



CAMP CONCERN

Staff Handbook

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

Colossians 3:23-24

5th edition, 2008

Dear Staff Member,

Thank you for agreeing to be part of the staff for Camp Concern. Your willingness to give of yourself and of your vacation time indicates that you are the kind of servant-hearted Christian that is needed to make Camp Concern a huge success. Thanks be to God for your willingness to be used as an instrument of His service!

Please take a few minutes to look over the information on these pages. You will find that most of the information is very general in nature, and you should be aware that the Director(s) of the week(s) in which you will be serving will have more specific guidelines that are appropriate to the respective age group(s).

You are encouraged to prepare yourself for camp by dedicating much time to prayer for Camp Concern and for the role that you will play as a staff member.

Thank you again!

In Christ,
Camp Concern's Board of Directors

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Purpose of Camp Concern

Camp Concern, Inc. is dedicated to providing wholesome programs of physical, mental, and spiritual exercise for young people.

Main Role of Staff Members

The main role of the staff members of Camp Concern is to bring glory to God in all that they do and to fulfill the Purpose of Camp Concern by serving, teaching, and counseling the campers in a Christ-like manner.

Counseling Ideals

While staff members inevitably receive many personal benefits from a week of camp, they are encouraged to recognize this thought: ***Being a staff member is not about self; it is about serving God by serving His children.***

Therefore, staff members are encouraged to set aside any desire to receive personal benefit and/or glory, and they are encouraged to prayerfully prepare themselves for the roles that have been outlined for them.

Some of the jobs that must be performed at camp are not very fun—cleaning latrines, scrubbing the mess hall floor, unclogging toilets, etc. But these are jobs that we must be willing to do when necessary. Remember, even our Savior washed the feet of His friends.

Flag-raising seems to get earlier and earlier as the week progresses, and it can be tempting to sneak away during Bible Bowl, but it is important that we be in attendance for all activities where campers must be. Where should a counselor be? Wherever the campers are.

Really, our function as counselors is achieved in two ways: by performing the daily tasks that are necessary to maintain camp, and by building solid relationships with the campers. We must strive to know the campers well so we can help to increase their spiritual growth during our camp week.

Along these lines, we should always remember to look out for those campers who seem to be loners, on the fringe or left out. No camper should leave Camp Concern feeling like no one reached out to know him.

Some of the campers who attend camp come from places we hope to never have to go. For many of them, this is the only week in the year where people care for them and love them. We must remember to have patience with them, and to pray for them, and especially to show them that God is their Father too.

We as counselors must not allow ourselves to be blinded by competition on the sports field or court. Our function is not to “win at any cost” as the world does, but to encourage participation and good sportsmanlike conduct by all. Campers will learn this by our example.

And finally, we must remember to **HAVE FUN**. Camp Concern is a fun place!

Thank you for your service and love and for letting God use you in a powerful way to reach out to His children.

Expectations and Privileges

Every staff member's fulfillment of these expectations is vital to the success of camp as a whole; therefore, it should be understood that any staff member who falls short of meeting these expectations will be unlikely to receive an invitation to serve as a staff member next year.

All Staff Members

1. You shall fulfill the role(s) and the specific tasks that have been assigned to you. The Director will notify you of your primary role(s) prior to coming to camp; however, some tasks may be given upon arrival at camp and/or throughout the week (see Appendix A).
2. You shall be, unless otherwise notified by the Director, present for all aspects of the daily schedule (see Appendix B).
3. You shall be aware of and adhere to the Camp Rules (see Appendix C).
4. You shall work to establish relationships with all of the campers. You should be particularly aware of campers who tend to remain on the fringe.
5. You shall maintain appropriateness in all instances of physical contact with other individuals. This includes, but is not necessarily limited to, friendly contact, such as hugs, horseplay, etc. Furthermore, you should, if at all possible, avoid physical contact of any sort while confronting a camper who might be misbehaving.
6. You shall not be alone with any camper—especially a camper of the opposite gender—in any location that is not in open view.

