



STAFF POLICIES AND RESPONSIBILITIES

When you have almost a hundred people in one place each responsible for their own job a smooth running program requires some boundaries and lines of discipline. These help us work together smoothly and with a minimum of misunderstandings. We are all expected to abide by the guidelines.

AAA MiVoden Service Imperatives

While serving at Camp MiVoden is a busy and full-time opportunity, it is important to remember that above all else we are people experts. Our pleasantness and courtesy as well as the efficiency with which we handle our role is a part of the MiVoden Style. Here are a few tips that will help make your summer a success!

1. **Practice a friendly expression** with our guests as well as among ourselves. A friendly smile or greeting can lift others through a tough day.
2. **Use friendly courteous phrases.** “May I help you,” “Thank you”. “We hope that your camper enjoys his/her stay”, “ I appreciate having your child in my cabin.” Above all, we use “please” when giving any suggested directions to our guests. Our guests must be treated with courtesy and kindness in order to have them respect us. Remember smiling and friendly phrases go together- they cannot be separated. Keep your sense of humor – especially when the going gets rough, when it’s been a tough day and everyone is exhausted.
3. **Every camper is a “special guest.”** Remember, that even the worst camper you have is probably the best his/her parents have. Ninety-nine percent of the people we deal with are great but it’s that one percent that are the “real challenge.” They may be hot, tired, hungry, frustrated, or had a flat on the way to camp. Perhaps all of the above. They may be very understanding and it may be up to you to turn their day into the positive kind they had in mind when they got up in the morning
4. **Put some “personal touch” into your contacts with people.** If you see someone wandering with a bewildered look--ask if you may help them. When dealing with campers (we will have 100+ here at a time) we try to deal with them one at a time, giving each that “personal touch” that makes them feel special. Take time to answer questions, to help a lost camper find his/her way, to offer to snap a family picture on registration day so dad can be in it too. One personal experience, good or bad, usually makes the greatest impression.
5. **Go to great lengths to support and help each other.** Take personal problems, operation problems, or personal disagreements with policies to your immediate supervisors and try to solve them there. Complaining and negative comments to each other accomplish very little except spreading the bad feelings. Instead, take your problems to someone who can help.

Some Practical applications of the Golden Rule

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| 1. If you open it, close it. | 8. If you make a mess, clean it up. |
| 2. If you turn it on, turn it off. | 9. If you move it, put it back. |
| 3. If you unlock it, lock it. | 10. If it belongs to someone else and you want to use it, get permission. |
| 4. If you break it, repair it. | 11. If you don't know how to operate it, leave it alone. |
| 5. If you can't fix it, call someone who can. | 12. If it doesn't concern you, don't mess with it. |
| 6. If you borrow it, return it. | |
| 7. If you use it, take care of it. | |

Appearance and Conduct

PERSONAL APPEARANCE: The personal appearance of the staff is important both as a role model to campers and as a representative of Camp MiVoden. **MiVoden's appearance policies are not intended to make a value judgment on staff members or other individuals. Rather,** we recognize that the majority of parents who send their children to MiVoden are vitally aware of and opinionated about the role models they entrust their children to and that children of camp age are influenced in powerful ways by their counselors—whether the counselor intended to influence in a particular way or not!

Therefore, all aspects of personal appearance are subject to the approval of the Administrative Director in regard to its appropriateness for MiVoden staff.

Camper arrival and departure days, each staff person shall be dressed in a CLEAN, neat STAFF SHIRT, and clean, neat shorts or pants (i.e. jeans, khaki's, as is designated for that year's uniform etc.) that are of good appearance and repair.

Facial Hair: Men should be clean-shaven daily unless they have prior approval from the Camp Director to have a beard or mustache.

Jewelry: No Jewelry is allowed to be worn at anytime while on camp property or while on duty as a staff during the summer.

General Attire: Each day the staff should present a personal example in clean, neat dress and appearance as well as personal hygiene. Ragged or holey clothing and clothing with messages that may be deemed inappropriate for a Christian youth camp shall not be worn.

Hair: Male staff shall have their hair neatly trimmed and not so long that it could be worn in a ponytail. Hair may not be an unnatural or unusual color.

