

Camp Bethel Counselor in Training

General Position Description 2011 Updated 11.19.10



Minimum Qualifications:

- Desire and ability to serve God by leading and mentoring children in outdoor Christian education programming.
- Ability to relate to children, peer group and employer; ability to accept supervision and guidance.
- Good character, integrity, adaptability, enthusiasm, sense of humor, work-ethic, patience and self-control.
- 15yrs+ and age appropriate to counseling assignment (at least 2 years older than oldest camper):

Responsible To:

Senior Counselor, Summer Program Coordinators, Assistant Director and Camp Director.

Camp Statement of Purpose and Mission :

Camp Bethel is the outdoor ministry of the Virginia District Church of the Brethren that seeks to foster and build relationships with the Creator, with others, and with creation. This ministry is realized through our Christian camping programs, our services, and availability of our facilities to all people of all denominations and backgrounds. In small groups of 10-12 campers and 2-4 counselors, campers experience living in Christian community as the Body of Christ (1 Corinthians 12). Well-trained counselors and program staff lead hundreds of active, fun, educational activities. Campers come to understand themselves, each other and all creation as precious to God and worthy of active care.

Responsibilities:

1. To carry out the camp program.

- Participate in two-day staff training.
- Assist counselors in guiding unit and individual campers in participating safely and successfully in camp activities.
- Facilitate group building by creative, interactive use of program opportunities and natural resources.
- Incorporate faith sharing, Bible study, prayer and worship into the unit's activities and experiences.
- Supervise all aspects of the camper's day.
- Ensure campers' proper treatment of natural surroundings, program equipment and camp property.

2. To be in relational ministry to the campers.

- Ensure camper's physical and emotional safety.
- Create an enjoyable, safe and open atmosphere in the unit, using preventative discipline and clear communication.
- Learn the likes and dislikes of each camper.
- Recognize and respond to opportunities for problem solving in the unit.
- Initiate, monitor and participate in unit activities in ways that allow camper and unit success.
- Utilize camp program strategies for preventing or minimizing behavior problems and homesickness.
- Consult the group's senior counselors, Summer Program Coordinators, Assistant Director or Camp Director when problems warrant.

3. To fulfill other staff duties and roles.

- Other duties may be assigned as needed by the Assistant Director or Camp Director.
- Be a positive example of punctuality, appropriate cleanliness, work ethic, manners and sportsmanship to campers, staff, parents and public.
- Follow staff policies and camp policies, including no on-site use of tobacco, alcoholic beverages and drugs.
- Encourage respect for personal property, camp property, equipment and facilities.
- Manage personal time-off in ways that do not detract from ability to fulfill duties.
- Maintain good public relations with campers' parents and the public.
- Submit reports and evaluations on time.

Staff Provisions:

Meals and lodging while volunteering. Overnight accommodations as assigned, meals and access to limited laundry facilities granted for weekends on case by case bases with a "Weekend Parental Permission Request Form."

Dates of Contract:

Training is Tuesday, June 14 through Wednesday, June 15, 2011.
Volunteer weeks between Sunday, June 19 and July 29, 2011
as agreed upon by employer and employee.



Camp Bethel Summer Staff & Volunteer Standards and Policies, 2011

I. Summer Staff & Volunteer Standards: *Updated 11.19.10*

By joining our summer staff, you have agreed to abide by the following: (1) Camp Bethel's Residential Summer Camp Counselor position description; (2) Camp Bethel's mission statement and program philosophy; and (3) Camp Bethel's Summer Staff Standards and Policies. Now you are expected to fulfill these responsibilities and fully support and enhance our mission and program philosophy. How to begin? **Standards.**

The following standards represent the cumulative wisdom and experience of staff from the past years of summer camp ministry at Camp Bethel. Also, **YOUR** recent experiences and ideas will help define how these standards actually work, so please share, teach and model. Consider these standards as **ABSOLUTES** in building and being the Body of Christ. **DURING MY TIME HERE THIS SUMMER, I COMMIT TO...**

- 1. Pray often.** However it is that you pray (silently, out loud, alone, group), pray a lot! The Leadership Team will intentionally model this so that you are more comfortable with leading prayer in your units and with your campers. Remember, God really wants an intimate relationship with you, so take the time (alone and together) to thank God for this great life and to get God's advice for your plans and ideas. Keep God (Word-Incarnate-as-Jesus-present-with-us) as head of our Body and which you are an important part.
- 2. Be a model of cleanliness,** in my assigned staff housing, my camper cabin, in all public spaces, and in my personal appearance. We are many persons living in spaces made for few, so it requires maturity and creativity to be tidy. Strictly follow the "house rules" as created together. Keep your personal belongings in your assigned places and out of common space. At Camp Bethel, common space is God's space, thus common space (and the activities therein) is SACRED -God space. Each of us is accountable to the Body, so let's work hard to rejoice together more and suffer together less.
- 3. Be a model of Earth care.** As a participant in God's creativity, take joy in your decisions that benefit our Earth. Dry your laundry on the drying lines. Recycle what you can, and help clean the recycling and take off the recycling. Turn off the TV! Turn off lights, fans, and other electronics when you're not there. Manage the cooling of your housing or cabin with creatively timed window open/close, (use your knowledge of Science: convection and heat-transfer). Practice "Leave-No-Trace" camping-hiking-living ethics.
- 4. Be "ready" two days in advance.** Keep your own updated to-do lists and strictly follow lists from the Director, Assistant Director and the Summer Program Coordinators. Don't put off the tedious stuff (cleaning, paperwork, duties, laundry, moving into your cabin, etc.). Keep a daily designated time to clean up and prepare for what's ahead; be ready to be ready.
- 5. Resolve and manage conflict in healthy and mature ways.** Don't gossip, don't allow gossip in your presence, and gently scold those who repeat gossip. Find an appropriate time to approach conflict early while de-escalating the emotions. Speak the truth in love, and follow the model of Matthew 18:15-17.
- 6. Keep my energy high for everything and everyone all summer.** You owe it to each other and your campers to keep up with your sleep, especially on weekends. Make the repetitive fresh, new and exciting by being creative. Eat right, keep hydrated, and if necessary, use caffeine!
- 7. Be a contributing member of a cohesive, inclusive and welcoming Body.** Reach out to staff and volunteers you haven't gotten to know very well. Mix up your "usual" group and avoid cliques. Offer rides on weekends, and make an effort to attend and contribute to communal activities.
- 8. Take action on what I observe,** (if I can think it, I will do it and address it). Be the "I'll do it!" staff member by volunteering for every work task. Don't dictate, but contribute. No whining! Take out the trash and put items back in their correct places, EVEN if you aren't the guilty party. If you know who's guilty, speak the truth in love.
- 9. Support each unit's unique relationships with a servant's heart.** Make going out of your way to help each other commonplace while honoring the sanctity of each small group. Don't disregard your unit's needs.
- 10. Be 100% invested in our collective ministry.** "Fun people can have fun doing anything!" Make whatever you're doing enjoyable for yourself and those around you. Focus on the tasks at hand. Keep up with sleep and your personal devotional and prayer times. Recharge over weekends, ready to minister each Sunday at 1:00pm.
- 11. Be positive and keep a good sense of humor.** Smile! Joke! Laugh! High-five! Loosen up! Spread the love! Don't sweat the small stuff, because it's almost ALWAYS small stuff.
- 12. Check-in regularly with each other and the Leadership Team.** Use your "binocular vision" (seeing from the perspective of others). All resident staff, volunteers and CITs will attend nightly corporate worship and daily Morning Watch. Non-counseling staff meets nightly for devotions and sharing after groups dismiss. Leadership Team as mentors check-in with their assigned counselors at least once weekly.
- 13. Strictly follow camp and staff policies.** The camp and staff policies were established to create the best possible atmosphere and community for building and living as the Body of Christ.

