



328 Bethel Road, Fincastle, Virginia 24090

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www.CampBethelVirginia.org



January 16, 2019

Camp Bethel is accepting on-line applications for part-time/hourly Summer Grounds Crew. Apply on line at [www.CampBethelVirginia.org/jobs](http://www.CampBethelVirginia.org/jobs).

### **Summer Grounds Crew:**

- Dates of employment: Available May 28 through July 31, 2019. Additional workweeks are available based on availability and site needs.
- \$9.25 per hour, up to 8 hours daily, Mondays through Fridays.
- Your option: Day begins as early as 7:00am and no later than 8:30am; and day can end as early as 12:30pm and no later than 5:30pm. Maximum 8 hours daily.
- Optional meals provided daily at no cost: breakfast 8:00am; lunch 12:30pm; dinner 5:30pm; 30 minutes each.
- Position does not include on-site residency.

**Responsibilities** are assigned by Mickey Nichols, Camp Bethel's Facilities Manager, and include: mowing and trimming (weed-eater); assist with maintaining swimming pool (skimming, vacuuming, emptying skimmer buckets); leaf and debris removal from buildings, roads and walkways; using camp vehicle/truck to haul firewood and reload firewood supplies at various sheds/circles through campus; painting of facilities, decks and benches; trash removal and recycling; assisting Facilities Manager and Grounds Crew with various other daily tasks.

### **Requirements:**

- Availability to work a minimum 4 of 5 weekdays per week (excluding holidays) from May 28 through July 31, with additional workweeks possible based upon availability and site needs. Schedule is flexible; arrange with Mickey Nichols, Facilities Manager.
- Valid Driver's License required, and minimum age is 18.
- General ability to complete above "Responsibilities" is required, and the ability to stand/walk and maintain a moderate level of physical activity for 7-8 hours daily is required.
- Because we care for children during our summer camps, we cannot hire anyone who has been convicted of any crime, felony, child abuse, or sexual abuse. Employment status is dependent on results of a criminal background check.
- Camp Bethel prohibits on site use of tobacco/vaping/nicotine, alcohol, drugs.

Camp Bethel (Fincastle, VA) is the outdoor ministry of the Virginia District Church of the Brethren. Our mission is to foster and build relationships with God, with each other, and all of God's creation. We realize our mission through our Christian camping programs, our services, and making our facilities available to people of all denominations and backgrounds. Summer Camps began at Camp Bethel in 1927, and in 1970 the camp became a year-round Retreat Center for guest groups and churches. Summer Staff includes 3-4 Grounds Crew, 6-8 Kitchen Staff, and 50-60 Summer Camp Program Staff. Full-time staff includes Facilities Manager, Mickey Nichols; Food Services Coordinator, Wes Shrader; Program Coordinator, Jenna Stacy; and Camp Director, Barry LeNoir.

Direct questions about this position to Barry LeNoir, Camp Bethel Director, at 540-992-2940 or [CampBethelOffice@gmail.com](mailto:CampBethelOffice@gmail.com).