Swimwear: Of special consideration for staff is swimwear and shorts. For obvious reasons, please choose attire that is not excessively revealing or risqué such as bikinis, short shorts, low cut or nearly transparent material, etc. No two piece suits for girls please.

This policy is not comprehensive but simply addresses some of the common areas that can create questions. Staff are expected to adjust personal habits and behaviors, as necessary, to be consistent with the standards of Camp MiVoden, as described in the personal appearance policies or communicated from time to time by other means. All personal appearance issues that may not be covered in this policy will be decided by the Camp Directors.

Remember that all you say and do influences and is as a model for campers and other staff. Do your best to be the best role model a parent could want for their child! If in doubt about how these policies may apply to you please feel free to ask. Thank you for helping MiVoden continue to serve our campers and their families.

Dining Room: Must wear shoes and shirts (along with other appropriate clothing). Swim suits and pajamas are not appropriate. Please do not sit on any of the cafeteria tables.

Loyalty: Each staff member has been selected very carefully, largely due to your loyalty to your God and your Church. Again, this summer, your attitude and loyalty will determine whether you have an enjoyable and meaningful summer or not. You may not understand everything and you may not agree with everything either, but your camp director and the administrative staff will do their very best to help you have a good summer and one in which you can fulfill your dream--a ministry to others. Loyalty to the camp program and the camp administration and to each other will help us all reach our goals for the summer.

Music: This very "sensitive" and subjective area can be a major concern for guests and parents as they evaluate our camp program. Conservative is the key word that will produce harmony between guests, staff, and directors. Staff will not use walkmans/cd players around the camp. MiVoden is a place to "tune in" to others not "tune out". Music played so that others can hear it, needs to be approved by the camp director. This includes work areas like the shop and the kitchen. If others can hear it, the director's question will be not what I like to hear, but what our guests expect to hear. This music evaluation is for both "Christian" and secular music.

Personal Conduct: The staff's privilege is by God's power to bring personal habits and actions into harmony with a Christ-like life, the goals of Camp MiVoden and the ideals of the SDA church (these are found in the Camp MiVoden, and the SDA Church Manual.) No matter where you are or what you're doing during the summer, you represent Camp MiVoden, and, more importantly, Jesus.

Sabbath: This day was especially created to be a time for meaningful fellowship. For many of our campers this will be their very first Sabbath. We have a tremendous opportunity to make the first taste so good they want more. Sabbath can be the icing on the week. Let's do our best by example and "first class" programming to make it MiVoden's best.

Camp Equipment and Facilities:

Cleanliness: Staff housing and activity areas should be clean and orderly at all times. Inspections may be made of activity areas and staff living quarters as needed.

Computers in the Office:

1. The computers in the office are for office staff only. Please do not use an office computer unless given permission by an administrative staff member.
2. Please only use office computers for camp business. Any personal computer use should be limited to the staff internet computers (see below).
3. Please do not install any software on the computer or try to tamper with the security settings of the computer. If you have any questions about the computer or installing a piece of software, please contact camp's computer technician.

Computers – Internet:

1. Camp's computer technician will be handing out the password sheets at a later time with instructions for getting onto a computer.
2. The computer will let you log in for 20 minutes per day between 7:15 AM and 10:00 PM.
3. You may do the following things with these internet computers:
 - a. Browse safe and clean internet sites.
 - b. E-mail
 - c. MSN Instant Messenger
 - d. Word and Excel documents.

Computers- Wireless:

Sorry but the wireless internet is limited to year-round staff, computers used for registration, computer technician, and family camp guests who rent the wireless internet for the week.

Computer Content:

Please keep all content on the computers within the Christian standards that have been set by our church. If a staff member is caught with inappropriate content, he/she will lose their job.

End of Camp Checkout: Before checking out, staff housing and activity areas must be cleaned and inspected. Give the office a written list of needed repairs and any lost-and-found items.

Equipment: Tools, keys, supplies and programming items must be checked out for staff use. Items not returned or damaged will be billed to the borrower. Personal equipment brought to camp by either staff or campers to be used in the camp program must meet all safety requirements for the specific activity involved and be used within the guide lines of that activity.

Inventory: Each department director is to turn in a complete inventory of equipment and supplies at the end of the camping season.

Jurisdiction: Each staff member has been assigned to a certain area or department which they are responsible for. Please direct all questions or problems to the appropriate area director if they are unable to assist then seek further assistance from the next person in the chain of command.