7. You shall ensure that Camp Concern remains a safe haven at all times for all individuals. Therefore, you shall not participate in or allow pranks, hazing, or any other activities that go against Camp Concern's dedication to providing a safe environment where all individuals are built up and encouraged.
8. You shall not dole out punishment to any camper. Necessary punishment shall be left to the discretion of the Director and/or the Assistant Director.
9. You shall adhere to the dress code (see Appendix D) in your personal attire, and you shall ensure that campers adhere to the dress code. It is preferred that female staff members handle dress code problems with female campers and that male staff members handle dress code problems with male campers.
10. You shall help to ensure that boy-girl relationships are reasonable and controlled. You shall be a model to the campers by keeping your own interaction with the opposite gender reasonable and controlled.
11. You shall be a model of good sportsmanship at all times, and you shall encourage others to practice good sportsmanship.
12. Use of telephones should be limited, and telephone conversations should be as short as possible. All calls made using the camp phone must be collect calls or charged to a credit card. Please refrain from using your cell phone in the presence of campers, since they are not allowed cell phones.
13. You will be permitted to snack in the mess hall after the campers have returned to the villages at night. If you do snack, you should eat only those foods that the cooks designate for your consumption, and you shall fully clean up after yourself.
14. You will be permitted to spend time in the mess hall after the campers have returned to the villages at night; however, you must keep noise to a minimum.

15. You shall retire at a reasonable hour. (The Directors shall determine the appropriate time for each week.)
16. Although you might have special relationships with some of the campers, you shall not give any special privileges (kitchen privileges, canteen privileges, or otherwise) to any camper.
17. Departure from the campsite during the week is discouraged. If you must leave, you must see the Director or the Assistant Director for approval.
18. If visitors come to camp, your responsibilities as a staff member must be given first priority.
19. You will be expected to help with the clean-up of the campsite on Saturday morning before your departure.

Village Counselors

1. You shall keep order in the villages.
2. You shall get to know the campers in your village. You shall learn their names and the cabins in which they belong.
3. You shall handle any camper problems that occur in the villages; however, all incidences (e.g. fighting, rule-breaking, etc.) must be promptly reported to the Village Chief. The Village Chief shall keep a record of all incidences, and a daily report shall be given to the Director.
4. You shall organize and participate in nightly village devotionals. All counselors should participate in the village devotionals before retiring or going to the mess hall.
5. You shall make certain that all campers are in their own cabins at Lights Out each night and that all campers have left the village for Flag Raising each morning.

6. You shall work with your fellow counselors to ensure that there is an appropriate number of counselors in the village at any time that campers are present. (The Directors will determine the appropriate number for each age group.) If necessary, you should work out a rotation to share this responsibility with the counselors in your village.
7. You shall encourage the campers to clean their cabins and the surrounding area.
8. You shall encourage conservation of electricity, especially placing emphasis on the switching off of all electrical items during times when nobody is in the cabins.
9. You may need to encourage the campers to be considerate of others in regard to the limited hot water in the shower houses.
10. You shall confiscate any flammable devices (e.g. matches, lighters, candles, incense, fireworks, etc.) because of the fire hazard posed by these items. You shall also confiscate other banned items (e.g. cell phones, video games, etc.) and give them to the Village Chief or Camp Director for safekeeping until the end of the week.

Table Counselors

1. You shall maintain order at your meal tables.
2. You shall develop a rotation in which the campers at your table take turns washing and drying the dishes after each meal, and you shall ensure that this task is properly completed. You are encouraged to be a model of service by assisting with this task instead of merely supervising.
3. You shall participate in any events in which your table is scheduled to participate.

Definitions of Special Staff Positions

Junior Counselor

This staff position may be filled by an individual who is between the ages of 16 and 19. A Junior Counselor's role is largely defined in the previous job descriptions; however, he/she may be expected to report to a Senior Counselor during the week. The Directors will provide Junior Counselors with specific role information for each week.