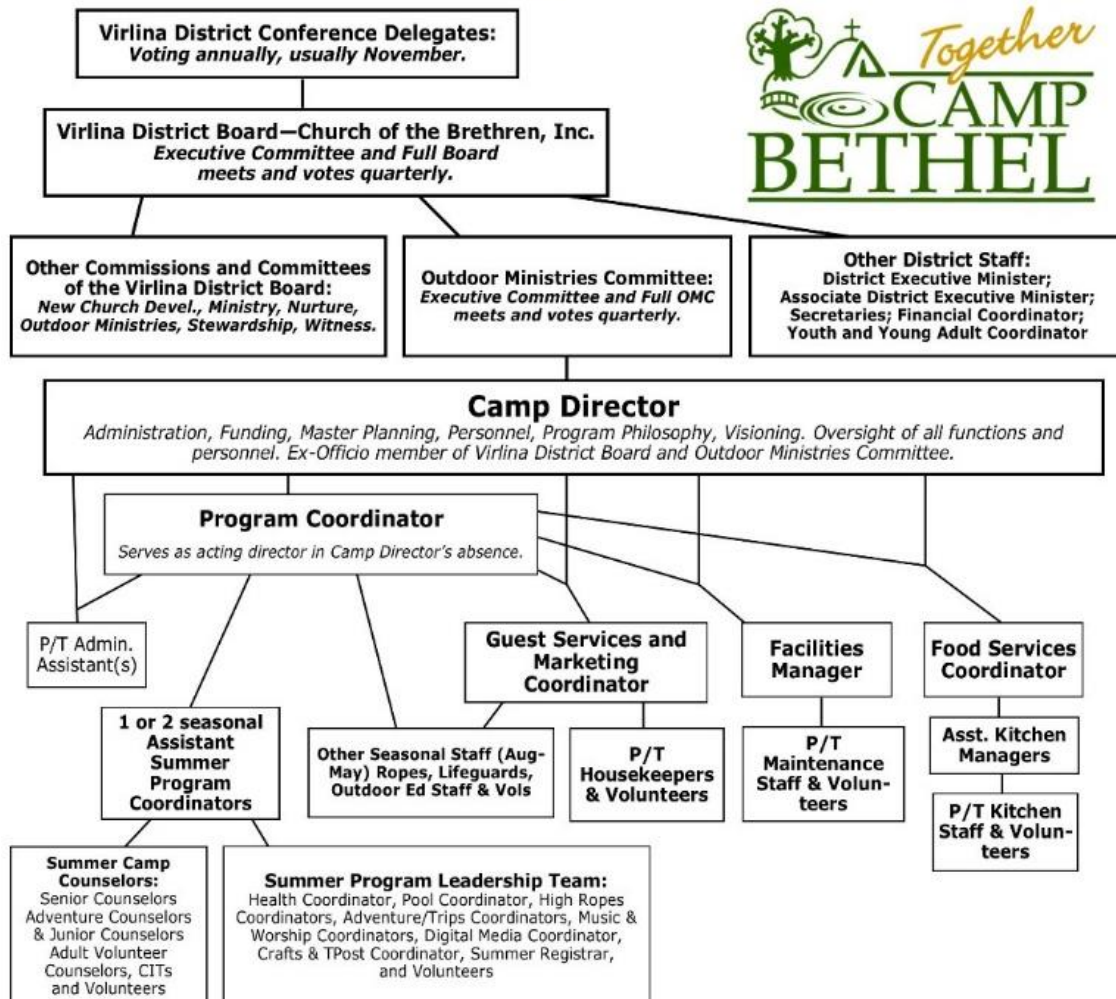
**Camp Bethel** programs began at our present location in 1927. Camp Bethel is open year-round for conferences, retreats, festivals, school groups and many other family, church and community events. Supportive congregations, loving guests, faithful families and campers, exceptional food services, a sound program philosophy, excellent full-time and seasonal staff, and hundreds of devoted volunteers have established Camp Bethel as one of the region's best camping programs. Learn more about Camp Bethel and our interesting history at [www.CampBethelVirginia.org](http://www.CampBethelVirginia.org). Camp Bethel is an accredited member of the American Camp Association, adhering to over 300 health, safety, program and operational standards. Camp Bethel is an active leader in ACA Virginias. Camp Bethel is a leading member of the Outdoor Ministries Association of the Church of the Brethren. Camp Bethel is a member of the Botetourt Chamber of Commerce, and the Appalachian Trail Conservancy.

**What is the Virlina District?** The Virlina District of the Church of the Brethren is made up of 92 congregations spread across Virginia, West Virginia and North Carolina (hence, "Vir-lina"). The approximately 11,000 members of these congregations own and operate Camp Bethel by electing a volunteer Virlina District Board and Outdoor Ministries Committee. Learn about the Virlina District Church of the Brethren and visit a nearby congregation at [www.virlina.org](http://www.virlina.org).

