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**Camp Bethel 2023 Summer Staff Information Packet** *8/2/2022 10:04 AM*

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**Introduction to Camp Bethel:**

Camp Bethel is the outdoor ministry of the Virlina District Church of the Brethren that exists to foster and build relationships with God, with each other, and with creation, TOGETHER. We live this ministry through our summer camps, our services, and availability of our facilities to people of all denominations and backgrounds. We welcome the participation of children and youth of all faiths, traditions, races, and nationalities.

Building RELATIONSHIPS is WHY we do what we do: with God, with each other, and with creation. When we live together in intentional Christian community, even for only one week, we gain person-to-person relationship skills to benefit our families, schools, churches, communities, nation, and world. We try to be living examples of Jesus’ ministry of life, hope, and unconditional love. In small groups of 8-10 campers and 2-4 counselors, campers experience living in Christian community as the Body of Christ (1 Corinthians 12). Trained Counselors 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.

Camp Bethel programs began at this location in 1927. Camp Bethel is open all year for conferences, retreats, festivals, school groups, and 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 and facilities.

*“Where the whippoorwills are calling, where the crystal springs are flowing...”*

Our 1927 camp “hymn” evokes images of this blessed place: the forests rise to meet the towering Blue Ridge Mountains; abundant wildlife scampers through the fields and treetops; the wash of waters gurgles in our streams and rises to fill the Big Spring; children and youth sing in a peaceful sanctuary of sun-filled days and star-lit nights. Camp Bethel is 470 sacred acres of forests, fields, ponds, streams and hills in Botetourt County, VA. Our property connects to the vast Jefferson National Forest and a 3-mile trail-hike up through Horseshoe Bend to the Appalachian Trail. Our resident campers reside rustic-yet-comfortable modern cabins, each with bunk-beds, electric lights, window-Unit air conditioners, and close access to bathrooms and showers. Our adventure campers reside in our Wilson Creek Adventure Village platform huts. Our camp is a safe, special place, and your children and teenagers will be “happy campers!”

Learn more about Camp Bethel including our year-round events and our interesting history at **www.CampBethelVirginia.org**.

**What is the Virlina District?**

The Virlina District of the Church of the Brethren is made up of 90 congregations spread across Virginia, West Virginia and North Carolina (hence, “Vir-lina”). The approximately 9,000 members of these congregations own and operate Camp Bethel by electing a volunteer Virlina District Board and Outdoor Ministries Committee. Learn more 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 all 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 family and community and was never intended to sound exclusively male. Rather, we view all people as children of God. Learn more at [**www.brethren.org**](http://www.brethren.org).

**Camp Bethel Resident Summer Camp Counselor Position Description 2023**

***Minimum Qualifications and Skill Set:***

* Desire and ability to mentor, nurture, and engage with children and youth in outdoor programming and Christian education.
* Good role model to campers and co-workers, and ability to relate to children, coworkers, and camper families.
* Fun and sociable with a positive sense of humor. Adaptability, integrity, work-ethic, patience, punctuality, and self-control.
* Willingness to try new things and enthusiastically accept tasks ranging from over-the-top silly songs to mucky manual labor.
* Age appropriate to counseling assignment (16+ and 18+), and at least 2 years older than oldest camper in your Unit and cabin.
* Minimum 2.5 G.P.A. for high school students and graduating high school seniors during current school year.

***Responsible To:***

Assistant Program Coordinators, Program Coordinator, and Camp Director.

***Camp Statement of Purpose and Mission: “Together: with God, each other, and all creation.”***

Camp Bethel is the outdoor ministry of the Virlina District Church of the Brethren that exists to foster and build relationships with God, with each other, and with creation, TOGETHER. We live this ministry through our summer camps, our services, and availability of our facilities to people of all denominations and backgrounds. We welcome the participation of children and youth of all faiths, traditions, races, and nationalities.

***Responsibilities:***

**1. To carry out the camp program.**

1. Participate fully in Staff Training May 29 through June 9, 2023, staff meetings while on duty, and Staff Closing July 22-23.
2. On duty during camper weeks 12:00pm Sundays through 8:00pm Fridays, June 11 through July 21 (and July 22 for staff closing).
3. Learn and implement all health and safety protocols.
4. Guide Unit and campers in participating safely and successfully in camp activities. Supervise all aspects of the camper’s day.
5. Facilitate group building by fun, creative, interactive use of program opportunities and natural resources.
6. Incorporate faith sharing, Bible study, prayer and worship into the Unit’s activities and experiences.
7. Fully commit to your Unit from 3:15pm Sunday to 6:30pm Friday with very limited time for breaks.
8. Ensure campers’ and coworker’s proper treatment of natural surroundings, program equipment, and camp property.

**2. To be in relational ministry and ENGAGE with campers and staff.**

1. Ensure each camper’s and co-worker's physical and emotional safety. Learn the names, likes and dislikes of each camper.
2. Create an enjoyable, fun, safe, and open atmosphere in the Unit, using preventative discipline and clear communication.
3. Recognize and respond to opportunities for problem solving in the Unit; model collaborative leadership with co-workers.
4. Initiate, monitor, and participate in Unit activities that allow camper and Unit success and promote group Unity.
5. Utilize camp program strategies for preventing or minimizing behavior problems and homesickness.
6. Consult the APCs, Program Coordinator, or Camp Director when problems warrant.

**3. To fulfill other staff duties and roles.**

1. Supervisors will assign other duties and tasks as needed.
2. Mentor C.I.T.s through positive role modeling to facilitate growth and competence in excellent counseling skills.
3. Be a positive example of punctuality, cleanliness, work ethic, manners, fun, and sportsmanship to everyone.
4. Follow staff policies and camp policies, including no use of tobacco, nicotine, alcohol, cannabis, and drugs.
5. Encourage respect for personal property, camp property, equipment and facilities.
6. Manage personal time-off in ways that do not detract from ability to fulfill duties.
7. Maintain good public relations with campers, campers' parents/families, and the public.

***Staff Provisions:***

Overnight accommodations as assigned, meals (when dining hall is serving), and access to limited laundry facilities during contract.

***Resident Summer Camp Counselor Salary:***

**Coordinators** (9 paid weeks) $320.00/week. **Senior Counselors** (6-7 paid weeks) $320.00/week. **Junior Counselor** (6 paid weeks) $190.00/week. Returning Senior and Junior Counselors receive additional $25 each week for each returning year.

***Additional Pay:*** $300(+) end-of-summer bonus for all staff who complete their Record of Agreement. For recruiting each new Senior Counselor who fulfills their Record of Agreement, Employer will pay Employee an additional $300. Employer will pay Employee a $100 bonus for current Lifeguard Training Certification, unless certification was paid for by Camp Bethel. Limited unpaid leave is allowable per agreement with the Camp Director and will be pro-rated. Other paid opportunities are frequently available on weekends and before Week 1 and after Week 7. Record of Agreement is negotiable. Coordinator Training and requisite Staff Training are provided at no cost to staff, and summer salary begins as noted on the Record of Agreement. During Agreement (including weekends for adults) and at no charge, Employees are entitled to (A) overnight lodging at the camp, (B) use of program equipment, (C) free meals when the camp kitchen is serving, and (D) provisions for meals when the camp kitchen is closed.

***Dates of Employment:*** *See Record of Agreement*



**Driving directions to Camp Bethel, 328 Bethel Road, Fincastle, Virginia 24090**

***Heading South on I-81:***

1. Take exit 162 (Buchanan).
2. Turn left (South) onto Route 11 toward Troutville.
3. Go 3.2 miles to Route 606 (Blue Ridge Turnpike). Mill Creek Baptist Church will be ahead on the right.
4. Turn left onto Route 606, Blue Ridge Turnpike.
5. Go 1.6 miles to stop sign.
6. Turn right onto Nace Road and go less than 1/10th of a mile to bridge on left.
7. Turn left onto bridge at Bethel Road. Drive under rail-road trestle.
8. Entrance to Camp Bethel is .3 of a mile straight ahead.

***Heading North on I-81:***

1. Take Exit 156.
2. At end of ramp turn right onto Route 640, Brughs Mill Road, and go .2 mile to stop sign at Route 11.
3. Turn left (North) onto Route 11.
4. Go approximately 2 miles.
5. Mill Creek Baptist Church will be on your left; just across from church turn right on Rte 606, Blue Ridge Turnpike.
6. Go 1.6 miles to stop sign.
7. Turn right onto Nace Road and go 1/10th of a mile to bridge on left.
8. Turn left onto bridge at Bethel Road. Drive under rail-road trestle.
9. Entrance to Camp Bethel is .3 mile straight ahead.