Keys: A deposit will be required with a signed statement for any key taken from the camp office. A charge of \$10.00 per key will be required. Staff may apply the deposit to their camp store account. Key arrangement should be made with the camp secretary or assistant camp director. All keys will be returned at the end of the term of employment.

Telephone: Only authorized calls can be made from the camp phones. All personal long distance calls **MUST** be made on the camp pay phones. When a call comes to you on the camp phone, the message will be taken and left in your mailbox unless it is an emergency.

Telephone Policy for Campers: At MiVoden our goal is to partner with parents in helping their child have a successful week at camp. As a result the following guidelines are followed in relation to campers using the pay phone at camp.

1. Because there are only two pay phones and over 200 campers and staff and camp provides a very busy schedule the availability of the phone for campers to use to call home must be limited to primarily emergency use and (only if ***required*** for the camper to make it through the week) when agreed to ahead of time by the counselor and parent.
2. If it is deemed necessary by the parent and counselor to make a call home for the camper to make it through the week typically the number of calls in a week period should not exceed 1 or 2.

Repairs and Work Requests: All requests for camp repairs and other work need to be made through the camp office.

Supplies: All purchases made for MiVoden must be authorized by the Camp Director or Manager.

Video Equipment: Camp Computers (except for email computers if available), video/TV equipment, are not for private use. If you need to use this equipment permission must be obtained from the camp director or assistant director. Inappropriate use of computers by visiting adult or offensive sites may affect your job status.

Camp Services:

Camp Office: The office will be staffed from after breakfast until just before supper. All secretarial and business transactions will take place there. Please use the camp office for official business only. Visitors should find a business atmosphere at the camp office. Because of limited space the office is not a gathering place. The copy machine may be used for camp only and only by authorized office staff.

Email services: It is possible that a computer might be available for email services. If one is you will be expected to follow posted rules and understand that an inappropriate use of computers by visiting “adult” or offensive sites may affect your job status.

Laundry: Laundry services are provided for all resident staff members. Designated days will be posted. Laundry should be turned in by 7:00am. It would be wise to mark your clothes. Staff are not allowed to use the laundry facilities on their own. Permission to remove linens or housekeeping equipment must be obtained from the housekeeping director. Please do not mix items with your roommates laundry. This can create confusion and increase the risk of laundry being lost. Always communicate special needs to the laundry person, she will do her best to assist you!

Lost and Found: All lost and found items will be given to housekeeping and may be disposed of if not claimed within two weeks.

Mail: Camper mail will be distributed daily at the supper line call. Each staff will have a mail drawer in the cafeteria. Packages will be stacked on the top of the mail drawer cabinet. Please do not ask for your mail earlier at the office. Outgoing mail should be dropped in the box in the office hall prior to 11:00 a.m

Camp Store: All purchases by staff or campers must be handled by the camp store staff. Each staff member has been provided an account at the store. This amount will be deducted from your paycheck. Cabins will have the opportunity to sign-up to visit the store during normal store hours. Stamps may be purchased from the camp store during the designated hours. Please do not attempt to help us by taking mail from the MiVoden mailbox at the camp roadway entrance.

Camper Relationship Policies:

Camper Discipline: Counselors are directly responsible for the care, control and correction of their campers. While you are legally responsible for the safety of the campers in your care more importantly you are ethically and spiritually responsible for them. These children have been entrusted to you by God for this week to lead them closer to Him. Care for them concientiously- but more importantly care for them prayerfully!

The Boy's and Girl's directors are responsible for the counselors and should be kept informed of any problems. In some instances the camp director may become involved. The only times another person should discipline a camper is when a camper is:

- Directly under another staff's activity supervision, e.g. lifeguard, horsemanship instructor, etc.
- Acting in a way which will result in bodily harm to himself or another person, or being disruptive in a camp group activity. The person who intervenes should inform the counselor what happened so there can be follow through. **No one should ever strike or harm a camper in any way!** (Also See Behavior Management Policy)

Camper-Staff Relationships: Staff members are here to minister to the campers and guests. Love and understanding toward all campers is anticipated, but "dating" of a camper is **absolutely** not permitted, doing so is grounds for immediate dismissal. Staff will refrain from physical contact that has any overtones of intimate attraction. To avoid criticism staff should never be alone with a camper of the opposite sex. Campers often look up to you as role models even heros, so being careful in your interactions with campers is vital.