**Who are the Church of the Brethren?** *Continuing the work of Jesus: Peacefully, Simply, Together.* The Church of the Brethren is a Christian church similar to other mainstream Protestant groups such as Methodists, Baptists and Presbyterians. We base our practices and beliefs on Jesus' life and teachings and the New Testament. Steadily, lovingly, even radically, Jesus went about saving the world by serving its people. Because we believe Jesus' message, we seek to do the same. Our other distinctions include our peace position (Matthew 5:44) (shared with Quakers, Mennonites, Amish, and Moravians), emphasis on simple living (Romans 12:2) and Christian service (Luke 22:27), feet-washing during Communion worship service (John 13), and baptism by choice (Acts 2:37-39). The name "Church of the Brethren" was chosen in 1908 to emphasize a sense of family and community and was never intended to sound exclusively male. Rather, the Church of the Brethren views all people as children of God. [www.brethren.org](http://www.brethren.org)

# Camp Bethel Organizational Chart

Revised 05/24/2018



## Camp Bethel Staff & Volunteer Policies

**Alcohol, Drugs, Nicotine, Tobacco, Vaping:** On-site use or possession of alcohol, drugs, nicotine, tobacco or vaping/drug/tobacco paraphernalia, firearms, pornography and any other item deemed illegal or in conflict with the Church is prohibited. 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 Record of Agreement, your Agreement could be terminated.

**Appearance, Dress, Hygiene and Behavior:** 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. Dress appropriately for high-movement and active outdoor work including shoes. 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.

**Background Check:** All staff and volunteers must undergo a comprehensive background screening prior to employment or volunteer residency. Results of this screening will be held strictly confidential by the Camp Director.

**Child Wellness:** The first responsibility of each and every staff member/volunteer is the health and welfare of the children. Each staff member is expected to take every care to protect the privacy and person of each child. All staff and volunteers must actively pursue the well-being of children. This includes, but is not limited to, avoiding sunburn, insect bites and poison ivy, avoiding injuries, rashes, blisters, etc. Physical punishment, verbal abuse, ridicule, foul language, harassment any sexual contact between staff and children is forbidden and will be grounds for immediate dismissal and legal prosecution.

**Computer, Internet and Phone Policy:** The camp office and its equipment and supplies are off limits to Part-time Employees or Volunteers without the express permission of the Camp Director. We are fortunate to be able to provide you with 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. Personal and professional use of camp's wireless internet connection should be for the strengthening of the camp's mission and your own personal growth as an employee and a disciple of Christ (as defined by you). Internet use at camp should be of the kind deemed appropriate in a church. This includes: Web surfing; Your use of language, subject matter, etc. used in e-mails, IMs, documents and Social Networking sites; Photos, images, video, etc; and the nature of your computer activity (benevolent vs. malevolent). Simply do not use the camp internet connection for questionable, inappropriate or illegal material. Do not use the camp internet connection (our bandwidth) for downloads larger than 15MB; and downloading movies, games, songs, WMVs, WAVs, etc. is expressly forbidden. Use of camp phones for personal purposes is prohibited.

**Employment:** All Employees are employed at will. Employees of Camp Bethel whose primary work is during the summer camp program shall be employed by the Camp Director in consultation with the Outdoor Ministries Committee of the Virginia District Board. Employees of the District Board whose primary work is at Camp Bethel (Guest Services Coordinator, Maintenance Manager, Food Services Director, Program Coordinator, 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.

**Equipment Use:** The maintenance areas (New Shop, Old Shop, etc.) and all maintenance equipment and supplies are only accessible to Ground Crew and other approved employees/volunteers, and are off limits to summer camp staff without the express permission of the Maintenance Manager. The camp office and its equipment and supplies are off limits without the express permission of the Camp Director.

**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 Camp Director promptly. If the Camp Director is the source of the grievance, the staff member may report the grievance to the Chairperson of the Outdoor Ministries Committee.

Grievance Procedure: In the event an Employee has concerns or grievances, the Employee shall discuss the concerns or grievances with the Employee's supervisor. 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 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 Camp Director.

Records shall be filed by the Camp Director with such attorney as is retained by the Virlina District Board - Church of the Brethren, Inc.

All Employees of Camp Bethel are employed at will.