**Camp Bethel Summer Camp Program Philosophy: WHY, HOW, WHAT**

**Camp Bethel’s WHY = RELATIONSHIPS.** *“To foster and build RELATIONSHIPS with God, each other, and Creation.*

**Camp Bethel’s HOW = TOGETHER.** *Small Group Camping” philosophy based on 1 Corinthians 12, the group as “the Body of Christ.”*

**Camp Bethel’s WHAT = Everything else.** *Bible curriculum, Bible studies, worship, music, activities, meals, adventures, crafts, etc.*

**WHY = RELATIONSHIPS**

**Together with God, with each other, with creation. Building RELATIONSHIPS** is **WHY** we do what we do: with God, with each other, and with creation. When we live together in intentional Christian community, even for only one week, we gain person-to-person relationship skills to benefit our families, schools, churches, communities, nation, and world.

Camp Bethel is the outdoor ministry of the Virlina District Church of the Brethren that exists **to foster and build relationships with God, with each other, and all creation**. We live our mission through our summer camps, and facilities and services available to everyone. We welcome the participation of children and youth of all faiths, traditions, races, and nationalities.

**HOW = SMALL GROUP CAMPING STYLE**

* ***Ministry of Relationship*:** *A culmination of 96 years of ministry at Camp Bethel and over 66 years of small-group camping philosophy.* The small-group philosophy centers on what it means to be a part of the Body of Christ as described in **1Corinthians 12**.
1. **Small Group Emphasis:** 8-10 campers + 2-4 Counselors combine to make a Unit. Ideal size is up to 12 total persons; Christ as head.

Campers develop significant relationships with mature Christian Counselors and with one another. The Unit does “everything” together all week, and there is no unsupervised free time. This high supervision guarantees camper safety with a very low rate of accidents. Counselors lead cooperative team-building games rather than competitive games, and Counselors use language and plan activities that intentionally facilitate group building.

**2. Sanctity of the Small Group:** Each Unit (group) plans their week together on the Program Board. Units are not disturbed in their “body-building” process. Units interact with other Units at appropriate distances and times such as meals, worship, and all-camp events.

**3. Experiential Christian Education:** *“Show them a light so lovely that they wish to know the source.”* More time is spent living and doing things together as Christians than is spent listening to lecture. Christian truths are learned through the relationships that form during a week of activities together, supported by Bible study and worship. Christian camping’s role in the total life of each camper is INTRODUCTION to Christian living, not indoctrination or conversion. *“The Gospel is learned best, not by force, but by fascination.”*

**4. The Small Group’s Dynamics and Make-up: *The process of Relationship:***

The foundation of the summer camp is the group. Throughout the summer, in addition to the attention we give to the individual camper, our focus is continually on the “Unit” living as the Body of Christ. Behavioral Psychologist, Dr. Bruce Tuckman, describes five stages in the progression of small group development:

**Forming**: individuals become a group (1st night and 1st few days).

**Norming**: group interactions take on patterns, styles, codes and “norms.”

**Storming**: Not necessarily conflict so much as exposure and openness. Any group difficulties eventually come out into the open; revelation of the true self is needed for true relationship.

 **Performing**: problems are confronted; group realizes their potential; functions as Body of Christ.

**Reforming/Adjourning**: preparations/discussions before returning to the “real” world.

**5. Progression of Programs:** Each age level offers new activities and more exciting programs; age-group efficacy and target marketing. Adventure camps, skills camps, and trip camps encourage future participation in the Camp Bethel community. (*No trust = no beginning. No fun = no return. No challenge = no continuation.*)

**6. Emphasis on stewardship of God’s creative Earth:** We hold camp in “a place apart” (instead of a city street) because immersion into a “wilderness” setting invites openness to risk and self-examination. This, in turn, creates a rich atmosphere for new relationships (with God, with others, with creation). Both nature study and Bible study are forms of God’s revelation of love. We do things at camp you CAN’T do in other settings. We have 470 acres of forests, fields, ponds, creeks, trails, and hills... and we use them! Counselors facilitate unstructured play time interacting with God’s creative Earth, and as often as possible, activities are held out-of-doors and immersed in nature.

**7. Family-Style Meals and Cook-Out Program:** Meals aren’t just a “get-‘em-in, feed ‘em, get-‘em-out” time; meals are a major part of the Experiential Christian Education for each camper. Christ is the head of each round table in the Dining Hall. Counselors teach family style meal manners, values, and expectations, plus how to set tables and host meals.

**8. Camping (to camp) implies action:** We believe there should be EFFORT required at camp to provide for one’s daily needs, (food, shelter, clean bathrooms, set tables, etc.). When we work together providing for others, a deeper sense of our own creativity emerges. We experience the closeness of living with and caring for ourselves and others, analogous to the community of early Christians described in Acts 2 and 1st Corinthians 12.

**WHAT = *EVERYTHING ELSE!***

**Camp Bethel 2023 COVID-19 Health & Safety Adaptations & Protocols** *Updated 8/2/2022 10:42 AM*

This information is adapted from the [Virginia Department of Health COVID-19 guidance for operating overnight camps](https://www.vdh.virginia.gov/coronavirus/get-the-latest-guidance/summer-camp/). We are excited for the SAFE and FUN return of 2022 resident camps, adventures, trips, and day camps using our “Small Group Unit” model. We will adapt these protocols as needed as conditions change.

**Vaccination**

We strongly encourage all campers and staff to be **up to date** on COVID-19 vaccines. “Up-to-date” means the following:

Ages 5-11 = primary 2 doses of Pfizer-BioNTech. A booster is not recommended for this age group yet.

Ages 12-17 = primary 2 doses of Pfizer-BioNTech, plus 1 booster of Pfizer-BioNTech 5+ months after primary doses.

Ages 18+ = primary 2 Pfizer-BioNTech or 2 Moderna or 1 J&J, plus 1 booster of Pfizer-BioNTech or Moderna 5+ months after primary doses.

**Screening and Testing for Campers, Staff Minors, and Adult Staff**

Campers and Staff Minors who are **up-to-date** (see “Vaccination” above) on their COVID vaccine:

1. Before arriving at Camp, parents must submit an image/proof of child’s up-to-date COVID vaccine card.
2. Upon arrival at Camp, we will perform a brief Health Screening and temperature check through the car window. Be sure to keep your car cool (not too hot) prior to check-in, and have child seated beside a car window.
3. With proof of up-to-date vaccinate and a clean Health Screening, no other steps are needed for child to be admitted to camp.
4. If the Health Screening reveals symptoms of COVID, we will perform a rapid test (15 minutes). If test is negative (no COVID), child will be re-screened, and staff will discuss with parents whether child should attend camp. If test is positive (child has COVID), the child cannot be admitted to camp, and staff will discuss with parents options for attending camp later in the summer once child is healthy.

Campers and Staff Minors who are **unvaccinated or not** up-to-date (see “Vaccination” above) on their COVID vaccine:

1. Before arriving at Camp, parents complete one of the following: (1) a 7-Day Screening Form, OR (2) submit a copy/image/proof of child’s negative COVID test administered within 3 days prior to camp (this can be a home rapid test or a PRC test from a lab/clinic/pharmacy).
2. Upon arrival at Camp, we will perform a brief Health Screening and temperature check through the car window. Be sure to keep your car cool (not too hot) prior to check-in, and have child seated beside a car window.
3. With a clean Health Screening, no other steps are needed for child to be admitted to camp.
4. If the Health Screening reveals symptoms of COVID, we will perform a rapid test (15 minutes). If test is negative (no COVID), child will be re-screened, and staff will discuss with parents whether child should attend camp. If test is positive (child has COVID), the child cannot be admitted to camp, and staff will discuss with parents options for attending camp later in the summer once child is healthy.
5. If no 7-Day Screening for or copy/image/proof of child’s negative COVID test within 3 days, the child will be tested for COVID in addition to the Health Screening upon arrival.
6. Staff Minors who are unvaccinated or not up-to-date on their COVID vaccine will be tested for COVID weekly by staff leaders.

Adult Staff who are **up-to-date** (see “Vaccination” above) on their COVID vaccine:

1. Before arriving at Camp, submit an image/proof of your up-to-date COVID vaccine card.
2. Upon arrival at Camp, we will perform a brief Health Screening and temperature check. Be sure to keep your body cool (not too hot) prior to the Health Screening.
3. With proof of up-to-date vaccinate and a clean Health Screening, no other steps are needed for you to be admitted to camp.
4. If the Health Screening reveals symptoms of COVID, we will perform a rapid test (15 minutes). If test is negative (no COVID), you will be re-screened. If test is positive (showing that you have COVID), you will be tested again. If second test is positive, you cannot be admitted to camp, and leaders will discuss your options for attending camp later in the summer once you are healthy.