Off-Season Camper-Staff Communication: Generally staff should not initiate contact with campers when the campers are not at camp. If you do write a camper you should obtain permission from the camper's parent's/guardian. If a camper writes a letter or email, you may respond at that time, after you have gained permission from the parent or guardian. At no time should regular correspondence be carried on without the consent of the camper's parent or guardian.

Dealing with Child Abuse: In the event a camper discloses that he or she has been abused, it is important that the staff know how to react calmly, lend support and not further traumatize child victims. (Also see Relationship Guidelines for Mivoden Staff- Policy Sheet)

- ✓ Listen calmly and carefully, noting the child's behavior. Don't ask leading questions.
- ✓ Make sure they understand you are required to report any allegations your camp director who will report it to CPS.
- ✓ Believe the child. Don't criticize or suggest the child is mistaken. It isn't the staff's responsibility to determine whether or not the child is telling the truth.
- ✓ Protect the child's privacy at camp and assure the child you will see that he or she gets help.
- ✓ Don't make promises, however, about what will or will not happen to the abuser.
- ✓ Affirm the child's feelings, and assure the child that what happened was not his or her fault.
- ✓ Immediately refer the case to the Camp Director who will make sure it is reported to the authorities.
- ✓ If a counselor or staff member is accused of abuse by a camper, whether the incident takes place on or off camp property, that counselor or staff person will be removed from any contact with campers (leaving the camp site) until the accusation can be investigated by legal authorities. Reinstatement will occur only after all allegations have been cleared to the satisfaction of the director.

Employment & Financial Policies:

Dismissal: Our desire is that every staff have a successful summer serving campers at MiVoden. However from time to time it becomes clear that an employee is no longer fulfilling their job responsibilities. As a result it is usually in the best interest of the staff member and the camp for the two to part ways. In the case of job performance, dismissal will not happen without both verbal, and written counsel on more than two occasions in an attempt to help point out areas that need improvement. This verbal and written guidance will be documented and placed in the staff member's employee file. In other cases, ie- violation of camp policies, action may be taken immediately—see below. In either case the employee will be asked to leave camp without delay.

Reasons for dismissal include but are not limited to:

- ✓ Child abuse
- ✓ The use of illegal drugs, or alcohol, or tobacco.
- ✓ Inappropriate or immoral behavior.
- ✓ Refusal to follow camp rules or policies.
- ✓ Poor job performance.

Evaluation: The goal of supervisors at camp MiVoden is to support you and help you be successful in your assigned role. In an effort to help the staff member perform his or her duties at an optimum level, each staff

member is evaluated on a regular basis. The evaluations will take place at approximately two week intervals, and at the conclusion of each conference, share a written evaluation with the employee. The employee and supervisor will both sign the agreed upon evaluation and it will be filed in the staff member's personnel file.

Supervisory conference's do not have to be scheduled to seek advice from a supervisor. It is the responsibility of a supervisor to be available to deal with the day-to-day problems of his or her supervisees.

Gratuities: Staff personnel are prohibited from accepting monetary or other expensive gifts from campers or guests. However amounts exceeding \$100,000.00 should not be flatly turned down without consulting the directors--☺

Grievances: 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 your immediated supervisor promptly. If your supervisor is the source of the greivance, the staff member may report the grievance to one of the assistant directors or the camp director.

Hiring: The following hiring policies will apply to all those considered for employment at MiVoden:

1. All staff must complete and sign the Staff Application form for the desired job (either Summer Staff Application or Retreat Season Application) and provide at least two reference forms.
2. Previous employment and additional references will be randomly checked by MiVoden staff.
3. Copies of all certifications are requested with your application and are required for any specialized program instructors, health care personnel, and waterfront personnel.
4. Driving background checks are required for all staff who drive camp vehicles. Bus drivers required to have CDLs must meet state mandatory drug-testing programs.
5. A personal interview is required either by phone or in person for all persons seeking to work at MiVoden.
6. Applicants who receive a contract from Camp MiVoden must be able to fulfill the contract/certification requirements for the position they are hired in. If they cannot fulfill the contracted dates or certification requirements, MiVoden retains the right to void the contract.
7. Contracted Staff must be able to attend all staff training appointments. Exceptions may be made for the following items:
 - a. Attending your graduation or wedding
 - b. Attending the graduation, wedding, or funeral of an immediate family member.
 - c. The training topics missed must be made up through pre-arrangments with the camp director.
8. Returning staff must have completed the following to be considered for the coming summer:
 - a. A current MiVoden staff reapplication
 - b. Three current references
 - c. An interview with the camp director or his designate.
9. Returning staff must maintain the following during and away from camp:
 - a. Satisfactory job performance reviews from the previous summer
 - b. Maintaining camp and church standards in the off season
10. Staff that miss a year will be considered as new staff applicants and need to fill out a "New Staff" application. Their years of previous service will still apply to their pay scale.
11. Returning staff who have applications in ahead of new applicants will most often be given priority in job selection over the new applicant.

12. All staff are subject to criminal and national sex offender registry background checks. (Year round staff after the initial background checks will be subject to random checks as requested by administration.)
13. Employment at MiVoden is at-will, which means the employee has the right to terminate his or her employment at any time and for any reason, the camp also retains the same right.

Salaries: Your pay check will be sent to your home address as listed on your W-4 form unless you request otherwise. A form is available at the camp office for you to fill out and sign indicating how you want your pay check made out and where you want it to be sent at the end of the summer.

Store Charges: The camp store keeps a staff charge book for staff purchases. You may pay for charges incurred, or have them deducted from your check. Final arrangements for payment must be made prior to your departure.

Termination Of Agreement: In case of early departure or dismissal from camp, or should the camp be shortened by fire, epidemic, accident, etc., the staff member's salary shall be prorated.

Guest and Visitor Policies:

Guests: MiVoden welcomes visitors, however they can distract staff members from effectively carrying out their responsibilities. The key is for you as a staff member to continue to faithfully fulfill your duties and your visitors time at camp must be limited. With the exception of parents (on a space available basis only) NO overnight guests are allowed. *Arrangements must be made with the camp office for any visitors prior to their visit*, and the staff member being visited assumes all financial responsibility for his or her visitors' meals @ \$6.50 each, \$5.50 for children 10 and under. All visitors are expected not to interfere with the camp program or the responsibilities of any staff member. All visitors are asked to sign in at the front desk in the camp office and wear a visitor pass badge. If visitors do not follow these guidelines the staff they are visiting will be asked to have them leave.

Unauthorized Persons Procedures: It is the responsibility of every MiVoden Youth Camp staff member to be aware of the presence of any unauthorized visitors seen on the camp's premises. If an unauthorized visitor is seen, the staff member should do the following.

- ⊙ Ask the visitors if help can be given.
- ⊙ Ask the purpose of the visit.
- ⊙ Contact and inform the Camp Director on duty of the visitor.

Camp MiVoden wishes all visitors to feel welcome. Staff should be warm and hospitable, but, if a guest appears suspicious, immediate action should be taken.

Camper Visitors: From time to time a parent may visit a camper at camp. As with all visitors they are asked to check in at the office and wear a visitor badge. No camper may leave their cabin unit or class to be with a parent or visitor without the permission of the Boys or Girls director **AND** the Camp Director (or "Director on Duty").

Health and Safety Policies:

Bare Feet: Feet must be protected by shoes or sandals at all times, other than in the swim areas and the dock. There are plenty of rocks, roots and splinters which could do damage to exposed feet or toes!

Fires: All camp buildings are extremely susceptible to fire. Candles are not allowed in the cabins. Candle light must be creatively created with flashlights. The use of open flame is not allowed except during program activities under supervision at specific places. This includes: candles, matches, firecrackers, etc. Fire equipment should never be used except in the case of an emergency.

Fire Arms: Possession of fire arms at camp by summer staff members is prohibited.

Health History Examination: All staff and dependents must submit a health history form to be kept in camp files. All minors must have their parents sign the emergency medical release. If a staff member's health comes into question, the camp reserves the right to require, at any time during employment, a health examination by the physician or clinic of the camp's choice at the expense of the camp.

Health Examination: Should there be a question as to the health of an employee, the camp reserves the right to require at any time during employment a health examination. Clinic hours for non emergency health care will be posted by the camp nurse. Please save the routine items for you and your campers to these posted times.