**Guests** of and Part-time staff, Resident Staff, or Volunteers must adhere to the Policies of Camp Bethel. Staff and Volunteers must inform the Camp Director of any planned guests at least 24 hours in advance. Overnight guests are expressly prohibited without permission from the Camp Director. While on Camp Bethel property, non-married persons of the separate sex must sleep in separate facilities. Resident staff or volunteers under age 18 may not have overnight guests with the exception of their parents.

**Harassment:** Camp Bethel is meant to be a safe place for all children, staff, volunteers and guests. Language, jokes, gestures and/or touch of a sexual, racial or ethnic nature are not permitted between children, between children and staff/volunteers, 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 Camp Director. Should the Camp Director be the source of the complaint, the staff member should report the grievance to the Chairperson of the Outdoor Ministries Committee (see also Grievance and Disciplinary Procedures).

Camp Bethel and the Virlina 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 Camp Director.

**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 child 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.

**Pets:** Pets are not allowed on camp unless by permission of the Camp Director.

**Protocol to Prevent One on One Child/Staff Interaction:** Children must be supervised at all times, BUT staff/volunteers MUST avoid being alone with a child at any time outside the view of other staff members. Staff and volunteers must avoid situations of one staff/vol and one child. This is for the protection of the child and the staff member, as well as the camp. In restroom or shower, at least 2 staff/volunteers should supervise children with voice from outside the room. In a health care setting, the Health Coordinator must avoid one-to-one scenarios, and if necessary, must inform the Camp Director when s/he is in temporary sole supervision of a sick or injured child. In the case of children with special needs, staff/volunteers must avoid one-to-one scenarios, and if necessary, must inform the Camp Director when s/he is in temporary sole supervision of said child. At no time will the SPCs or Camp Director assign a counselor to be in sole supervision of only one child.

**Photos, Video, Audio:** Photos, video or audio taken by staff or volunteers of Camp Bethel's site, staff, volunteers, participants 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. Personal use or interpretation of camp property (photos, video, audio, or artwork) must positively represent the mission and ministry of Camp Bethel. Public use (anything shared through the internet, including social media, e-mail, blogs, web sites, Facebook, etc) or interpretation of camp property (photos, video, audio, other artwork) must positively represent the mission and ministry of Camp Bethel and **may not include names of minors**. 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 by signing your Record of Agreement you hereby waive all objections to jurisdiction and venue therein.

**Staff to Child Interactions and Socially Sensitive Issues:**

- A. **Under no circumstances is corporal punishment to be used as a form of discipline.** Disciplinary action taken should appropriately reflect the misbehavior.
- B. Whenever Staff interacts with children, it should be in a respectful manner. Staff should learn their child's name or preferred nickname and use language that is age appropriate and easily understood. Whenever giving instructions, they should respond to questions appropriately and with care providing the explanations as



needed. Staff should always attempt to speak with children at their eye level. Communication techniques should never be done to embarrass children.

- C. In cases of suspected child abuse staff is required to report the issue to the Assistant Director or the Summer Program Coordinators. In turn they will report the incident to Social Services.
- D. Staff should always respond appropriately to **socially sensitive issues** (sexuality, dating, religion, divorce, personal lives, etc.). Staff should be able to recognize appropriate and inappropriate conversations and behavior and know how to respond properly. If Staff/Volunteers are uncomfortable responding, s/he should inform the Summer Program Coordinators or Camp Director of the saturation. If child behavior does not improve after being approached by a staff member, the Summer Program Coordinators or the Director will respond to the child.
- E. See "Protocol to Prevent One on One Child/Staff Interaction."

**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 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 and the Outdoor Ministries Committee of the Virlina 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.

**Tips:** Staff should not accept gratuities or gifts in exchange for their work. If patrons insist upon making a gift, the entire gift may be accepted as a donation to the ministries of Camp Bethel and immediately turned in to the Camp Director for proper accounting and deposit.

**Vehicles, Parking, Driving:** Camp speed limit is 5 mph; radios should be off or inaudible outside the vehicle; do not make purposeful vehicle noise. Do not 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 Camp Director or Facilities Manager.