II. Summer Staff & Volunteer Policies, Camp Bethel 2011: *Updated 11.19.10*

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1. Affidavit Regarding Counselor Conduct and Camper-Counselor Contact

Prior to working with campers, all staff and volunteers must agree to and sign an "Affidavit Regarding Counselor Conduct and Camper-Counselor Contact" which includes specific guidelines for the discipline of children, guidelines for camper-counselor contact, information about state laws concerning child abuse, guidelines for staff working with children, and other instructions. You will receive this affidavit during staff/volunteer training, and we will review it together prior to signing.

2. Age requirements of staff

- A. At least 80 percent of primary supervisory staff will be 18 years of age during the camping season.
- B. Junior Counselors, CITs and adult volunteers will be at least two years older than the oldest camper. When counting total supervisory ratios minors will not be included in ratios.
- C. All Junior Counselors will be at least 16 years of age; CITs will be at least 15 years of age.

3. Alcohol, Tobacco, Drugs, etc.

On-site use of alcohol, tobacco or drugs is prohibited. On-site possession of alcohol or drugs is prohibited, and on-site possession of tobacco is greatly discouraged for adults and prohibited for minors. Staff engaging anywhere in any illegal activity during contract (including time-off) risk termination of contract. If activities (legal or illegal) or choices during time-off detract from your ability to fulfill your job description or to work with children, your contract could be terminated.

4. Appearance, Dress, Hygiene and Public Behavior

Think like a parent entrusting their child to a stranger. Staff should maintain a professional appearance while at Camp Bethel. Parents feel comfortable entrusting their children for a week to a clean, neatly dressed counselor. When meeting parents, make eye contact with them, offer your hand in greeting, introduce yourself, and take some time to talk to them.

Campers are highly influenced by the dress and hygiene examples they see from their counselors. Especially on Sunday and Friday, try to look your best. We will all wear our summer staff tee shirts on Sunday evening when the campers arrive and Friday evening for camper pick-up. Do not alter your staff shirt.

What may be acceptable public attire in a high school, on a college campus or in the mall is not necessarily appropriate in a church camp setting. (Examples of inappropriate dress include pajamas, visible underwear/bras, string bikini, clothing so tight that it "leaves nothing to the imagination.") Avoid clothing that is too revealing or too tight, and avoid clothing with suggestive humor, political division, adult innuendo, theme or subject matter inappropriate for children.

Camp Bethel is a summer camp, not the mall. Dress appropriately for high-movement, running, hiking, and active outdoor work and play. See "Swimwear" and "Shoes and Sandals" for further dress guidelines.

Camp Bethel is respected for its quality program and leadership. All staff and persons attending Camp Bethel are expected to behave in a manner conducive to Christian programming. Strictly follow staff policies, camp rules, equipment procedures, and "how-to" procedures.

5. Attendance

All counseling and non-counseling staff will attend and participate in "All-Camp" activities unless otherwise arranged with the Camp Director. This includes, but is not limited to: Morning Watch, meals, singing at Hillside, evening activities, special programs, vespers, registration, and closing circle/picnic. Non-counseling staff should attend other units' activities by invitation only, and these visits should enhance the campers' Christian education experience and the small-group philosophy.

All counseling and non-counseling staff will attend staff meetings. Being unexcused or frequently late to staff meetings may be grounds for reassignment or termination of your contract. Unless otherwise announced, our Sunday staff meetings begin at 1:00pm and our Friday staff meetings begin when the last camper leaves after 6:30pm.

No staff person, counseling or non-counseling, should leave the camp property from Sunday 1:00pm through Friday camper dismissal without informing the Summer Program Coordinator(s), Assistant Director or Camp Director.

6. Camper Wellness

The first responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. All staff and volunteers must actively pursue the well-being of campers. This includes, but is not limited to, avoiding sunburn, insect bites and poison ivy, avoiding injuries, rashes, blisters, scratches, etc.

Physical punishment, verbal abuse, ridicule, foul language, harassment any sexual contact between staff and campers is forbidden and will be grounds for immediate dismissal and legal prosecution. Caution should be taken any time a staff member or volunteer is alone with a camper (outside the view of other staff members). Staff and volunteers should avoid situations of one staff/volunteer and one camper. This is for the protection of the camper and the staff member, as well as the camp.