Hospitalization Medical Care: Each employee is covered by Workman's Compensation insurance. This covers expenses due to injury sustained when the employee is caring for responsibilities related to his employment. Personal injury and car damage sustained during time off is not covered by camp insurance. Expenses for sickness that requires treatment beyond our camp clinic will be cared for by the staff member or their own insurance. *Any medical treatment not reported and verified by the camp nurse within 24 hours of the injury might not be cared for by the camp or workman's compensation.*

Injury or Illness: Please don't take risks! If injured or ill, report to the nurse immediately. The nurse will determine if you need to be excused from your work and will see that your supervisor is notified. Any injury which requires bed rest, crutches, or which significantly reduces your ability to do assigned work for more than two days, necessitates recuperation somewhere other than camp. The camp director will determine when an individual may resume work.

Lights Out: As a MiVoden Staff member, you will no doubt want to give each camper and every day your best. Exhaustion can affect your health and camper safety. All staff are to be in their cabins no later than 11:02 p.m. Be considerate of those who work hard and must get up early. And remember, the camp must be quiet after **lights out**. Little Sleep=Little performance=No Job!

Smoking: Smoking is not allowed at Camp MiVoden except by special arrangement with the director in designated areas.

Personal Belongings:

Food: Snacks and leftovers are provided in the Cottonwood kitchen for your convenience. Please be considerate of the next ones to use the kitchen and leave it clean. Unauthorized staff members are not allowed in the kitchen unless given permission by the food service director.

Personal Belongings: The Camp Administration assumes no responsibility for staff personal belongings and/or valuables. Staff may check valuables and personal items in the office for safekeeping. At **no time** shall staff use of personal belongings:

- ✓ Endanger the life or safety of another human being or wild life.
- ✓ Distract staff members from their assigned duties.

- ✓ Violate any camp policy.
- ✓ Be annoying to another staff member or camper.

Pets: Summer and part time staff are NOT allowed to bring pets to camp without special arrangements.

Reading Materials: Every MiVoden staff is a role model. Am I being the role model the Lord would want me to be? This is the umbrella question.

Television: Staff are not to bring televisions to camp. Computer monitors that can be used to show video must be used wisely. Also they should not be available to campers for their use or viewing. Private video viewing is discouraged. Videos should be G/PG rated. Abusers will be privilege losers.

Staff Appointments:

Availability for Needed Job Assignments: All camp staff are considered by the camp administration as being available for the total camp ministry needs regardless of primary work assignments or assigned contract. It is expected that the staff will exhibit a willingness to be used wherever needed. We are here to serve in all aspects.

Campfire: All staff are expected to be at the campfire programs. Record will be taken. Campfire usually begins at 8:00 p.m. Cast (with the exception of counselors) will report to program area 15 minutes prior to camp fire. Counselors will sit in middle of their unit. Non-counseling staff are encouraged to join a cabin during the program. Song leaders must have music pre-selected. After the benediction, the lights are turned on, announcements are made and cabins are dismissed. (Cabins stay seated until dismissed.) Counselors return to their areas and remain with their campers. It is important to maintain quiet following taps!

Days Off Policy: During most of our camping weeks, staff members will be given one day off each week. This time period differs for counseling and activity staff. For Counseling staff your day off will begin at 5:30pm and end at 4:30pm the following day. Counseling staff will check in with a director for an assigned “project time” at 4:30pm the day your day off ends. For Activity staff your day off will begin at 5:30pm and end at 2:15pm the following day. Your day off will be assigned during Staff Orientation. It will need to be the same day all summer. If you are under 18, you must return to camp by 11:00 p.m. on your day off unless other arrangements have been made with the camp director. **This is your time!** Use it in such a way so that when you return to camp, you are refreshed and revitalized with new energy. Failure to return on time will result in time deducted from the next day off.

Devotional Time: In addition to required staff worships each morning, staff are urged to develop their own daily time and place for communion with God. The extra demands placed upon you in camp make this strengthening of spiritual life a must. Perhaps you could join a fellowship group that would meet once a week.

Emergency Leave: In the event of a death or major crisis in the family of the employee, or other urgent business, leave will be granted based on individual circumstances at the discretion of the camp director.