## **CAMP BETHEL RULES & POLICIES FOR GUESTS:**

The following basic rules are to ensure the comfort, safety and proper peaceful environment for all our guests. Camp Bethel reserves the right to dismiss or to notify local law enforcement regarding any disturbance or non-compliance with stated policies. **Please help monitor camp while you're here to ensure the safety of all guests, especially children.**

1. **No smoking, e-cigs or vaping;** Camp Bethel is a non-tobacco/non-nicotine facility. No obscene language. No alcohol or drugs.
2. **You MUST supervise children/teens at all times in all areas and facilities** including meal times in the Dining Hall. You are responsible for the behavior, safety and first aid of your children/teens and your party members.
3. **Do not enter buildings that you have not reserved.** Only the buildings, equipment and areas you have reserved are available and accessible to you. The Ark Dining Hall and the Ark Conference Room (and all amenities within) are only available to guests who have purchased/reserved meals in advance. The House of Pillars Conference Room and its bathrooms are only available to guests who have reserved it for lodging this weekend.
4. **NEW:** No pets, NO DOGS, and no animals. *Leave your pets at home or in someone else's care.* The only exception is for you to secure written individual permission by e-mailing [barry@campbethelvirginia.org](mailto:barry@campbethelvirginia.org), and then you must bring accompanying proof of dog/animal vaccinations with your individual written permission. Dogs/animals must be kept **on a leash and kept quiet** for courtesy, AND aggressive loud animals are NOT permitted.
5. No weapons, hunting, ammunition, target shooting, BB or pellet shooting, paint-ball, fireworks or explosives.
6. Vehicles: Speed limit is 5 mph. Park in designated areas; avoid parking in grass where possible. Once on site, **park your car and walk to and from your areas of use**, unless providing mobility for the disabled. **Vehicles yield to cyclists, and cyclists yield to pedestrians. Pedestrians have the right of way everywhere.** Turn off your car radio/stereo when on camp. Do not transport your participants anywhere on or off camp property in non-passenger vehicles or in the bed of trucks. Wear seat-belts in moving vehicles.
7. Bike helmets required for all cyclists. Bikes yield to pedestrians; be wary of vehicles. No biking after dark w/out lighting.
8. No motorized bikes, scooters, ATVs, go-carts, etc. Motorcyclists driving to camp must follow rules for vehicles.
9. For insurance purposes, horses are not allowed on camp without the prior approval of the Director.

10. Keep out of Heifer shed and paddock and electric fenced grazing areas: You may feed animals grass through the fence.
11. **Trash:** Place all trash in the dumpster beside the Retreat Center. Thank you.
12. Quiet hours & Gym CLOSED 10:00pm-7:30am. Music (unless live/singing) should be inaudible to other guests.
13. To avoid foot injury, wear shoes at all times (except in bed, in shower, in pool). Flip flops are discouraged.
14. To avoid injury or damage to camp property and facilities, do not throw anything, except during outdoor games. Do not play throwing games near or inside buildings (other than the gym), and no rough or dangerous play or activities.
15. **A First Aid Kit** is on the office porch. An **A.E.D.** is in the Ark Dining Room. In a life-threatening emergency, call 9-1-1.
16. No swimming or wading in ponds. Our ponds and streams are maintained specifically for natural and aquatic life. Be aware of the sensitive pond and creek wildlife habitat, and be aware of the likely presence of snakes and bees.
17. Fishing is permitted only in the Ark Pond and Quarry Pond, and only on catch-and-release using barb-less hooks.
18. Keep wheelchairs and strollers back from ponds or pool, lock brakes, and prevent accidental rolling into the water.
19. Leave facilities, furniture, equipment and areas of use orderly, clean, and free of food-waste. Please transport your trash to our dumpster above the Ark Parking Lot.
20. Extra paper supplies, trashcan liners, cleaning supplies, plungers and brooms can be found in closets and cabinets. Please be as self-sufficient as possible during your stay; thank you for helping us by helping yourselves.