7. Cell Phones

Staff and volunteers are prohibited from using cell phones to take photo, video or audio of campers or any minor under age 18. To ensure you are compliant with policies, simply do not use your phone for photos, video or audio recording. See #27, "Photos, Video, Audio" for more information.

If you own a cellular/digital phone, you should bring it to camp IF YOU CAN. Campers, though, are not allowed to bring or use cell phones. There will be NO "casual" cell phone use during the camp week; turn them off and leave them in storage or on your bunk in your Staff House. Inform your family and friends that you are NOT available to receive calls or texts during the camp week. For Adventure Counselors or Counselors on day trips, a cell phone is helpful if an emergency arises while you are off camp property with your campers. At least one working cell phone should be with staff at the Adventure Village and with staff on hikes to Black Horse Gap, Wilson Creek Shelter, the Outpost or the "Super Loop." Whether you are pro or anti-cell phone, we must focus on camper safety first. Bring it if you've got it. Using cell phones is for emergency only and is not a substitute for procedural safety or a "way out" of a difficult situation. Pagers, I-pods, PDAs and other electro-distractions are for weekend use only.

8. Compensation

There shall be a mutual understanding documented in writing ("Record of Agreement") of the compensation and benefits for each employee. Pay days are Friday, July 1 and Saturday, July 30. Salaries should be held in strict confidence. During contract (including weekends), the Employee is entitled to overnight lodging at the camp and use of program equipment for herself/himself and no others at no charge, and the Employee is entitled to free meals when the camp kitchen is serving and provisions for meals when the camp kitchen is closed.

Returning Senior Counselors receive \$100 for tenure. Senior Counselors and Junior Counselors receive \$100 for Lifeguard Certification. Additional compensation is provided for other additional certifications.

9. Computer and Internet Policy

1. We are fortunate to be able to provide you with the privilege of wireless internet access during your time off. Your access to camp's wireless internet is not a right, it is a privilege. Internet access at camp is susceptible to frequent poorly-timed outages, and is thus not guaranteed to be functional at any time.
2. Personal and professional use on weekends of camp's wireless internet connection should be for the strengthening of the camp's mission, your own personal growth as a disciple of Christ (as defined by you), and the building of the kingdom of God.
3. Internet use at camp should be of the kind deemed appropriate in a church. This includes:
 - a. Web surfing
 - b. Your use of language, subject matter, etc. used in e-mails, IMs and documents
 - c. Photos, images, video, etc, (see #27 "Photos, Video, Audio").
 - d. The nature of your computer activity (benevolent vs. malevolent)
4. Simply do not use the camp internet connection for questionable or inappropriate material. Do not use the camp internet connection (our bandwidth) for downloads larger than 2MB; and downloading movies, games, songs, WMVs, WAVs, etc. is expressly forbidden.
5. See #26, "Ministry and Camp Image" for further internet policies.

10. Computer Use & Phone Use

The camp office and its equipment and supplies are off limits to summer staff without the express permission of the Assistant Director or Camp Director.

Computers: Staff should plan on being away from e-mail, IM, and internet during camper weeks. Local public libraries with public access computers are open on Saturdays. Computers in the camp office are NOT available for use. Do not download anything onto someone else's computer; shut down properly. Do not save any work on someone else's computer; use a virus-free USB memory stick.

Inform your family and friends that you are NOT available to take phone calls, cell phone calls or e-mails during the camp week. We will check the answering machine daily and deliver any messages to you when appropriate. In the case of an emergency, family or friends should contact the camp office at (540) 992-2940, the Assistant Director (at home) (540) 765-2251, or the Camp Director (at home) (540) 966-0158.

Friends and family may send you one-way e-mail via the camp web site, www.campbethelvirginia.org, using Bunk Notes. Bunk Notes cost \$1 per message and will be printed and delivered to you at lunch daily. Senders should click on the "Click Here for Camper E-mail" button (see information on Bunk1.com in the Staff Manual) and choose "Summer Staff."

Staff may make local or calling-card calls from the phone in the House of Pillars during time off. All phones are off limits to campers and are not to be used by campers.

11. Duties of Employee (Summer Staff)

- A. Employee will be responsible to the Camp Director, the Assistant Director and the Summer Program Coordinators.
- B. Employee will meet the qualifications and fulfill the responsibilities described in the position description of Residential Summer Camp Counselor at Camp Bethel.
- C. Employee will adhere to the Camp Bethel Summer Staff/Volunteer Standards and Policies.
- D. Other duties will be assigned as needed. It is expected that all employees will help accomplish whatever needs to be done for the good of the Camp.

12. Electronics, Radios, etc

It is strongly discouraged, but you may bring your laptop computer, radio, CDs, I-pod, mp3 player, electronic games, etc. Bringing these items is at your own risk. Camp humidity tends to be bad for electronic devices, especially computers. All personal electronic devices are for weekend use only, are to be inaudible outside buildings, and are to be kept in the staff area away from campers during camp weeks. We try to distract campers and staff away from the "usual worldly stuff" during camp. Your weekend time could be better spent than staring at a screen; there's a lot to do in our region! (and there's always lots of laundry to wash!) This will be discussed further during staff training. See the Staff Gear List for more information.

13. Employment

All employees are employed at will.

Summer Staff: Employees of Camp Bethel whose primary work is during the summer camp program shall be employed by the Camp Director in consultation with the Program Sub-committee of the OMC.

Camp Employees: Employees of the District Board whose primary work is at Camp Bethel (Assistant Director, Maintenance Manager, Food Services Director, and all part-time staff) shall be employed by the Camp Director in consultation with the OMC. Such employees are responsible first to their immediate supervisor and then to the Camp Director. The Camp Director shall be employed by the Virginia District Board - Church of the Brethren, Inc. upon the recommendation of the Outdoor Ministries Committee (OMC). The Camp Director shall be directly responsible to the Outdoor Ministries Committee.