Adult Staff who are **unvaccinated or not** up-to-date (see “Vaccination” above) on their COVID vaccine:

1. Before arriving at Camp, submit one of the following: (1) A completed 7-Day Screening Form, OR (2) an copy/image/proof of your negative COVID test administered within 3 days prior to camp (this can be a home rapid test or a PRC test from a lab/clinic/pharmacy).
2. Upon arrival at Camp, we will perform a brief Health Screening and temperature check. Be sure to keep your body cool (not too hot) prior to the Health Screening.
3. With a clean Staff Health Screening, no other steps are needed for you to be admitted to camp.
4. If the Health Screening reveals symptoms of COVID, we will perform a rapid test (15 minutes). If test is negative (no COVID), you will be re-screened. If test is positive (showing that you have COVID), you will be tested again. If second test is positive, you cannot be admitted to camp, and leaders will discuss your options for attending camp later in the summer once you are healthy.
5. If no 7-Day Screening or copy/image/proof of your negative COVID test within 3 days, you will be tested for COVID in addition to the Health Screening upon arrival.
6. Adult Staff who are unvaccinated or not up-to-date on their COVID vaccine will be tested weekly for COVID.

During camp weeks (including Staff Training for staff), all campers and staff will perform and log daily health checks, usually each morning.

**Ventilation**

We will prioritize outdoor activities and we will limiting most all-camp gatherings or activities that include participants from multiple cohorts to those that can take place outside. All sleeping areas will have at least one MERV-13 box-fan air-filter to improve air quality.

**Masking**

Campers and staff are asked to include face masks in their gear list they bring to camp. Unvaccinated staff will wear a face mask when around parents and visitors and when asked to by the Program Coordinator or the Camp Director. Any staff or campers at Camp Bethel may choose to wear a face mask at any time for any reason, and we will be supportive of any staff or campers who choose to wear a face mask. Any campers or staff who test positive for COVID-19 during camp or who are symptomatic during camp will be asked to wear a face mask while on site at camp waiting to return home. Masks should be well-fitting and comfortable and worn over the nose and under the chin.

**Cohorting = Units**

The co-ed Unit is considered a “Cohort” by the Virginia Department of Health. A Unit will spend their day together as usual, but since not all campers and staff are up to date on COVID-19 vaccines, there will be only limited-and-controlled close interaction with other Units. We can safely lodge 8-14 persons in each cabin, room, or hut. We prefer “double coverage” by Counselors overnight, so each cabin will have a maximum of 8-12 campers and a minimum of 2 Counselors, all being a part of the same Unit. Units will be co-ed made up of 1 boy cabin and 1 girl cabin, with a preferred Unit size of 12-16 (8-12 campers, 4 Counselors).

**Non-Pharmaceutical Interventions (NPIs) and Universal Protocols**

* Campers, staff, and volunteers will submit voluntary pre-screening information to ensure COVID risk-mitigation prior to arrival.
* Summer Staff will follow a “Healthy Behavior Agreement” to ensure COVID risk-mitigation for the duration of employment.
* Everyone will wash or sanitize their hands often, including before and after handling program equipment.
* Staff will sanitize high-touch program equipment, switches, levers, knobs, and high touch dining supplies after use.
* Daily (morning, in the cabin) temperature checks and health screenings for all campers and staff.
* Counselors should try to have only one Unit or expanded Cohort in a particular bathhouse at a time.
* The post-meal program of singing and announcements will sometimes be outside on the Ark Lawn.
* Camper check-in will be “drive-through” style to limit parental exposure. Camper check-out is to be determined.

**Healthy Behavior Agreement for Staff**

Summer Staff will follow a “Healthy Behavior Agreement” (page 11) to ensure COVID risk-mitigation for the duration of employment. Staff who are unvaccinated must adhere to additional protocols outlined in the Healthy Behavior Agreement.

**Staff Responsibilities, Daily Procedures**

Upon campers’ departure on Fridays, staff will thoroughly clean and sanitize their cabin/room/hut, and staff will do the same prior to the campers’ arrival on Sunday. Each cabin will be checked off by the APCs on Fridays and on Sundays. The Counselors in each cabin will perform and log temperature checks and health screenings each morning, and will turn in this completed weekly log at Friday’s staff meeting. Per Health Department requirements, all staff and campers must bathe a minimum of once every two days. Campers look up to their Counselors so, if *you* practice good hygiene, the *campers* will follow! Support Staff will be available to chat with you during meal times as well as each night during cabin checks.

**Dependent Variables**

If you have COVID symptoms during employment, you will immediately quarantine (either at home if you’re local, OR at camp), and we will get you TESTED for COVID as soon as possible. Spend the night at home or in on-site quarantine, and only return when you are asymptomatic and (if unvaccinated) have proof of a NEGATIVE test. Paid sick leave is possible on a case-by-case basis. Recent updates to the Virginia Department of Health’s recommendations for summer camps have reduced restrictions for VACCINATED persons, but have continued restrictions for UNvaccinated persons. If you are UNvaccinated against COVID-19, there will be additional protocols you must follow in order to keep yourself and other unvaccinated persons safe. See your Healthy Behavior Agreement later in this document.

**Isolating Ill Campers or Staff**

Any campers or staff who test positive for COVID-19 or who are symptomatic with any illness will immediately isolate in the Retreat Center until such time as they can return home to quarantine. While on site at camp, staff will monitor all children (and other staff) for indications of fever or respiratory illness and immediately move any ill individual from the group to the designated area. Any ill person will also be referred to a healthcare provider for medical evaluation, including additional COVID-19 testing.

**Notifying Close Contacts and Quarantine**

If a case of COVID-19 is confirmed, we will alert any staff or parents of children who were in close contact with the infected person.

**Required Reporting to the Health Department**

If a known or suspected outbreak of COVID-19 (3 or more cases within a 14-day period) occurs, the Camp Director will contact the local Botetourt County Health Department to discuss the situation. The local health department will work with the facility to provide disease control and prevention recommendations to slow or stop the spread of COVID-19.

***OK. You read all the stuff.***

We’re all tired of COVID-19… *BUT this is what we must do* in order to hold Camp this summer. We are putting a lot of faith in YOU as Summer Staff, and we are convinced that you are up to this challenge. If we are diligent and thoughtful about our actions, we will have an amazing summer! With your help, our camp culture will shine through!

**Healthy Behavior Agreement**

**2023 Camp Bethel Summer Staff**

All Employees and Volunteers will adhere to the following behaviors/protocol regarding on-duty/off-duty time and on-site/off-site time while employed at Camp Bethel. If conditions or restrictions change, Employer will provide verbally-announced updates during Staff meetings.

We strongly encourage all staff to be **up to date** on COVID-19 vaccines. “Up-to-date” means the following:

Ages 12-17 = primary 2 doses of Pfizer-BioNTech, plus 1 booster of Pfizer-BioNTech 5+ months after primary doses.

Ages 18+ = primary 2 Pfizer-BioNTech or 2 Moderna or 1 J&J, plus 1 booster of Pfizer-BioNTech or Moderna 5+ months after primary doses.

**1. For 7 days prior to arriving at Camp Bethel for employment, you agree to these interventions:**

|  |  |
| --- | --- |
| **For ALL Staff** | **Additionally, for UNvaccinated Staff** |
| Practice healthy hygiene.Avoid all contact with people who are sick or displaying symptoms of COVID-19.If you are vaccinated, submit proof of your up-to-date COVID Vaccination Card/Status prior to camp. | Stay home as much as possible.When out of the home, avoid all crowded spaces, including public transportation and restaurants, as much as possible.Complete and submit either a 7-Day Pre-Screening Form OR a scan/image/proof of a negative COVID test taken within 3 day prior to arriving at camp. |

**2. Working on site, including Staff Training and Camper Weeks, you agree to uphold the following expectations to the extent possible:**

|  |  |
| --- | --- |
| **For ALL Staff** | **Additionally, for UNvaccinated Staff** |
| Participate in daily symptom screenings, including temperature checks.Practice and enforce Camp Bethel’s Healthy Hygiene Rules.Do NOT share personal items like water bottles, lip balm, and eating utensils. Agree to be tested for COVID if you have symptoms at any time. | Agree to be tested for COVID upon arrival for Staff Training, then weekly and as needed when symptomatic or exposed to someone with COVID.Avoid close contact with campers and staff outside of your weekly cohort as much as possible.Wear a face mask when around parents and visitors. Wear a face mask when asked to by the Program Coordinator or the Camp Director. |

**3. During your time off, including weekends or requested time off, you agree to uphold the following expectation to the extent possible:**

|  |  |
| --- | --- |
| **For ALL Staff** | **Additionally, for UNvaccinated Staff** |
| Practice healthy hygiene.Avoid all contact with people who are sick or displaying symptoms of COVID-19. | Stay home or on-site at Camp Bethel as much as possible. Only adult staff can spend weekends at Camp Bethel (except June 2-4 and July 21-22).Avoid all crowded spaces, including public (or shared) transportation and restaurants, as much as possible.Agree to be tested for COVID upon returning to camp. |

**4. At any point in your employment with Camp Bethel, you agree to uphold the following expectations to the extent possible:**

|  |
| --- |
| **For ALL Staff** |
| Report any symptoms of COVID-19 to your supervisor (APC, PC, or Director) and self-isolate as instructed.Disclose to your supervisor if you have close contact with someone testing positive for or showing symptoms of COVID-19.Quarantine or mask as instructed if you are identified as symptomatic or if you test positive for COVID-19.If you test positive for COVID-19, you will adhere to Camp Bethel’s and VA Department of Health requirements for returning to work. |

Screening for COVID-19 symptoms includes: *Fever (temperature 100.4 °F or higher); Sore throat; New cough; Diarrhea, vomiting, or stomachache; or New onset of severe headache, especially with a fever*.

