to enter the cabin or room of the opposite sex for visitation purposes.