14. Equipment Use

Staff are welcome to use the camp's program equipment on weekends. Always follow proper usage procedures and safety guidelines. If equipment is damaged while in your use, you will be expected to fix it or replace it. Staff should help the Assistant Director in maintaining equipment that is in good working condition. If there is a need for additional or better equipment, please inform the Assistant Director in writing. Most camp supplies (except pool and crafts) will be checked out from the Program closets. All staff will help keep the closets clean. You must sign out all supplies, and sign back in when returned.

The maintenance areas (New Shop, Old Shop, etc.) and all maintenance equipment and supplies are off limits to summer staff without the express permission of the Maintenance Manager.

The camp office and its equipment and supplies are off limits to summer staff without the express permission of the Assistant Director or Camp Director.

Computers: Staff should plan on being away from e-mail, IM, and internet during camper weeks. Local public libraries are open on Saturdays with public access computers. Computers in the camp office are NOT available for use. Do not download anything onto someone else's computer; shut down properly. Do not save any work on someone else's computer; use a virus-free USB memory stick. See COMPUTER USE POLICIES (#9-10) for further direction.

15. First Aid, Health Emergencies, Medication

All summer staff will be trained and certified in American Heart Association First Aid & CPR during Staff Training. During camper weeks, a volunteer Medical Director is available for consultation. If, however, you are injured or become ill and we are unable to give you appropriate care at the camp, one of the program staff will drive you to the nearest hospital (about 30 minutes away). If a serious injury, emergency, or illness prohibits you from fulfilling your contract, you will be paid prorated for days worked.

For staff medication, any staff or volunteers under 18 must check medication with the volunteer medical director and Assistant Director for appropriate usage and storage guidelines. Adult staff and volunteers must keep personal medications in appropriately inaccessible storage away from campers and minors. Also see the Camp Bethel Staff Health History form.

16. Funding for Campers

In April of 2002, the camp's Outdoor Ministries Committee voted to discontinue camper discounts given to volunteering parents. That program was tried as an incentive to volunteerism, but a review indicated no increase in volunteerism. Campers WILL continue to benefit from a variety of funding sources and options including Virginia churches' Good-as-Gold program and Camp Bethel's "Campership" scholarship program.

17. Golf Cart Use

The camp's golf cart is for use by the Maintenance Manager, Assistant Director or the Camp Director. No one may use the golf cart without the express permission of the Assistant Director, Maintenance Manager or Camp Director. The golf cart must not be driven off established roads, must be returned daily to the Old Shop bay, and the Old Shop bay door closed and locked.

18. Grievance and Disciplinary Procedures

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 the Summer Program Coordinator or Assistant Director promptly. Should the Summer Program Coordinator or Assistant Director be the source of the grievance, the staff member may report the grievance to the Camp Director. If the Camp Director is the source of the grievance, the staff member may report the grievance to the Assistant Director.

Grievance Procedure: In the event an employee has concerns or grievances, the employee shall discuss the concerns or grievances with the employee's supervisor, (counselors to SPC or AD, SPCs & program staff to AD or Director, AD & other full-time camp staff to Director). Any concern which cannot be adequately handled by the employee and the employee's supervisor shall be pursued in sequential order as follows: (1) a written statement by a camp employee to the Camp Director, (2) a written appeal by a camp employee to the Executive Committee of the OMC.

Disciplinary action concerning any summer/seasonal camp employee shall be initiated by the Assistant Director or Camp Director in consultation with the OMC Executive Committee and the Virginia District Board Executive Committee. Situations involving sexual misconduct, theft or financial malfeasance may result in immediate termination. Other employee misconduct including insubordination, inadequate quality or quantity of work, disclosure of confidential or privileged information, failure to follow established procedures and channels, and/or any other unprofessional conduct may result in termination. Disciplinary action shall be proportional to offense and may include any appropriate action ranging from an oral warning, a written warning, suspension or termination. All disciplinary actions shall be documented by the Assistant Director and Camp Director. Records shall be filed by the Assistant Director and Camp Director with such attorney as is retained by the Virginia District Board - Church of the Brethren, Inc.

All employees of Camp Bethel are employed at will.

19. Harassment

Camp Bethel is meant to be a safe place for all campers, staff, volunteers and guests. Language, jokes, gestures and/or touch of a sexual, racial or ethnic nature are not permitted between campers, between campers and staff, between staff members or between staff members and volunteers or guests. If a staff member has a grievance with a fellow staff member it should be reported immediately to the Assistant Director. Should the Assistant Director be the source of the complaint, the staff member should report the grievance to the Director (see also #18 Grievance and Disciplinary Procedures).

Camp Bethel and the Virginia District expressly prohibit any form of offensive behavior or behavior that interferes with the ability of any employee to perform his or her job duties. The District prohibits any form of sexual, racial or ethnic harassment of employees and co-workers. Any Camp employee who believes that he or she has been the subject of such harassment should report the conduct to the Assistant Director or Camp Director.

20. Housing for Staff

No campers are permitted in the staff-only areas or in staff housing. The staff areas will be equipped so that each individual staff member has at least one bunk and one shelf to store personal and weekend items. As with cars (see #41 Vehicles), during the camper week staff should avoid constantly having to go to the staff area to get something. As a courtesy to other staff, weekend quiet hours are from 10:00pm to 8:00am. No males allowed in female staff houses; no females allowed in male bedrooms; (Bethel Lodge serves dually as male housing and full staff meeting space). Likewise, no males allowed in female camper housing; no females allowed in male camper housing. Staff may sleep in their camper cabin on weekends, especially when hosting a family member guest. When making sleeping arrangements beyond normal staff housing (ex: for visiting family) while on Camp Bethel property, non-married persons of the separate sex must sleep in separate facilities. These policies will be discussed further during Staff Training (also see #43 "Weekend Guests" and #21 "Housekeeping").

Most camp supplies (except pool, crafts & ropes) will be checked out from the Program closets. All staff will help keep the Program closets clean and the Staff Houses clean. You must sign out all supplies, and sign back in when returned. The program staff will see to it that the counseling staff are provided with plenty of weekend options for R&R, activities, entertainment, and all the freezie pops you could ever want.