Disclosing that you have a symptom of COVID-19 does *not* mean that you will be fired or quarantined. Disclosure of this information is in the best interest of everyone in the Camp Bethel community.

**How do I know if I’m doing my job well? *Become a “Foundation-er”!***

Your success in this position depends on your attitude, effort, and knowledge. Staff Training will provide you with the core KNOWLEDGE you need to do your job. As the summer progresses, your knowledge will exponentially expand through actual experiences. Theory will become practice. ATTITUDE and EFFORT, however, are entirely up to YOU.

Scott Arizala, of [thecampcounselor.com](http://www.thecampcounselor.com/) describes 4 types of summer staff behavior:

**Foundation-ers** = You embody the mission and the positive Camp Culture. Your campers have an amazing week together. You are a leader, and the campers you influence are the future of our camp!

**100%-ers** = Lots of effort and positive attitude with just a little knowledge missing. *So close to being Foundational!* Your campers have a fun week.

**Along-for-the-Ride-ers** = Here for a paycheck. Not awful, not great. Meh. Probably one-and-done. Skips the Staff Reunion. The campers have an OK week.

**Dead Weight** = Little effort. Not really into it, probably because they just don’t get it. Others have to drag them along. Will not be re-hired. The campers also don’t return.

If your weekly attitude, effort, and knowledge were plotted on a graph, would you consistently edge upward toward being a “Foundation-er?” Obviously, we hope you WILL become a Foundational member of our Summer Staff!



***When evaluating your work, we will focus on these 7 questions:***

KNOWLEDGE: Obvious duties and actions you must follow:

* + - 1. Do you accept and perform the responsibilities of the “Resident Summer Camp Counselor Position Description” (page 6)?
			2. Do your actions show that you understand the “Summer Camp Program Philosophy” (page 8)?
			3. Do you abide by the “COVID-19 Health & Safety Adaptations and Protocols” (page 9-10) and the “Healthy Behavior Agreement” (page 11)?
			4. Do you strictly follow the “Summer Staff & Volunteer Policies” (pages 15-22)?

ATTITUDE and EFFORT: Goals you should aspire to:

* + - 1. Does your attitude and effort show growth in the “Summer Staff Relationship Attributes” (page 13)?
			2. Does your attitude and effort show that you are aspiring to the “Summer Staff Character Attributes” (page 14)?
			3. Do you enjoy your work at Camp Bethel?

**Camp Bethel Summer Staff Relationship Attributes = AGAPE**

What makes our “Staff Culture” so special? What is the “magic” of summer camp? What attributes do “foundational” staff exhibit? What are the descriptors of an excellent counselor?

We’ve boiled it down to an easy-to-remember acronym: **AGAPE**. **A**ware. **G**iving. **A**ccepting. **P**urposeful. **E**ngaged.

**Agape** is unconditional love, “the highest form of love,” “charity,” and “the love of God for humanity and of humanity for God.” In direct contrast to *philautia*, self-love, *Agape* embraces a universal, unconditional love that transcends and persists regardless of circumstance. Agape is the opposite of selfishness; instead, it is *self-less-ness*. Agape isn’t easy, but at camp agape is built into the why-and-how of what we do as Summer Staff. Each of us should aspire

**A = Aware**

* Aware of how your actions or inactions make an impact (helpful or hurtful).
* Mindful of yourself, others, and environment.
* Ripple Effect: Your positive impact continues outward, exponentially.

*Examples: Thoroughly clean up your HIW site before your depart. Watch for signs of homesickness in a camper and respond to their needs. Be honest with yourself about areas of personal growth. Support your co-counselor’s needs. Model desired camper behavior.*

**G = Giving**

* Giving of your time, talents, and self. *Self-less-ness*.
* Even when it’s hard or you perceive the other as “undeserving.”
* Being the “I’ll Do It Person” even if it’s “not your job.”
* Give unconditionally, because good deeds are not transactional.

*Examples: Volunteer to help lead music/prayer/reading in worship. Give an extra moment to take out overfilled trash. Ask “How can I help?” or better yet, recognize what needs to be done and declare, “I’ll do it.” “Fun people can have fun doing anything!”*

**A = Accepting**

* Accepting and welcoming of diversity (socioeconomic, race, denomination, faith, family make-up, sexuality, politics, etc.).
* Being inclusive of campers and peers/colleagues.
* Embracing that the body of Christ is made up of many DIFFERENT parts.

*Examples: Do not share your own political agenda with your campers. Be a safe person for your campers to be themselves free of judgment. Refrain from using hurtful language or making jokes at the expense of others, including sarcasm.*

**P = Purposeful**

* Connected to the mission of camp. “Start with WHY.”
* Striving to be Christ-Like and ultimately sharing God’s love.
* It is ALL about (HEALTHY) relationships with God, one another, and creation.
* Sharing the gospel should feel good, not condemning or shame based.

*Examples: Be intentional with your words and actions to help others feel loved. Be patient with a camper displaying challenging behavior. Intentionally plan and facilitate bible study and incorporate experiential learning. Be aware of your Unit’s development. Creatively connect activities and games to the “big picture” themes of curriculum or programming philosophy.*

**E = Engaged**

* Engaged with your campers others (primarily your campers).
* Engaged with the entire camp community including staff.
* Start with an attitude of YES, coupled with safety.

*Examples: Enthusiastically sing the silly songs and encourage your campers to join you without being overbearing. Come up with creative play or programming to involve the camper who seems “just not into it.” Creatively approach your camper’s ideas with an attitude of “YES! So, how can I make this happen safely?” Check in with each individual camper every day, and be sure to ask good questions.*

**Camp Bethel Summer Staff Character Attributes**

Once hired and trained, how can you support and enhance our mission and program philosophy? *Begin with these Character Attributes.* Our Character Attributes represent the cumulative wisdom and experience of staff from past summers at Camp Bethel. Also, *YOUR* recent experiences and ideas will help others attain these attributes, so please share, teach, and model. Consider these as ASPRIATIONAL GOALS in building and being the Body of Christ. *DURING MY TIME ON STAFF, I COMMIT TO…*

1. **Live up to my application.** We hired you because we believe you possess the character and personality traits listed in the Position Description: *“Desire and ability to mentor, nurture, and engage with children and youth in outdoor programming and Christian education. Good role model to campers and co-workers, and ability to relate to children, coworkers, and camper families. Fun and sociable with a positive sense of humor. Adaptability, integrity, work-ethic, patience, punctuality, and self-control. Willingness to try new things and enthusiastically accept tasks ranging from over-the-top silly songs to mucky manual labor.”*
2. **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.
3. **Pray often.** However it is that you pray (silently, out loud, alone, group), pray a lot! God really wants an intimate relationship with you, so take the time (alone and together) to spend time with God. We will keep God (Word-Incarnate-as-Jesus-present-with-us) as head of our Body and of which you are an important part.
4. **Be a model of cleanliness**, in my assigned staff housing, my camper cabin, in all public spaces, and in my personal appearance. In this era of COVID, cleanliness is required. 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.
5. **Be a model of Earth care and environmental stewardship.** 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. 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.
6. **Be “ready” two days in advance.** Keep your own updated to-do lists and strictly follow lists from the Director, Program Coordinator, Summer Program Coordinator, and the Assistant 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.
7. **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.
8. **Keeping 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!
9. **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.
10. **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.
11. **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.
12. **Be fun, be positive, and keep a good sense of humor.** Smile! Joke! Laugh! High-five! Loosen up! Do something creative and fun! Spread the love! Don’t sweat the small stuff, because it’s almost ALWAYS small stuff.
13. **Check-in and communicate regularly with each other and the Coordinators.** Use your “binocular vision” (seeing from the perspective of others). All resident staff and volunteers will attend nightly corporate worship and daily Morning Watch. Non-counseling staff meets nightly for devotions, sharing, and bed checks. Coordinators as mentors check-in with their assigned Counselors at least twice weekly.
14. **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 12:00pm.