Utility Person

This staff position may be filled by an individual who is younger than 16 and older than the campers of the week during which he/she is asked to serve. A Utility Person's duties are "utility" by description, which means he/she will perform any task (such as cleaning chores, errands, escorting campers to latrines during mealtimes, etc.) deemed appropriate by any Senior Counselor. A Utility Person has no authority over any camper except to be an example to them of superb Christian conduct. Furthermore, a Utility Person shall not be considered as part of the number of staff members that are required in the villages or other settings.

Security

Staff Badges

All staff members shall be required to wear the appropriate staff badges in plain view at all times. These badges will help everyone on the campsite to quickly recognize staff members. All staff members must turn in the badges at the end of the week.

Visitor Badges

All visitors will be asked to check in with the Director and to wear the appropriate visitor badges in plain view each time that they are on the campsite. These badges will help everyone on the campsite to quickly recognize the visitors.

Any non-camper who is on the campsite and is not wearing any type of badge should be approached immediately. Those who are on the campsite with the intention of visiting Camp Concern should be sent to the Director to check in and receive a visitor badge. All others should be respectfully asked to leave the campsite, and the incident should be reported to the Director.

Communication

A key to maintaining a safe environment and responding to emergencies is communication. To enhance communication between staff members, two-way radios will be carried by the Director, the Assistant Director, the Nurse, the Village Chiefs, and/or any other staff members whom the Director designates. The Director shall outline the plan for using these radios and for responding to emergencies.

NOTES:

Camp Concern Sexual Harassment Policy

It is the policy of the Camp Concern Board of Directors to maintain an environment free from harassment where all campers are treated with respect. Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to, unwelcome sexual advances; direct or indirect demands or requests for sexual favors; sexual comments, gestures, or other physical actions of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's success;
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

All reported incidents of sexual harassment will be *promptly and thoroughly* investigated.

Any camper who believes that he/she was sexually harassed by another camper, by a member of the Camp Staff, or by a third party on camp grounds, shall report the alleged harassment by notifying the Camp Director, the Assistant Director, or any other camp staff member of the alleged harassment. If a complaint cannot be resolved or the alleged harasser is the Camp Director, the camper may file a formal complaint with the President or Vice President of the Board of Directors. To the extent possible, reports of sexual harassment shall be confidential.

Camp Concern Sexual Harassment Policy (cont.)

Any camper and/or staff member engaging in an action or conduct constituting sexual harassment will be subject to appropriate disciplinary action, up to and including expulsion from camp or legal action. The Camp Concern Board of Directors will also discipline, up to and including discharge, any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies; assists; or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CHILD SEXUAL ABUSE includes, but is not limited to, any contact or interacting between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

SEXUAL HARASSMENT includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

SEXUAL MISCONDUCT includes child sexual abuse (defined above); sexual harassment (defined above); rape; or sexual contact by force, threat, or intimidation, and sexual malfeasance.

Appendix A: Staff Positions

(The following is a list of positions that you might be asked to fill as a staff member.)

- ✓ Athletics director
- ✓ Athletics assistant (on-field helper)
- ✓ Bible Bowl facilitator
- ✓ Bible Bowl grader
- ✓ Cabin checker
- ✓ Canteen account organizer
- ✓ Canteen worker
- ✓ Canteen worker scheduler
- ✓ Campfire builder
- ✓ Campfire activities facilitator
- ✓ Craft hall director
- ✓ Craft hall assistant
- ✓ Cook
- ✓ Devotional speaker
- ✓ Dishwater preparation
- ✓ Flag raising & lowering participant recruiter
- ✓ Group discussion facilitator
- ✓ Junior counselor
- ✓ Latrine cleaner
- ✓ Latrine cleaner scheduler
- ✓ Lifeguard
- ✓ Maintenance
- ✓ Mess hall cleaner
- ✓ Nurse
- ✓ Song leader recruiter
- ✓ Swimming pool counselor (in-pool helper)
- ✓ Table counselor
- ✓ Talent show organizer
- ✓ Teacher
- ✓ Teacher assistant
- ✓ Trash hauler
- ✓ Utility person
- ✓ Village chief
- ✓ Village counselor

Appendix B: Sample Schedule

(The following is a sample of a typical schedule for Senior Week. Specific activities and times will vary for the different weeks; however, this sample provides a basic idea of how a day of camp flows.)