Staff housing is subject to random, unannounced inspections for safety and cleanliness. Your bunk space, shelf and your suitcases/bags will never be subject to inspection.

21. Housekeeping

All staff members are responsible for care of the camp's buildings and equipment. Counselors are responsible for the cleanliness of their cabin during the camp week. They are also responsible for assuring that the cabin they are assigned for the week is clean and ready for the next group. Counselors are required to clean their cabin and their staff housing areas before they are released Friday evening for the weekend, per inspection by the SPC, AD or other approved staff.

Communal living requires the maturity and self-discipline of all staff members to ensure appropriate cleanliness. Do not put off cleaning to another time. If another person leaves a mess, call it to their attention and hold them to their responsibilities. Ultimately, it is the opinion of the Summer Program Coordinators, Assistant Director and Camp Director whether further cleaning by summer staff is necessary.

22. Junior Counselor and CIT Weekend Policy for minors

No staff or CITs/volunteers under the age of 18 may stay overnight at Camp Bethel over weekends, Friday night 9:00pm through Sunday 8:00am. The only exceptions are through specific parent requests made to the Camp Director or Assistant Director via a "Weekend Parental Permission Form for Minors." The "Weekend Parental Permission Form for Minors" includes detailed procedures and requirements for minors who are on site on weekends if allowed. This form is available from the Assistant Director or Camp Director at camp_bethel@yahoo.com.

Exceptions may be granted via a "Weekend Parental Permission Form for Minors" for such minor staff and CITs/volunteers who, for example, live out of state. Other exceptions will be evaluated on a case by case basis by the Assistant Director and Camp Director.

23. Laundry

What a luxury and privilege to be able to provide you access to camp-owned washing machines (Laundry House and drying lines behind A-frames) for use during your time off. You are responsible for keeping the laundry house clean and tidy, including cleaning the lint trap of the dryer. Also, there are local laundromats in nearby towns. If you are unfamiliar with doing your own laundry, we'll teach you. Experienced staff will assist you in this cultural handing-down of knowledge to the next generation of Laundromat lads and ladies. Oh so many sudsy memories to be made... Camp Bethel encourages the use of environmentally friendly, phosphate-free detergents and chlorine-free detergents. Please use drying lines as your first drying option; using electric dryers should be avoided when possible. If washing machines break down, staff will have to make other washing arrangements (in-town laundromats, washing by hand in sinks)

24. Mail, Phone, E-mail

Your mail can be sent to the camp address; you will receive it the day it arrives. The camp address is:

Your name, c/o Camp Bethel, 328 Bethel Road, Fincastle, VA, 24090.

Give outgoing post-mail to the SPCs or the Assistant Director for delivery to the front US mailbox.

Inform your family and friends that you are NOT available to take phone calls, cell phone calls or e-mails during the camp week. We will check the answering machine daily and deliver any messages to you when appropriate. In the case of an emergency, family or friends should contact the camp office at (540) 992-2940, the Assistant Director (at home) (540) 765-2251, or the Camp Director (at home) (540) 966-0158.

Friends and family may send you one-way e-mail via the camp web site, www.campbethelvirginia.org, using Bunk Notes. Bunk Notes cost \$1 per message and will be printed and delivered to you at lunch daily. Senders should click on the "Click Here for Camper E-mail" button (see information on Bunk1.com in the Staff Manual) and choose "Summer Staff."

Staff may make local or calling-card calls from the phone in the House of Pillars during time off. All phones are off limits to campers and are not to be used by campers.

25. Miscellaneous

- A. Pets: Pets are not allowed on camp unless arrangements are made to include them in the "Heifer Shed" or by permission by the Camp Director.
- B. Tips: Staff should not accept gratuities or gifts in exchange for their work.
- C. Driving on site: Staff are not allowed to drive vehicles off road anywhere on camp without express permission from the Camp Director.

26. Ministry and Camp Image

Camp Statement of Purpose and Mission: Camp Bethel is a ministry of the Church of the Brethren that seeks to foster and build relationships with the Creator, with others, and with the creation. This ministry is realized through our Christian camping programs, our services, and the availability of our facilities and programs to all people.

Each employee (paid or volunteer) of Camp Bethel and the Virlina District Board - Church of the Brethren, Inc. is considered a minister regardless of formal ministerial status or denominational affiliation. Every individual contact made by every individual employee is a reflection upon the mission and ministry of the district, the component congregations and the denomination. All employees will, therefore, manifest a Christ-like spirit, attitude, demeanor and lifestyle in the performance of their duties regardless of location and/or circumstance.

Use of camper names, images, or personal information outside of the specific camp program is prohibited. Use of the Camp Bethel name, logo, information or any images from or associated with Camp Bethel and the Virlina District Church of the Brethren must be in accordance with the Christian ministries therein. You could be held liable for any negative or hurtful use in any form of Camp Bethel or Virlina District images, names, logos or any information. This includes personal academic work, letters, artwork, e-mails and personal or public blogs or web sites such as MySpace, Twitter, FaceBook, etc.

27. Photos, Video, Audio

We expect and encourage you to document the camp experience by taking photos, video and/or audio of your time at Camp Bethel. We also expect, however, you to freely share copies of photos, video and audio with us for use in camp promotion, our Photo CDs and our Video DVDs.

Staff and volunteers are prohibited from using cell phones to take photos, video or audio of campers or any minor under age 18. To ensure you are compliant with policies, simply do not use your phone for photos, video or audio recording.

Photos, video or audio taken by staff or volunteers of Camp Bethel's site, staff, volunteers, campers or guests either on site while on duty or off duty, or off site while on duty, either with personally-owned cameras or devices or with camp-owned devices, is the sole and exclusive intellectual property of the Virlina District Board - Church of the Brethren, Inc, DBA Camp Bethel.