**Camp Bethel 2023 Summer Staff & Volunteer Policies:** *Updated 8/2/2022 10:42 AM*

1. Affidavit Regarding Staff/Vol Conduct & Contact w/ Campers & Minors
2. Age requirements of Staff
3. Alcohol, Drugs, Nicotine, Tobacco, Vaping, Cannabis, etc.
4. Appearance, Dress, Hygiene and Public Behavior
5. Attendance
6. Background Check
7. Camper Wellness & Minor Wellness
8. Cell Phones
9. Compensation
10. Computer & Internet Policy
11. Computer Use
12. Duties of Employee (Summer Staff)
13. Electronics, Digital Devices, etc.
14. Employment
15. Equipment Use (including Computers)
16. First Aid, Health Emergencies, Medication
17. Funding for Campers
18. Grievance and Disciplinary Procedures
19. Guests (see Weekend Guests)
20. Hammocks
21. Harassment
22. Housing for Staff
23. Housekeeping
24. Laundry
25. Mail, Phone, E-mail
26. Minors not permitted over camp weekends
27. Ministry & Camp Image
28. Pets not allowed
29. Photos, Video, Audio
30. Ownership in Camp Bethel
31. Position Descriptions
32. Relationships Between Staff, Staff and Campers
33. Safety of Camp Community
34. Shoes, Sandals & the rule of "Closed-Toe"
35. Staff Manual
36. Supervision of Campers & Ratio
37. Swimwear
38. Term of Agreement & Hours of Work
39. Termination Procedures
40. Time-Off/Unpaid Leave/Wellness Breaks
41. Tips or gratuities
42. Training for Staff
43. Training for Staff: Late Hires
44. Training for Staff: Mid-Summer In Service
45. Vehicles, Parking, Driving
46. Weapons
47. Weekend Food
48. Weekend Guests
49. When Out in Public
50. Protocol to Prevent One on One Camper/Staff Interaction
51. Camper Rules are Staff Rules Too!
52. The 7 Absolutes of Camper Care
53. Your Director’s Expectations
54. You Are Important to our Camp Culture

**1. Affidavit Regarding Staff/Volunteer Conduct and Contact with Campers and Minors**

 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 adult-to-minor contact, Counselor-to-Camper contact, information about state laws concerning child abuse, guidelines for Staff working with children, and other instructions. You will receive this affidavit in your Record of Agreement Packet, and we will review it together prior to signing during Staff/volunteer training.

**2. Age requirements of Staff**

* 1. At least 80 percent of primary supervisory Staff will be 18 years of age during Camper weeks.
	2. Junior Counselors will be at least 16 years of age; CITs at least 15 years of age; Adult Staff and Volunteers at least 18 years of age.
	3. 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.

**3. Alcohol, Drugs, Nicotine, Tobacco, Vaping, Cannabis, etc.**

 On-site use or possession of alcohol, drugs, nicotine, cannabis, 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.

**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 (elbow bump) 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, clothing that is too revealing or too tight, and clothing with suggestive humor, political division, adult innuendo, themes or subject matter inappropriate for children. Leggings as pants can often be too revealing, so consider opacity and/or wearing shorts over them. Shorts shouldn’t be too short.

 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 and youth development. Strictly follow Staff policies, camp rules, equipment procedures, and “how-to” procedures.

**5. Attendance**

 Within COVID health and safety adaptations, 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 and announcements program after meals, special programs, evening worship, 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 12:00pm 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 12:00pm through Friday Camper dismissal without informing the Assistant Program Coordinator(s), Summer Program Coordinator, Program Coordinator, or Camp Director.**

**6. Background Check**

All resident staff and Interns must undergo a comprehensive background screening prior to employment or Intern residency. Results of this screening will be held strictly confidential by the Camp Director.

**7. Camper Wellness and Minor Wellness**

 The first responsibility of each and every Staff member is the health, safety, and welfare of the Campers. All Staff and volunteers must actively pursue the well-being of Campers and minors. This includes, but is not limited to, protection from communicable diseases and viruses (COVID mitigations), avoiding sunburn, insect bites and poison ivy, avoiding injuries, rashes, blisters, scratches, etc.

 Each Staff member is expected to protect the privacy of each Camper.

Physical punishment, verbal abuse, ridicule, foul language, harassment, any sexual contact between Staff and Campers or Staff and minors 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 or minor (outside the view of other Staff members). Staff and volunteers should avoid situations of one Staff/volunteer and one Camper or minor. This is for the protection of the Camper/minor and the Staff member, as well as the camp.

**8. 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. Do not use your phone as your timepiece or your alarm clock; instead, wear a watch with an alarm. Cabins/rooms will have assigned alarm clocks.

 If you own a cell 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 Camper week; fully charge them, turn them off, and leave them in your backpack for emergency use only. 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/charged cell phone should be with Staff at the Adventure Village and with Staff on hikes; bring it if you’ve got it. Using cell phones is for emergency and pertinent work related communication only. Other electronic/digital devices are for weekend use only.

**9. Compensation**

 There shall be a mutual understanding documented in a written “Record of Agreement” of the compensation and benefits for each employee. Pay days are noted in the *Record of Agreement*. Salaries should be held in strict confidence. During employment (including weekends for adult Staff), the Employee is entitled to overnight lodging at the camp 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 Counselors receive an additional $25 each week. Counselors receive $100 for Lifeguard Certification, unless certification was paid for by Camp Bethel. All Staff receive $300 for every Senior Counselor they recruit that we hire AND that completes their Record of Agreement. Additional paid work opportunities are available.

**10. 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 a privilege, not an absolute guarantee. 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:
	1. Web browsing and streaming video or music.
	2. Your use of language, subject matter, etc. used in e-mails, DMs and documents
	3. Photos, images, video, etc, (see #27 “Photos, Video, Audio”).
	4. 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 15MB. Downloading movies or console games is forbidden.
5. See #25, “Ministry and Camp Image” for further internet policies.

**11. Computer Use**

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

 Computers: Staff should plan on being away from e-mail and internet during Camper weeks. 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.

**12. Duties of Employee (Summer Staff)**

1. Employee will be responsible to the Camp Director, Program Coordinator, and Assistant Program Coordinator(s).
2. Employee will be expected to complete their term of agreement. In general, your term of agreement in 2023 is from May 29 through July 22 (Coordinators work through July 29).
3. Employee will meet the qualifications and fulfill the responsibilities described in the position description of Resident Summer Camp Counselor at Camp Bethel.
4. Employee will adhere to the Staff Policies, the COVID-19 Health and Safety Protocols, and employee will aspire to the Camp Bethel Summer Staff Relationship Goals and Character Attributes.
5. 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.

**13. Electronics, Digital Devices, etc**

 Electronics are strongly discouraged and only for use on weekends or during personal time off, but you may bring your laptop, digital devices, electronics, 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 your vehicle or secured storage 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. Do not bring music, games, movies, etc. that are "Explicit" or rated "R" or "M."

**14. 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 Outdoor Ministries Committee of the Virlina District Board. The general employment term in 2022 is from May 29 through July 22; (Coordinators work through July 29). See your Record of Agreement for specific dates of employment.

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

**15. Equipment Use**

 Within COVID health and safety protocols AND with permission from the APC, SPC, Program Coordinator, or Camp Director, Staff may 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 in maintaining equipment that is in good working condition. If there is a need for additional or better equipment, please inform the 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.

 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 Camp Director.

**16. 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 Health Coordinator and/or 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 pro-rated for days worked.

 Any Staff or Camper with any symptoms of or exposure to viruses (including COVID) will be quarantined and likely sent home until cleared.

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

**17. Funding for Campers**

 Through our “Campership” funding program, Camp Bethel has never (repeat NEVER) denied attendance to a child/family who could not afford the cost. Our Campership program is funded annually through our “Sow-the-Seed” banquet, interest earned on our Scholarship Endowment, and individual donations.

In April of 2002, the camp’s Outdoor Ministries Committee voted to discontinue advertising 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 Virlina churches’ Good-as-Gold program and our Campership program. Camp discounts are at the sole discretion of the Camp Director and the Program Coordinator. See [www.CampBethelVirginia.org/help](http://www.CampBethelVirginia.org/help) for more information.

**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 Assistant Program Coordinator or Summer Program Coordinator promptly. Should APC or SPC be the source of the grievance, the Staff member may report the grievance to the Summer Program Coordinator. If the Program Coordinator is the source of 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 Program Coordinator.

 Grievance Procedure: In the event that an employee has concerns or grievances, the employee shall discuss the concerns or grievances with the employee’s supervisor, (Counselors and Coordinators to APCs & SPC, APCs & SPCs to Program Coordinator or Director). Any concern that 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 Virlina District Board Executive Committee. Situations involving sexual misconduct, violence, 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 the 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. Necessary 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 and the Virlina District Board are employed at will.

**19. Guests (see “Weekend Guests”)**

**20. Hammocks**

 Hammocks are not to be used during the week while Campers are present including during Home-in-the-Woods and/or overnight campouts (with the exception of inside the AV huts and off-site overnight trips). Another exception might be if ALL campers in the Unit are using hammocks for overnight campout. On weekends, hammocks may be used appropriately. No hammocking close to roadways or across roads; no hammocking with the opposite sex.

