

## **Camp Pagweak Staff Guidelines**

### **Camp Philosophy**

The primary goal of Camp Pagweak is to bring honor and glory to God through both the teaching of His Word and by providing a camping environment that is Christ-centered. We certainly realize that campers come to camp to have fun. Therefore as a camp we endeavor to provide an atmosphere where campers will enjoy themselves, feel safe and cared about and feel the love of Jesus all around them in such a way that they will be motivated to commit their lives to Christ.

### **Organizational Structure of the Camp**

1. The formal authority at the camp is the Camp Director (CD). It is his/her responsibility that the camp is functioning properly and safely.
2. The Assistant Director reports to the CD but also serves as the Acting Camp Director in the absence of the Camp Director. He/she is responsible for the work of the volunteer staff and also serves as our primary First Aid person.
3. The Program Director reports to the CD and is responsible to plan for and implement an effective and well-rounded camping program of age appropriate activities and games. He/she is also therefore responsible for scheduling of daily breaks for counsellors.
4. The Global Missions reports to the CD and is responsible for planning and teaching a daily missions program.
5. The Lifeguard reports to the CD and is responsible for the safety of our waterfront at all times when campers are at the beach.
6. The Cook reports to the CD and is responsible for providing all campers and staff with healthy meals during the camping season.

### **General Rules or Practices for ALL Staff**

1. To conduct myself at all times during my stay at camp in accordance with the Christian conviction and standards as set forth by Camp Pagweak. These standards are found only in one source and that is the Bible.
2. I will respect the authority of the camp's leadership staff, showing a willingness to serve and be directed by others. I will respect the authority of parents in the lives of their children.
3. I will always avoid situations with campers which could, in any way, be misconstrued as inappropriate.
4. I will refrain from the use of profane language, all forms of dishonesty, and inappropriate secular conduct.
5. I will honour the laws of this country appreciating that breaking the law can jeopardize and or damage the reputation of this ministry in its community.
6. I will abstain from the use of tobacco, alcohol products, illegal or recreational drugs

7. I will understand that my appearance and clothing should communicate personal discipline, self-worth and should convey Christian character
8. All family relationships or other relationships of influential nature with known Camp Pagweak staff or Council Members must be made known to the Camp Director.
9. Camp is to be fun and to that end, all activities should be planned with the following 3 guidelines in mind, no matter where you are on the property or what you are doing – it must be enjoyable, it must be safe for all, it must include as many in your supervision at the time as possible.

### **Chapel/Worship/Devotions**

All staff are required to attend all Chapel sessions, all Worship sessions and all scheduled staff Devotion times unless they have scheduled duties or responsibilities elsewhere at camp that their supervisor (CD, Asst. Director or Program Director or Head Cook) are aware of

### **Devotions**

You need to take time to renew yourself spiritually DAILY. Two breaks are given each day and during one of those breaks you should spend time with God. We need to take your own spiritual health and growth seriously before and during the camping season. The extra demands of camp life need to be strengthened by the Lord.

### **Appearance**

Be neat and tidy in your appearance. The campers and families are watching and taking cues from us. Do not neglect personal grooming which can distract rather than enhance our ministry. We are to display the new inner self which Jesus Christ has created within us.

Clothing which displays symbols or words that dishonour God may not be worn.

Males are not to be without shirts on the grounds of the camp with the exception of the beach area.

Swimwear is to be worn at the beach. Bikinis or swim wear that is too tight is not acceptable.

A moderate amount of earring and body piercing as determined by the CD are acceptable

Pants and shorts must have a decent fit (not tight) and must be appropriate length.

Short skirts and spaghetti straps or halter tops are not to be worn. Tops must be of waist length or longer

Footwear must be worn at all times.

The CD will have final say on issues of dress.

## **Curfew**

All staff are to retire at the “lights out” time scheduled each day. Bedtime routine is to be the same for all including showers which are to be taken before curfew. Try to get the rest you need on the weekends when you go home as you will appreciate the sleep later in the week.

## **Electronics/Social Media**

All staff are strongly encouraged to refrain during the months preceding camp as well as the summer months from participating in social media platforms where there is no record of conversations stored.

We would ask that you consider the amount of time spent using electronic devices for personal entertainment and how time could be better used to help you grow in your relationship with God. Camp is not heavily reliant on things that have become the norm in the world. Do not allow this to distract you in your ultimate purpose of glorifying God. Turn your focus on your relationship with Christ and the needs of others.

All phones and laptops are required to be turned in as soon as you arrive at Camp.

## **Dating**

No “on site” dating is permitted between staff members. Your time away is your own responsibility within biblical guidelines. The definition of dating is when two people spend enough time together to cause staff and campers to wonder if they are dating. Refrain from all forms of physical contact with other staff while at camp. Any form of physical contact includes hugs, backrubs, etc. which can be misunderstood by campers.

Dating relationships between staff and campers is absolutely unacceptable and grounds for immediate dismissal. Avoid encouraging campers in this regard in any way. At no time should any two staff members be alone together.

## **Disciplinary Considerations**

You are legally and morally required to report any observations and information relating to campers in abusive situations. These would include, but are not limited to – physical, emotional, neglect or sexual abuse. You are to notify the CD as soon as possible when you become aware of these situations.

You are a camp staff member, not a policeman. You need to maintain control of your campers with a caring and compassionate attitude. Do not resort to any kind of physical or emotional punishment. If you find that despite your best efforts a camper is still out of control, notify the CD.

You are to refrain from any inappropriate language or touching (including roughhousing or tickling) of campers which could be misinterpreted and/or could cause physical injury or discomfort.

General guideline is never issue a threat of disciplinary action that you would find inappropriate if you were to be disciplined in that manner and never issue a threat of disciplinary action you do not have the authority to implement or intent to implement.

The CD must be notified and included in any significant disciplinary actions. The kinds of behaviours which would necessitate disciplinary actions would include fighting, bullying, cursing, uncooperativeness, destruction of property, stealing, use of illegal drugs, smoking.

### **Starting and Ending of each Camp Week**

On the opening day of camp you are to be on site no later than 3:00 pm for the staff meeting. Staff cars are to be parked by the Lodge or above the house at your own risk. Each week at closing you will be given closing chores which MUST be completed with the approval of the CD or Asst. Director before you leave. You must do your own chores and not ask another Staff member to do them for you.

### **Laundry**

Staff are strongly encouraged to take their laundry home. We are not your personal laundry service or Laundromat. Our washer and dryer are for camp use and this will take priority. In case of an emergency, staff and campers can do laundry when needed.

### **Miscellaneous**

All equipment is to be used appropriately and safely. It is to be taken care of and returned to its proper place.

The kitchen is “out of bounds” to all staff. If you are not on the kitchen staff you are not to be in the kitchen unless the Head Cook permits. If you or a camper feel that you are not getting enough food, please speak to the Head Cook.

Any long distance phone calls must be approved by the CD or Asst Director.