Staff and volunteers (1) are encouraged to document the camp experience with digital photography, video or audio, (2) may keep copies of the photos, video or audio they capture, and (3) agree to freely share copies of these photos, video or audio with the Camp Director and Assistant Director for use in camp promotion.

Personal use or interpretation of camp property (photos, video or audio) must positively represent the mission and ministry of Camp Bethel. Public use (anything shared through the internet, including e-mail, blogs, web sites, Facebook, etc) or interpretation of camp property (photos, video, audio) must positively represent the mission and ministry of Camp Bethel and **may not include names of minors**. See also #26 "Ministry and Camp Image."

Use of Camp Bethel photos, video or audio indicates your consent to the interpretation of this policy by Virginia law, as well as your consent to jurisdiction and venue in the courts located in Botetourt County, Virginia. Any necessary actions regarding the misuse of Camp Bethel property shall be brought and maintained in the courts located in Botetourt County, Virginia, and you hereby waive all objections to jurisdiction and venue therein.

28. Ownership in Camp Bethel

One of the best perks gained from working at Camp Bethel for the summer is that NOW, you always have a “home away from home.” As long as good people like you continue serving at Camp Bethel and supporting Camp Bethel, our camp will always be here. Help keep our camp looking its best. Make an effort to pick up litter or debris. Take good care of the facilities and the program equipment. Our hope is to establish long-range usage practices for our equipment and facilities so that our program expenses can be lowered and our staff salaries can be raised. Makes sense, eh?

Some of our equipment use and facility procedures are very detailed, but the procedures are an effort to preserve our equipment as long as possible. Tools, recreation equipment, tents and stoves are NOT cheap. The less money we have to spend on program equipment, fixing toilets, window screens, or replacing broken items, the more we can spend on camper scholarships and your staff salaries.

Also, once you’ve been a Camp Bethel Staff member, you’re ALWAYS a Camp Bethel Staff member. The need for your involvement in this community does not end in August; it continues for as long as Camp Bethel exists. We will always need your prayers, your time, your donations and your support.

29. Position Descriptions

Position Descriptions of the following positions are available from the Camp Director for your information: Assistant Director; Maintenance Manager; Food Services Director; Summer Program Coordinator; High Ropes Coordinator; Resident Counselor; Pool Coordinator; Leadership Team.

30. Relationships Between Staff, and Staff to Camper

Romantic relationships between adult staff/volunteers and minor staff/volunteers is absolutely forbidden, (ex: 18-year old dating 17-year old). Romantic relationships between any staff/volunteers and campers is forbidden at any level.

You have been hired as a summer staff member to perform specific duties as a part of Camp Bethel’s summer program of Christian Education. This Christian Education work is intense, relational ministry between staff and campers. It is our goal, that by attending a camp program, campers leave with a better understanding of God, Jesus Christ and their Christian faith. Any distraction from our goal ultimately has a negative effect on our campers. Romantic relationships between adult staff members would cause distraction from your work as a counselor, distraction from your relational ministry to your campers, and distraction to the Christian community of fellow summer staff. Therefore, romantic relationships between staff members must not distract from your ministry or detract from our tight community.

You are expected to live as the Body of Christ as described in Corinthians 12. All actions and words should be expressed in Christian love. While in the presence of campers, parents, and co-workers, staff are expected to behave in a professional manner. In the presence of campers, parents, and co-workers there will be no displays of romantic affection between unmarried couples, including holding hands, kissing and romantic embraces. It is very important that all staff members, whether romantically involved or not, avoid even the appearance of impropriety. If you err, always err on the side of caution, conservancy and modesty.

31. Shoes and Sandals

Do not wear flip-flops or “Crocs” -styled shoes for any camp activities.

The familiar saying is, “If your feet can’t go, YOU can’t go.” Camp days are very active and we travel everywhere by foot. Our policy is that at no time should you be without shoes except in the shower, in the pool or in the bed. This is an effort to AVOID foot injury. We require either closed-toed shoes or strap-on sandals. No flip-flops or “Crocs.” For activities involving running, leaving main camp or involving going into the woods (especially ropes initiatives course, Home-in-the-Woods, hikes, and group games), staff should wear “closed-toe” shoes or hikers to avoid the chance of having your foot lanced by a stick jammed between the toes. While creek-exploring or boating, staff should wear water shoes, old shoes or strap-on sandals (no flip-flops or “Crocs”) to avoid being sliced by sharp rocks or trash. Even a small foot injury makes for a miserable week. You may even want to have water shoes for the pool to avoid scrapes.

32. Supervision of Campers

- A. Staff’s primary responsibility is to create a safe, loving and learning environment for the camper. Staff should constantly be aware of signs and symptoms of illness, injury and abuse in order to create a safe environment for the camper. Awareness of natural hazards around the camp grounds also aid in camper safety.
- B. As a counselor, the staff member shall remain with campers at all times unless supervised by other staff.
- C. The Assistant Director, Summer Program Coordinators, and Leadership Team are also available as additional resource people and will assist counselors as needed and can generally be found by contacting the Office or checking the Program Board.
- D. During the overnight hours, counselors are responsible for leading evening devotions prior to bed, maintaining group behavior, getting campers ready for bed and reading campers to sleep. In addition, Counselors are required to stay in their cabin throughout the night except for emergencies where alternate coverage is arranged. In addition, counselors will be trained how to prevent/handle homesickness, bedwetting and other camper needs throughout the overnight hours.
- E. At no time shall a staff member enter a living space of the opposite sex.

33. Staff Manual

You are expected to read your entire Staff Manual during Staff Training. Many sections of the Staff Manual will be covered in detail by leaders during Staff Training. Bring your Staff Manual to all staff meetings during camp weeks (Sunday and Friday) and to all sessions during Staff Training. We will give you additions to your manual throughout training and throughout the summer. Your manual is also your resource for stories, scripture references and emergency procedures, and it should be with you at most times during the camper day (in your backpack along with your Bible, water bottle and first-aid kit).