**21. 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 Staff and Campers, 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 Program Coordinator(s), the Summer Program Coordinator, the Program Coordinator, or the Camp Director (see also #17 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.

**22. Housing for Staff**

Housing for Staff is provided throughout your Employment, generally from May 29 through July 22; (Adventure and Coordinator Staff work through July 29). 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-or-locker to store personal and weekend items. As with cars (see #43 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 housing; no females allowed in male housing. Staff will sleep in their assigned cabin/room on weekends. In all lodging situations while on Camp Bethel property, non-married persons of the separate sex must sleep under separate roofs and in separate facilities. These policies will be discussed further during Staff Training (also see #46 “Weekend Guests” and #21 “Housekeeping”).

 The Coordinators will see to it that Staff members are provided with plenty of weekend options for R&R and wholesome activities. All camp facilities, including Staff housing and the contents therein, are subject to random, unannounced inspections for safety and cleanliness.

**23. Housekeeping**

 All Staff members are responsible for care of the camp’s buildings and equipment. Counselors are responsible for the cleanliness of their cabin/room/hut during the camp week. They are also responsible for assuring that the housing they are assigned for the week is thoroughly cleaned and sanitized, and ready for the next group. Counselors are required thoroughly clean and sanitize their cabin and their Staff housing areas prior to Camper arrival on Sunday AND before they are released Friday evening for the weekend, per inspection by the APC, SPC, 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 Assistant Program Coordinator(s), Summer Program Coordinator, Program Coordinator and Camp Director whether further cleaning by summer Staff is necessary.

**24. Laundry**

 It is a luxury to be able to provide you access to camp-owned washing machines (Laundry House and drying lines behind A-frames –or- machines under the Trading Post) for use during your time off. You are responsible for keeping the laundry house/room clean and tidy, including cleaning the lint trap of the dryer. 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 and Interns will have to make other washing arrangements (in-town laundromats, washing by hand in sinks) while repairs are arranged. Again, please use drying lines for laundry when feasible.

**25. Mail, Phone, E-mail**

 Mail can be sent to you during employment at 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 APC(s) for delivery to the mailbox.

 Inform your family and friends that you are NOT available to take phone calls, texts, messages, or e-mails during the camp week, and inform family and friends that you will NOT be connected so Social Media during the camp week. We check the answering machine and camp email daily, and we will deliver any emergency messages to you when appropriate. In the case of an emergency, family or friends should contact the camp office at 540-992-2940.

 Friends and family may send you one-way e-mail via the camp web site, www.CampBethelVirginia.org, using Bunk Notes. Bunk Notes cost $5 per 4-message-bundleand will be printed and delivered to you at lunch daily. Senders should click on the “Click Here for Camper E-mail” button and choose “Summer Staff.” (See information on Bunk1.com in the Staff Manual.)

 During time-off, phone calls may be made by Counselors in the office with permission from the Assistant Program Coordinator(s), Summer Program Coordinator, Program Coordinator or the Camp Director. All phones are off limits to Campers and are not to be used by Campers.

**26. Minors not permitted over camp weekends**

 Minors under the age of 18 may NOT stay overnight at Camp Bethel on weekends from Friday night 8:30pm (or immediately following the dismissal of Staff meeting) through Sunday 8:00am. The only exception is June 3-5 during Staff Training, because all Staff are on-duty that weekend, and July 22-23 for Staff Closing. Parent pick-up for minors is on the Friday of each Camper week at 8:30pm, or as soon as the Staff meeting is dismissed. Minors 16 and 17 years old who drive themselves to and from camp must depart immediately after the dismissal of Staff meeting.

 If travel distance impedes parent pick-up, parents should contact the Assistant Program Coordinator(s), the Summer Program Coordinator, or the Program Coordinator to make arrangements. Overnight camping (tent or RV) on site for parents with their children may be available.

**27. 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 information. This includes personal academic work, letters, artwork, e-mails, and personal or public blogs or web sites or social media such as Twitter, Facebook, Instagram, etc.

**28. Pets not allowed**

Pets are not allowed on camp unless arrangements are made to include them in the “Heifer Shed” or by permission by the Camp Director.

**29. Photos, Video, Audio**

 Staff and volunteers are prohibited from using personal 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.

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) must agree to freely share copies of these photos, video or audio with the Camp Director and Program Coordinator for use in camp promotion.

 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, off duty, or off site while on duty, either with personally-owned cameras or devices, or with camp-owned devices, are 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 or audio) must positively represent the mission and ministry of Camp Bethel. Public use (anything shared through the internet, including e-mail, web sites, Social Media, 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 #25 “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 (including photos, video, audio) shall be brought and maintained in the courts located in Botetourt County, Virginia, and you hereby waive all objections to jurisdiction and venue therein.

**30. 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.

**31. Position Descriptions**

 Position Descriptions for year-round camp staff are available from the Camp Director for your information, and may include the following: Camp Director; Facilities Manager; Food Services Coordinator; Program Coordinator; Assistant Program Coordinator(s), Summer Staff Position Descriptions are provided in your Staff Manual and are all based upon the “Camp Bethel Resident Counselor Position Description.”

**32. Relationships Between Staff, and Staff to Camper**

 Romantic relationships between adult Staff/volunteers and minor Staff/volunteers are forbidden, (ex: 18-year old dating 17-year old). Romantic relationships between any Staff/Volunteers and Campers is forbidden at any level and at any age.

 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 their Christian faith. Any distraction from our goal ultimately has a negative effect on our Campers. Romantic relationships between adult Staff members would distract from your work as a Counselor, from your relational ministry to your Campers, and from 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 (but not limited to) 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.

**33. Safety of Camp Community**

As a program for children and youth, we must ensure the safety and appropriateness of our camp Community as a whole. Our policies on weapons, drugs, alcohol, cannabis, drugs, tobacco, nicotine, etc. (#3 and #44) are strict and non-negotiable. You may not leave site Sunday 12:00pm through Friday’s conclusion of the Staff meeting without prior arrangement for time off with the Program Coordinator. Violations are grounds for termination.

**34. Shoes, Sandals and the rule of "Closed-Toe"**

 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 with a heel-strap. No flip-flops or “Crocs.” For activities involving running, leaving main campus, or going into the woods (especially hiking, ropes initiatives course, Home-in-the-Woods, and group games), Staff must wear “closed-toe” shoes or boots 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 you miserable. You may even want to have water shoes for the pool to avoid scrapes. We do not recommend “five-toe” shaped shoes.

**35. Staff Manual**

 You are expected to read your entire Staff Manual before the end of 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, first-aid kit, and charged (but OFF) cell phone).

**36. Supervision of Campers and Minimum Supervision Ratio**

 ***Until we determine specific housing maximums for individual cabins/rooms/huts during COVID, we will adhere to this existing policy:***

1. Staff’s primary responsibility is to create a loving and safe learning environment for the Camper. Staff should constantly be aware of signs and symptoms of illness, injury, and abuse to ensure a safe environment for the Camper. Staff should also be aware of natural hazards.
2. Counseling Staff shall remain with Campers **at all times** unless supervised by other Staff.
3. *When needed*, the Program Coordinator, Summer Program Coordinator, Assistant Program Coordinators and non-counseling Staff might be available as supervisory Staff. They can generally be found by contacting the Office or checking the Program Board.
4. During the overnight hours, Counselors are responsible for maintaining group behavior, getting Campers ready for bed, leading optional evening devotions, 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.
5. At no time shall a Staff member enter a living space of the opposite sex.
6. Staff-to-Camper ratios are to be followed during all programs run by Camp Bethel. Organizations who utilize our site and services for youth group activities are advised of the following minimum and preferred supervision ratios that we recommend for effective Camper supervision:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Camper** **Age** | **Min****# Staff** | **Preferred****# Staff** | **Max Overnight** **Campers** | **Max Day** **Campers** |
| 0-5 years old | 1 | 2 | 5 | 6 |
| 6-8 years old | 1 | 2 | 6 | 8 |
| 9-14 years old | 1 | 2 | 8 | 10 |
| 15-18 years old | 1 | 2 | 10 | 12 |

1. For supervisory purposes, volunteers/CITs who are 15 years old or younger are not counted as supervisory Staff.
2. Minimum 80% of supervisory Staff must be at least 18 years old, and all supervisory Staff must be at least 16 years old and at least two years older than the minors with whom they are working.
3. There should always be two Staff members with a group of Campers unless they are in an area where other groups are around and have easy accessibility to get help in the event of an emergency.
4. Exceptions to the minimum and preferred ratios listed above are noted in the procedures for overnight campouts (minimum 2 Staff of same gender as Campers), showers and changing times (minimum 2 Staff of same gender as Campers), pool (minimum 3 Staff), archery (minimum 2 Staff), ropes course and climbing wall (minimum 3 Staff), trips (minimum 2 Staff), vehicles (minimum 2 Staff), and adventure day outings (minimum 3 Staff). In the event of an emergency when the ratios may not be met, use your best judgment and follow emergency procedures relating to Camper supervision.