8:00.....Wake Up
8:35-8:45.....Flag Raising Activities
8:50-9:20.....Breakfast
9:45-10:45.....Class
10:50-11:10.....Devotional
11:15-12:00.....Group Discussion
12:15-1:00.....Lunch
1:00-1:30.....Free Time
1:30-3:00.....Group Recreation
3:00-4:30.....Tournaments
4:30-5:15.....Prepare for Dinner
5:20-5:30.....Flag Lowering
5:30-6:30.....Dinner
6:30-7:30.....Free Time
7:30-8:00.....Devotional
8:00-8:30.....Bible Bowl
8:30-9:10.....Free Time
9:15-10:30.....Campfire
10:45-11:00.....Village Devotional
11:00-11:25.....Prepare for Bed
11:30.....LIGHTS OUT!

Canteen hours:

Sunday.....6:00-7:00 PM
Monday-Friday.....3:00-4:15 & 8:30-9:10 PM
Saturday.....9:45-11:00 AM

Appendix C: Camp Rules

1. Every person is required to abide by the camp schedule unless excused by the Camp Director.
2. No one may leave camp without permission from the Camp Director. Permission will not be granted to leave camp for concerts or similar activities.
3. No one will be excused from classes except by permission from the Camp Director or the Camp Nurse.
4. Sickness or injury must be reported to the Camp Nurse immediately.
5. The personal belongings of staff members and campers may not be taken or disturbed in any way, under any circumstances, without the owner's permission.
6. The possession and/or use of tobacco, alcohol, or other drugs will not be permitted.
7. The possession and/or use of weapons of any kind will not be permitted.
8. The possession and/or use of flammable devices (e.g. matches, lighters, candles, fireworks, etc.) will not be permitted.
9. The possession and/or use of cell phones and two-way radios (walkie talkies) will not be permitted.
10. The possession and/or use of certain electrical items will not be permitted. This includes, but is not necessarily limited to, the following: air-conditioning units, refrigerators, televisions, VCR's, DVD players, large stereos, computers, and video games (consoles or hand-held).
11. Food and/or drinks may not be stored in the cabins.
12. Dress must be modest at all times, and the following guidelines must be obeyed by boys and girls alike:
 - Shorts must be at least half the length of the wearer's thigh.
 - Campers must be fully dressed in all common areas (i.e. shirts must stay on while playing sports, etc.).
 - No immodest swimwear (e.g. bikinis, etc.).
 - No extremely tight clothing.
 - No cleavage-baring and/or midriff-baring shirts.
 - No camisoles or tank tops with thin or spaghetti straps.
 - All underwear must be covered by clothing at all times.

More details regarding the dress code and its enforcement are included. Please read that carefully and pack accordingly.

13. Campers shall be responsible for the general tidiness of the cabins and grounds. The required categories of tidiness will be posted on each cabin door, and all cabins will be inspected daily.
14. In order for a camper to be eligible to attend a particular week of camp, he/she must be the appropriate age by the final day of the week that he/she plans to attend. A camper who is enrolled in a week in which he/she is not the appropriate age shall participate in activities; however, he/she will not be eligible to receive awards.
15. A camper who disobeys the camp rules, including those noted above and any additional rules stated by the Camp Director, will be subject to reprimand. Continued disobedience will result in the camper's dismissal from camp without a refund of the enrollment fee. A camper who is dismissed will not be permitted to return to camp the following year without the written consent of the Board of Directors.

Appendix D: Dress Code Policy

The Board of Directors of Camp Concern desires to provide an environment of Christian love and respect in all aspects of your week of camp. One part of this environment is modesty in dress. You are expected to follow the dress code policy. If a staff member sees that you are in violation of the dress code, you will be asked to return to your cabin and change clothes.