34. Swimwear

Your swimsuits should be comfortable and appropriate for "rough" activity with campers. Your swim suit will be an oft-worn item of clothing, so bring a few that are rugged, quick drying, and comfortable. Women: We strongly encourage use of a one-piece suit; just keep in mind that kids tend to hang on to you in the water; thin-string-bikinis are inappropriate. Men: Trunks (with pockets) work well; no Speedo's. Please use good judgment for appropriate, rugged swim wear. Err on the side of conservancy, caution, and modesty.

35. Term of Agreement and Hours of Work

Unless otherwise written (Adventure Counselors and Leadership Team), your contract is for employment from 7:00 pm, Tuesday May 31 to 12:00 pm, Saturday, July 30, 2011. Employee must remain on site from Tuesday May 31, 7:00pm through breakfast Saturday June 11 AND during each camp session from Sunday 1:00pm until Friday at 8:00pm, or for hours designated by the Assistant Director.

36. Termination Procedures

Voluntary termination by an employee may be initiated verbally or in writing at any time. Unless otherwise provided for in a written agreement, two weeks notice is preferred.

The involuntary termination of any summer camp employee requires the approval of the Camp Director following appropriate investigation and/or consultation with the OMC Executive Committee and the District Executive. Employees may be placed on unpaid leave pending completion of the aforementioned investigation.

Upon consultation with the Camp Director, the Assistant Director and the Outdoor Ministries Committee of the Virginia District, the Employer has the right to terminate your contract for any reason, including violation of the scope, duties, or terms of your contract. Should the contract be terminated, you will be paid for days worked.

All employees are employed at will.

37. Time-Off

As a counselor, you will generally live with your campers day and night from Sunday afternoon through Friday dinner. Time-off periods will be scheduled as regularly as possible but necessarily at the convenience of the camp program. Taking time away from your family unit is optional; it is not a requirement. Working in coordination with your co-counselor(s), you may arrange appropriate time away, totaling up to 2 hours per day. This time may only be arranged during activities led by program staff, (i.e. crafts, nature lesson, swimming, etc.) or when coverage is provided as approved by the Assistant Director. Only one counselor from a unit may be away at a time. Also, the Leadership Team will arrange an afternoon or evening big game with your campers or help with bedtime stories in order to give counselors some down time during the week.

During Tenderfoot Mini Camps (2-night camps), time-off is not available except in extreme emergency. Time-off is not available for Day Camp staff on duty during Day Camp hours (8:30am-4:30pm) except in extreme emergency.

The intensity and efficacy of the small-group process and philosophy (see FNSPR in your Staff Manual) is highly dependant on you, as the counselor, to be present and aware of your group's continuing evolution and movement through the group-building process. Counselors who insist upon frequent periods of time-off are apt to miss crucial events in the small-group process. Time-off is available in the spirit of making you a better counselor by allowing you to have personal time for personal needs. Opportunities for time-off are not to be abused, nor will counselors schedule time-off together unless approved by the Assistant Director. **If activities/choices during time-off detract from your ability to work with children, your contract could be terminated.**

If you become sick or injured, time off and a substitute will be arranged by the Assistant Director. If, at the request of a physician, a sick leave or rest period is required, the camp agrees to provide such leave. In the event of death in the family or family emergency, the camp agrees to grant time off, and this will be coordinated between the staff person and the Assistant Director.

Your staff contract is a commitment from May 31 through July 30 (or other time span), and you are expected to commit your time fully. Avoid scheduling family vacations, committing to wedding-weeks, and planning mid-week appointments. Plan ahead to complete personal business before or after camp or on Saturdays during camp. Any time you know in advance that you will need to have time off (college orientation, etc.), inform the Assistant Director of the dates as soon as possible.

38. Training for Staff

- A. All long term Summer Staff will participate in a Staff Training session that is 10-14 days in length.
- B. Each training is mandatory in order to serve, and is provided free to all employees and volunteers.
- C. Short term staff (volunteers) will receive 24 hours of training. For CITs (ages 14-17) this is met by requiring a two day training session. Volunteers over the age of 18 are requested to attend one of two volunteer training days prior to the camp season. In addition, they are required to read their Staff Manuals. The volunteer training day and reading of the Staff Manual will fulfill the 24-hour training requirement.

39. Training for Staff: Late Hires

In the event that a Staff Member must be hired after the start of the summer season, it is important that he/she be properly trained in policies, procedures and responsibilities. This will be done through an apprenticeship program where the new hire will shadow a staff member for a period of a week (or longer if needed). In addition, the Assistant Director and/or Summer Program Coordinator will review critical policies, procedures and other formalities that the staff member should be aware of and fully know.

40. Training for Staff: Mid-Summer In Service

- A. Mandatory weekly staff meetings (Sunday 1:00pm and Friday after closing) are partly to provide in-service training.
- B. Throughout the summer other periodic training sessions/meetings will be held to motivate and encourage staff. Other individual and group meetings will be held to discuss the summer program and their personal performance level.
- C. Staff are obliged to complete evaluation forms, which evaluates themselves as well as the program. Staff are also encouraged to meet individually with the Assistant Director or Summer Program Coordinators to discuss performances, issues or grievances.

41. Vehicles, Parking, Driving

You are encouraged to carpool as much as possible. Staff vehicles will be parked during the week in the Ark Parking Lot. Staff will avoid having to retrieve something from their car during the camp week. Vehicles should be in Ark Parking Lot by 12:30 Sunday afternoon on camper weeks. On weekends, staff should avoid driving to and from their cabin to load and unload gear. Camp speed limit is 5 mph; radios should be off or inaudible outside the vehicle; do not make purposeful vehicle noise. Counselors will NOT have camper activities near any vehicle parking area. Staff are not allowed to drive vehicles off paved/gravel roads anywhere on camp without express permission from the Camp Director. Speed on Bethel Road should be kept below 20 mph. Always wear safety belts in moving vehicles.

Do NOT use the gravel road between the Craft House, Grandmother Oak and Crowder/Graybill Houses.

Use of camp-owned vehicles is for full-time camp staff only, or as assigned by the Assistant Director, Camp Director or Maintenance Manager.