**37. Swimwear**

 Your swimwear should be comfortable and appropriate for “rough” activity with Campers. Your swimwear will likely be your most-worn clothing item, so bring a few that are rugged, quick drying, and comfortable. Choose rugged swimwear that is appropriate for active playing in the pool, (children will climb on you and pull on you), and also for River Tubing, creek hikes and creek play, and active water games. Err on the side of conservancy, caution, and modesty.

**38. Term of Agreement and Hours of Work**

 In general, your term of agreement in 2022 is from May 30 through July 23. Coordinator Staff work through July 30. See your *Record of Agreement*.

**39. 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 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.

**40. Time-Off/Unpaid Leave/Wellness Breaks**

 **A. Time Off:** Weekends/days where you are naturally off duty. Primarily 8:30pm on Friday through 12:00pm on Sunday.

 Counseling Staff receive time off on most weekends from 8:30pm Friday through 12:00pm Sunday during their Record of Agreement commitment. Coordinator Staff receive time off on most weekends from 8:30pm Friday through 11:00am Sunday during their Record of Agreement commitment. The two weekend exceptions are: (1) The weekend during Staff training (June 3-5); all Staff are still in training throughout that weekend, and (2) The weekend following the end of our Week 6 of camp. Your Employment includes being on-duty Friday evening July 22 through Saturday at 12:00pm July 23 for Staff closing.

 **If activities/choices during time off detract from your ability to work with children, and especially in the case of potential COVID-19 exposure, your contract could be terminated.**

 **B. Unpaid Leave:** *Scheduled time to be away from camp for personal reasons.*

**Please do not schedule any unpaid leave during your training, during your camper weeks, and on July 22-23.**

In general your Record of Agreement is a commitment from May 30 through July 23 (or 30), and you are expected to commit your time fully. **If possible, from May 30-July 23, please 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.** However, if you have a nonnegotiable conflict, we allow for unpaid leave with advance notice. Times when you leave site for personal reasons are considered unpaid leave. Any time you know in advance that you will need unpaid leave (college orientation, etc.), inform the Summer Program Coordinator or the Program Coordinator of the dates as soon as possible.

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

 **If activities/choices during unpaid leave detract from your ability to work with children, and especially in the case of potential COVID-19 exposure, your contract could be terminated.**

 **C. Wellness Breaks:** *Time taken away from your Unit to recharge/rest/address personal needs* ***in the spirit of making you a better Counselor.***

As a Counselor, we expect you to be with your Campers throughout the entire camping period **without interruption**. You will generally live with your Campers day and night from Sunday afternoon through Friday dinner. Wellness Breaks can be scheduled at the convenience of the camp program. Taking time away from your Unit is optional; it is not a requirement. Working in coordination with your co-Counselor(s) and your Unit Coordinator, you may arrange appropriate Wellness Breaks, totaling up to 2 hours per day, and only at appropriate times. Only one Counselor from a Unit may be away at a time.

 During Tenderfoot Mini Camps (2-night camps), Wellness Breaks are not available except in extreme emergency. Wellness Breaks are not available during Day Camps (8:00am-5:30pm) except in extreme emergency.

 The intensity and efficacy of the small-group process and philosophy (see “Camp Bethel Summer Camp Program Philosophy” or read about “FNSPR” in your Staff Manual) is highly dependent 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 likely to miss crucial events in the small-group process. Opportunities for Wellness Breaks are *not* to be abused, nor will Counselors schedule Wellness Breaks together unless approved by the APCs. **If activities/choices during Wellness Breaks detract from your ability to work with children, your contract could be terminated.**

**41. Tips or gratuities**

 You may not accept tips, gratuities or gifts in exchange for work. For insistent donors, encourage a gift to the “Staff Adoption” Fund.

**42. Training for Staff**

1. All paid Summer Staff must participate fully in Staff Training, which is typically 12 days in length.
2. 2022 Staff Training will begin 5:00pm Monday, May 30, 2022 and end 6:30pm Friday, June 10, 2022. Coordinator Training is earlier in May.
3. Training is mandatory in order to serve, and Training is provided free to all employees and volunteers.
4. Short term Staff (volunteers) or “late-hires” will receive a shorter version of mandatory training. For CITs (ages 15-17) this is met by requiring a four day training session. Volunteers over the age of 18 are requested to attend one of two volunteer training days prior to the camp season and to read the Staff Manuals. The volunteer training days and reading of the Staff Manual will fulfill a 24-hour training requirement.

**43. 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 Director and/or Program Coordinator will review critical policies, procedures, and other formalities the Staff member should know.

**44. Training for Staff: Mid-Summer In-Service**

1. Mandatory weekly Staff meetings are Sunday 12:00pm and Friday after closing. Staff are required to be on-site by 12:00pm on Sundays to get everything ready for the week prior to the 12:00pm Sunday staff meeting. These staff meetings are partly to provide in-service training.
2. 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.
3. Evaluation forms are available for Staff to complete upon request, which evaluates themselves as well as the program. Staff are also encouraged to meet individually with the Assistant Program Coordinator(s) to discuss performances, issues or grievances.

**45. Vehicles, Parking, Driving**

 Staff vehicles will be parked during the week in the Ark Parking Lot or other designated spot. Staff must avoid having to retrieve something from their car during the camp week. Vehicles should be in the Ark Parking Lot or designated spots by 1:55 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 25 mph. Always wear safety belts in moving vehicles, both on site and off site.

 Park only on paved or gravel surfaces. Do NOT park or drive on grass surfaces unless specifically asked to do so.

Do NOT use the gravel road between Center Field/Grandmother Oak and the Crowder/Graybill Houses (Director’s home).

 Use of camp-owned vehicles is for full-time camp Staff only, or as assigned by the Camp Director or Program Coordinator.

 Vehicles on camp property are subject to random search by local law enforcement with reasonable suspicion or reports of the appearance of impropriety including, but not limited to, drugs, alcohol, or weapons.

**46. Weapons**

 No weapon of any kind is allowed on site, including storage in personal vehicles, luggage, or housing. Weapons on site will be grounds for termination.

**47. Weekend Food**

 ***Until we determine specific procedures during COVID, we will adhere to this existing policy:***

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, employed 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. At the end of each week, any extra food that the kitchen has will be moved to designated refrigerators/storage for the Staff to enjoy. Staff are welcomed to use this food as their weekend meals or make other plans for themselves. The Coordinators may schedule occasional Saturday night special meals, optional to Staff.

**48. Weekend Guests**

 No guests are allowed on site from Sunday 12:00pm through Friday 8:30pm. Overnight guests (with the exception of staff parents) are NOT permitted this summer. Parents and Saturday-only day-guests must adhere to all COVID protocols (masks, not sick or recently exposed, etc.) and may not enter facilities. You must notify the Program Coordinator or Camp Director at least 2 hours in advance of any Saturday day guests.

 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.

**49. 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 Virlina 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), put yourself or others at risk of COVID exposure, or blatantly misrepresent the ministries of Camp Bethel, your contract could be terminated.

**50. Protocol to Prevent One on One Camper/Staff Interaction**

Campers must be supervised at all times, BUT Staff/volunteers MUST avoid being alone with a Camper at any time outside the view of other Staff members. Staff and volunteers must avoid situations of one Staff/vol and one Camper. This is for the protection of the Camper and the Staff member, as well as the camp. In restrooms or showers, at least 2 Staff/volunteers should supervise Campers 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 Camper. In the case of Campers 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 Camper. At no time will the APC(s), Summer Program Coordinator, Program Coordinator, or Camp Director assign a Counselor to be in sole supervision of only one Camper.

**51. Camper Rules are Staff Rules Too!**

 Campers are expected to learn and follow the Camp Rules. *Same for YOU!* Here are the 7 Camp Rules to teach your Camper:

1. Be kind and be helpful.

2. Stay with your Unit.

3. Obey your counselors.

4. No rough play.

5. Wear shoes always (except bed, shower, pool).

6. Do not throw or kick anything.

7. Walk (don’t run) on paths, pavement or gravel.

***LASTLY, AND MOST IMPORTANTLY:***

**52. The Seven Absolutes of Camper Care**

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 will do. Never promise what you cannot 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 time 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.