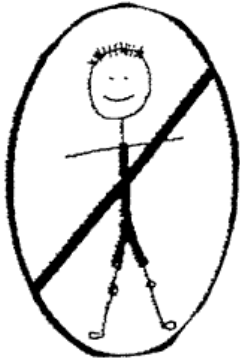
It is our hope that this dress code policy helps you make wise decisions about dressing modestly at camp and in your everyday life. So please know that while we must have rules in place to keep camp running smoothly and appropriately, our ultimate goal is to have the chance to talk with you about the love of Jesus Christ and how that love can inform every decision you make, from the clothes you wear, to the words you say, and to what you do.

The following is the Camp Concern Dress Code Policy. Please use common sense in applying this policy, and please pack accordingly.

Dress must be modest at all times, and the following guidelines must be obeyed by boys and girls alike:

- Shorts must be at least half the length of the wearer's thigh.
- Campers must be fully dressed in all common areas (i.e. shirts must stay on while playing sports, etc.).
- No immodest swimwear (e.g. bikinis, etc.).
- No extremely tight clothing.
- No cleavage-baring and/or midriff-baring shirts.
- No camisoles or tank tops with thin or spaghetti straps.
- All underwear must be covered by clothing at all times.

Here are some pictures to help you visualize these guidelines:



No tight shirts, sweaters, pants or shorts.



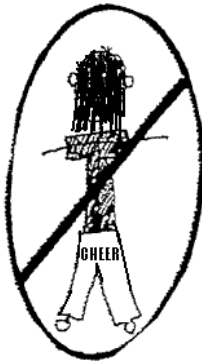
No thin or spaghetti straps. No bare midriffs. No cleavage. No short shorts.



No short skirts or low-cut tops. No visible bra straps.



Keep your pants pulled up.



No writing on the buttocks of clothing.



Common sense, love and respect will make for a wonderful camp experience for everyone!

Appendix E: Love That Camper

The following is distributed by the National Association of Christian Camps, a summer camp organization comprised of camps run by congregations of the Churches of Christ.

LOVE THAT CAMPER

If I am able to speak to my campers with the eloquence of men and angels, but have not love for the individual camper, I become as sounding brass and clanging cymbal.

And if I have the gift to understanding life, and know all the mysteries of psychology, and have all knowledge of youth behavior and all faith in my ability as a leader, but have not love for the campers in my village, I am not worthy of being their leader.

If I give of my time in unlimited measures, and if I continually sacrifice that they may find enjoyment in numerous activities, but in so doing if I am not let in the spirit of love, it profits me nothing.

Love is patient with the mistakes of youth, it is sympathetic with their problems. Love keeps me from envying the success of other counselors.

Love gives satisfaction other than that found in large numbers. Because it seeks not its own, it gives power for me to be true to my campers. It gives patience in the time of discouragement. It gives pleasure only when I give my best. It bears all things, believes all things, hopes all things, and endures all things for the sake of my campers.

Love never fails as a force to make my work productive. If I depend upon scientific knowledge, my efforts will lack depth. For now we think only in part, and we know in part, and we have outgrown the viewpoints of childhood. The words, the thoughts, the feelings that we have today will be changed by the experiences of tomorrow.

But in all this changing there abides faith in the work I am doing with the campers, hope in its productiveness in Christian character, and love of youth as they are and for what it is possible for them to become.

Faith, hope, love - these three abide, but the greatest of these is love.

Appendix F: Things I Have Learned At Camp Concern

The following is distributed by the National Association of Christian Camps, a summer camp organization comprised of camps run by congregations of the Churches of Christ. It has been personalized for Camp Concern.

Things I Have Learned At Camp Concern

I have learned

That you don't make rules that you would not enforce for your own child.

I have learned

That many of my closest friendships have been forged at camp.

I have learned

That most kids cannot get enough hugs.

I have learned

That even the most hyper or mischievous kids will sleep well if tired enough.

I have learned

That as soon as a child makes a friend, he is no longer homesick.

I have learned

That often times kids who 'grew up' at camp, make your best staff people.

I have learned

That singing God's praises opens the heart.

I have learned

That an open heart can be touched by God's Word.

I have learned

That there are always broken children at camp.

I have learned

That God uses Camp Concern to help mend broken children.