42. Weekend Food

Adult summer staff are encouraged and welcome to remain on site over the weekend to build staff unity and to encourage ownership of the camp. On weekends when the camp kitchen is cooking, staff are welcome to these meals at their designated times with at least 2-hours advanced notice to the kitchen staff, and staff who eat must assist the kitchen staff with the set-up and clean-up. Other weekends, provisions for meals will be provided in the Staff Houses for staff who sign up in advance in order to prepare their own meals. Return all kitchen supplies cleaned and sanitized to the Ark kitchen dish-washing area. The Leadership Team will schedule occasional Saturday night special meals, optional to staff. During contract (including weekends), the Employee is entitled to overnight lodging at the camp and use of program equipment for herself/himself and no others at no charge, and the Employee is entitled to free meals when the camp kitchen is serving and provisions for meals as described above when the camp kitchen is closed.

43. Weekend Guests

No guests are allowed on site from Sunday 1:00pm through Friday 6:30pm without 2-day advance permission from the Assistant Director or Camp Director.

Adult summer staff are encouraged and welcome to remain on site over the weekend to build staff unity and to encourage ownership of the camp. With at least 2-day advance notice to the Assistant Director or Camp Director and approval thereof, you are welcome to have an adult guest come and spend the weekend with you at the camp from Friday 8:30pm through Sunday 10:00am. No guests are allowed during the camp week from Sunday 1:00pm through Friday 8:00pm unless approved by the Assistant Director or Camp Director. Guests are expected to follow the same rules and guidelines as staff members. If you have a guest who breaks policies or camp rules, it could be grounds for termination of your contract. Your guest is welcome to stay with you in the staff cabin or in an unoccupied cabin, depending on space and appropriate courtesy to other staff. Unannounced or unexpected guests may not stay overnight on site unless approved by the Assistant Director or Camp Director.

Guests (and staff) of the opposite sex, obviously, sleep in separate facilities. Your guest is welcome to participate in whatever staff trip, meal, or activity we have planned, as long as your guest does not usurp a staff member's spot in that activity. Use good judgment and be courteous to other staff when you have a guest. Your guest should not detract from our summer experience as a staff, and your guest should honor the traditions and special relationships between staff members. Your guest should be willing to help with some manual labor and cleaning as payback for a free visit.

Staff and volunteers under the age of 18 present on weekends (see #18 "Junior Counselor and CIT Weekend Policy for minors") may not have guests except for visiting parents/guardians.

44. When Out In Public

As a member of the Camp Bethel summer staff (whether paid or volunteer), you are now a representative of everyone associated with the camp. Also, the camp (and your salary) is funded by the people of the Virginia District Churches of the Brethren. You may not recognize them, but people out in public recognize you as staff from Camp Bethel. When off camp property, please represent Camp Bethel well with appropriate language, behavior, driving practices, volume of car stereo, etc. Avoid even the appearance of impropriety. If activities or choices during time-off detract from your ability to fulfill your job description (working with children) or blatantly misrepresent the ministries of Camp Bethel, your contract could be terminated.

45. The Seven Absolutes of Camp Counseling

1. Never assume your playful sarcasm, especially use of nicknames, will be taken as you intend it.
2. Always follow through on what you say you'll do. Never promise what you can't deliver.
3. Always intervene if campers put each other down. Never believe a camper who says, "It doesn't bother me."
4. Check in with every one of your campers every day, and be sure to ask the right questions.
5. Make something special out of unstructured and transition time, especially bedtimes.
6. When in doubt, don't!
7. It is always better to be thought of as a great counselor by your director, than to be thought of as a cool one by your campers or co-workers.

46. Your Director's Expectations

Camp Counseling is a HARD job. Let's just get that right out and in front. I promise you, that if you do your summer job right, it will be a challenge, both physically and emotionally. In return, your job done right will affect dozens of children and youth, and will likely change their lives: a priceless reward! By summer's end, your muscles will be taut, your hands tough, your hearing, vision, taste, and smell will be keen, bugs won't bother you, and the ever-present sweat on your brow and dirt under your fingernails will be a natural extension of who you are. Living in the mountain air and coming and going with the sun will become a part of who you are and who you will be.

But, as with any job, it all comes down to what YOU make of it. If you choose to "get into it" and enjoy it no matter what, then you could possibly have the best summer of your life thus far. If you choose to complain and whine, then this could be the most miserable summer of your life. Camp Counseling is a HARD job. Is there anything worth-while in life that's not worth working hard for? It's your decision.

Having said that, here are specific expectations I have of you, just so we all see a few of the "unwritten rules" actually written and some repeated:

- Strictly follow staff policies, camp rules, equipment procedures, and "how-to" procedures for D'Hall, Maintenance, pool, ropes course, etc.
- Get in the pool with your campers, every time.
- Sing the songs, play the games, with the campers.
- Read your campers to sleep EVERY night, including Jr/Sr High kids.
- Work long and hard on your Love Gift.
- On trips, strictly follow safety guidelines.
- Campers first, counselors last, especially at meals and cook-outs.
- Take notes during Staff Training and at Staff meetings.
- No profanity, inappropriate slang, or blatant adult innuendo around campers or staff minors.
- On camp-out night, read the campers to sleep, and sleep in the tent or under the tarp with them. Let a willing camper try your hammock; YOU sleep under the tarp with the kids.
- When the pressure is on, be creative, change the scenery, surprise them.
- Be on time for meals, crafts, and any activities requiring other people's time.
- Be legal, safe, and responsible on weekends so that you are refreshed, rested, and ready on Sundays.
- Use prevention as the best First-Aid and as the best behavior management. Prevention, NOT reaction.
- Plan to be at camp through 8:00pm each Friday night. We will try to end on time or earlier, but if we don't, plan to stay until we do.
- You are expected to keep your cabin clean, to keep your staff housing clean, to keep every place you use CLEAN.
- Leave each area you use, on or off camp property, cleaner than you find it. This includes hauling old trash out of the woods.

Camp Bethel Organizational Chart