**53. 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 well 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 selflessly “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 be selfish, 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:

* 1. Strictly follow Staff policies, camp rules, equipment procedures, and procedures for D’Hall, Maintenance, pool, ropes course, etc.
	2. Get in the pool with your Campers, every time.
	3. Sing the songs, play the games, with the Campers.
	4. Read your Campers to sleep EVERY night, including MS/HS kids.
	5. Work long and hard on your Love Gift.
	6. On trips, strictly follow safety guidelines.
	7. Campers first, Counselors last, especially at meals and cook-outs.
	8. Take notes during Staff Training and at Staff meetings.
	9. No profanity, inappropriate slang, or blatant adult innuendo around Campers or Staff minors.
	10. On camp-out night, read the Campers to sleep, and sleep in the tent or under the tarp with them.
	11. When the pressure is on, be creative, change the scenery, surprise them.
	12. Be on time for meals and activities that require other people’s time.
	13. Be legal, safe, and responsible on weekends so that you are refreshed, rested, and ready on Sundays.
	14. Use prevention as the best First-Aid and as the best behavior management. Prevention, NOT reaction.
	15. Plan to be at camp through 8:30pm each Friday night. We will try to end on time or earlier, but if we don’t, plan to stay until we do.
	16. You are expected to keep your cabin and housing clean, to keep every space you use CLEAN.
	17. Leave each area you use, on or off camp property, cleaner than you find it. This includes hauling old trash out of the woods.
	18. *Here's the secret to your future employability for the rest of your life:* You were hired because we view you as a leader. As such, we fully expect you to take initiative, lead by example, and be the "I'll do it!" person when there are work tasks to accomplish. Even better, we expect you to RECOGNIZE when help is needed and to start helping without being prompted and to get others to help.

**54. You Are Important to our Camp Culture:**

There are camps that do the most simple things in the most extraordinary ways; camps that totally commit themselves to fulfilling their mission. (*See: Camp Statement of Purpose and Mission; and Staff Relationship Goals and Character Attributes.*)At Camp Bethelwe take incredibly precise steps to ensure each aspect of our camp is aligned with our mission and is indeed serving it; from the songs we sing, to the ways we interact with everyone on site, to the way we handle conflicts. And since our Christian faith is our ultimate purpose for existing as a site and program, the single greatest influence on our "camp culture" is how we strive to live together in intentional Christian Community. For example, there is NO bullying, pranking or hazing here. Instead of taking joy from laughing at others, we take joy in our ability to laugh at ourselves. The specifics of our Camp Bethel culture that have developed over the decades are too numerous to list here, so suffice it to say that in all interactions, words and deeds, you should ask yourself the familiar question, *"What would Jesus do?"* Other questions to ask include, *"What does this say about who we are at Camp Bethel? Is this the story we wish to tell about our time at Camp Bethel? Does this accurately represent our mission together?"* Become a FOUNDATIONAL staff member. Build your campers into future leaders. Indeed may Paul Bowman's words from his 1927 Camp Bethel dedication speech ring true: *"Let this camp stand for all that is good, true and beautiful in human life and in human relationships."* May we continue TOGETHER to have "high Christian communion of clean hearts and minds."

**SAMPLE Affidavit: Regarding Staff/Volunteer Conduct and Contact with Campers and Minors**

*I (print your full name) \_\_\_\_***S\_A\_M\_P\_L\_E***\_\_\_\_ understand and accept that I am a caretaker of children. I understand that there is a clear power difference between myself and campers/minors (money, mobility, authority, experience, knowledge, different set of rules). I understand that inappropriate sexual contact with or physical abuse of a camper can have severe emotional and psychological effects on that camper that can last a lifetime. These reactions can be so severe, they can require intensive professional intervention which can be disruptive to the victim’s life as well as time-consuming and expensive.*

**Guidelines for the Discipline of Campers and Minors**

***I understand and accept the following:***

* Staff/Volunteers may NOT, under any circumstances, hit a child/minor; use abusive or derogatory language, use fear or intimidation, incorporate pain or discomfort or strenuous activity as punishment, or withhold/withdraw food or drink as punishment.
* Staff/Volunteers need to ask for help: A Staff/Volunteer who encounters a particularly difficult child/minor will seek the assistance of supervisory or administrative staff.
* In all dealings with children/minors, Staff/Volunteers should strive to **respond** (as opposed to react) to children/minors.

**Guidelines for Contact with Campers and Minors**

***I understand and accept that when touching campers, the following guidelines should be followed:***

* Only on the hand, shoulder, or upper back;
* Never against a child’s will or discomfort (unless in the case of clear and present danger of the child), whether expressed verbally or non-verbally;
* Always in the company of other adults;
* Never when it would have the effect of over-stimulating the child (including tickling); and
* Never in a place on a child’s body normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision from another adult.

**Virginia Law § 63.2-1509 Concerning Child Abuse or Neglect and Reporting**

In Virginia, those who work with [children and minors](file:///%5C%5COFFICE_MANAGER%5Cwiki%5CChildren), disabled persons, [senior citizens](file:///%5C%5COFFICE_MANAGER%5Cwiki%5CSenior_citizen), or other identified vulnerable populations are **MANDATORY REPORTERS** of suspected or disclosed abuse. **YOU are a mandated reporter**. If you have reason to suspect that a child/minor is the victim of emotional, physical, or sexual abuse or neglect, he/she must immediately report the suspicion to the Camp Director. The Director will then gather and record the suspicions and file a report to Child Protective Services. This also includes knowledge of an incident, or an imminent risk of serious harm. Abuse/neglect includes: **PHYSICAL ABUSE** occurs when someone inflicts bodily harm, resulting in physical injuries that may or may not be visible (i.e., internal trauma). This may include bruises, burns, cuts, black eyes, broken bones, head trauma, or internal injuries. **SEXUAL ABUSE** includes direct and indirect acts. Examples of direct acts include touching a minor's private areas or coercing/forcing him or her to touch another's private areas, oral-genital contact, and digital or penile penetration-vaginal or anal. Indirect acts include exposing genitals, showing pornography photographing a child doing explicit acts, and voyeurism-observing a minor undress, bathe, or urinate. **EMOTIONAL ABUSE** occurs when an adult endangers the mental health and emotional development of a child. This may include an absence of affection and encouragement, or an abundance of negative verbal statements. **NEGLECT** occurs when a child's needs for food, shelter, clothing, supervision, medical attention, and emotional support have not been met.

You can be held liable by both the civil and criminal legal systems for intentionally failing to make a report. You are required to report as soon as possible, but no later than 24 hours after having a suspicion of a reportable offense. First offense of failure to comply is a fine of not more than $500; second offense is a fine of not less than $1000. In cases of rape, sodomy, or object sexual penetration, failure to report shall result in Class 1 misdemeanor charge

***I am aware of the following:***

* definition of a “mandated reporter”
* purpose of child protection laws
* clarification that a report is based on suspicion of abuse, not proven abuse
* summary of the reporting procedures (time frame, reporting agency, information requested)
* penalty for not reporting

**Guidelines for Staff/Volunteers working with Children**

***I understand and accept the following:***

* There is no “hazing” of campers by campers or Staff/Volunteers, and there is no "hazing" between Staff/Volunteers.
* Campers will not be subjected to “initiation” rites that are abusive in any manner.
* There will be double coverage of campers by Staff/Volunteers during changing times.
* Younger children should be encouraged to change their own clothes as much as possible.
* Campers will not be alone with a Staff/Volunteer in his or her quarters.
* A Staff/Volunteer will under no circumstances share a bed or sleeping bag with a camper or a minor.
* Staff/Volunteers will set limits with children who “cling” or hang on them.
* Staff/Volunteers will not give back rubs unless another adult is present, and then only with clothes on.
* Tickling or teasing a camper to the point where that camper is out of control is unacceptable.
* No pillow fights, wrestling matches, etc. because they can over-stimulate the campers quickly.
* Overnights need a minimum of two Staff/Volunteers, and there needs to be at least one Staff/Volunteer present of the same gender as the campers.
* Staff/Volunteers sleeping together on overnights is grounds for dismissal.
* Romantic lives of Staff/Volunteers cannot, under any circumstances, be shared with campers.
* Staff/Volunteers should stay out of cabins other than their own after lights out at night unless on specific camp business.
* Male Staff/Volunteers working with adolescent females need to be aware of the tendency them to develop hidden or secret romantic fantasies.
* Whatever is done with campers and minors should be done in broad daylight, with company!

**Other Instructions**

***I agree to the following: Furthermore, I am attesting to the fact that I have read, understand, accept, and will abide by the information and rules outlined in this document.***

Signed *\_\_\_\_***S\_A\_M\_P\_L\_E***\_\_\_\_*  Printed name *\_\_\_\_***S\_A\_M\_P\_L\_E***\_\_\_\_*  Date \_\_\_\_\_\_\_\_\_\_\_

Witness *\_\_\_\_***S\_A\_M\_P\_L\_E***\_\_\_\_* Printed name *\_\_\_\_***S\_A\_M\_P\_L\_E***\_\_\_\_*  Date \_\_\_\_\_\_\_\_\_\_\_