Lights Out: As a MiVoden Staff member, you will no doubt want to give each camper and every day your best. All staff are to be in their cabins no later than 11:02 p.m. Be considerate of those who work hard and must get up early. And remember, the camp must be quiet after **lights out**. Little Sleep=Little performance=No Job!

Personal Time: Because of the importance of staying at your best for your campers, staff have been provided in most cases with approximately two hours off each day. This is your time, use it wisely! Catch up on needed "R&R", or devotional time.

Sign Out: All staff leaving camp are expected to sign out at the office before leaving. (This includes days off.) You should mark when you leave, when you expect to be back, where you plan to go and, if possible, please leave a contact phone number. All trips off camp (on days other than a day off) should be cleared through the director or assistant director. Following this procedure will greatly help communication during the summer.

Staff Appointments: Our campers expect the "show to go on schedule" so staff must be on time to all appointments. "Presenteeism" and "on timeism" are a part of "our style." Camp guests are expected not to hinder staff members in any way with the regular fulfillment of their assignment. Staff members should not expect the camp administration to grant special time off considerations to them due to a visit by a guest, either expected or unexpected. **Campers come first!** Staff should advise their family and friends to visit them on their day off. **Staff must advise camp administration of expected guests.**

Staff Worship and Meetings: All staff are required to attend daily staff worship when on duty.

Wedding attendance: Wedding attendance will be counted as a day off. Plan accordingly. If more than one day is necessary, then the extra days will be used as days off for future weeks.

Staff-Staff Relationships:

Dating at Camp: All associations with members of the opposite gender must be kept within Christian standards, remembering that visual examples are an essential ingredient in appropriate conduct. Staff should be sensitive to placing themselves in any situation (even though no misconduct was intended) which would be open to question or criticism. At **NO TIME** are male/female relationships to interfere with the assigned work responsibilities of the individual involved. Since this is a coed camp, all must be very discrete and reserved in their relationships, both in public and private. Staff couples get prime time on the camper gossip circuit and staff dating should not become a camper spectator sport. Please, no PDA (Public Display of Affection). This includes hand-holding and back massaging by members of the opposite gender. Camp is not the place to carry on romance. We trust that you will be very discrete. Your cooperation is expected. Reserve your dating for your days off.

Jokes and Pranks: Any activity on the part of a staff member or a group of staff which disrupts or hinders the camp program or alters, damages, or destroys personal or camp property, **will be paid for by those staff involved and may be subject to additional discipline.** Unwanted jokes (pranks) at others' expense are not kind and **not permitted.** If a staff member feels violated precautions will be made by the camp director. We want the staff to have a good time and enjoy camp in "fun and play", but at appropriate times and places. Regular social activities will be provided for the staff.

Sexual Harassment: Sexual harassment may be a grounds for discipline or job termination and is described as any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct, which may include but is not limited to sexually suggestive comments or jokes, crude language, and unwelcome physical contact which is sexual in nature which:

- A. Is made either explicitly or implicitly a condition of employment or volunteer relationship.
- B. Is used as a basis for affecting those relationships.
- C. Creates an intimidating, hostile, and/or offensive environment.

This policy applies to all relationships with staff or campers.

Sleeping Areas: All staff will be expected to sleep in their assigned areas unless specific arrangements have been made with the director or assistant director. Staff are not allowed in the rooms occupied by the opposite gender.

Vehicle Policies:

Staff Vehicles: Please register your car with the camp office. Personal vehicles are not to be used as camp/camper transportation unless requested by the director. All vehicles must remain in the designated parking area. They are for your use on days off.

Camp Vehicles: Only authorized drivers may use camp vehicles. Vehicles must at all times be operated in a safe manner. Camp speed limit is **5.5 mph** on the grounds and posted speed limits when off grounds. Any negligence in speeding, operating in a safe manner or accidents may result in a loss of your camp pay - **so please obey these rules!** Do not drive a vehicle unless you have experience with it. Always drive a camp vehicle with permission only.

Acknowledgement:

I acknowledge receipt of the Camp MiVoden Personnel Policies and understand that this document supersedes all prior documents and any other verbal or written agreements. I have read and understand the camp policies. I understand Retreat Program Policies may differ from Summer Program Policies. I also understand and agree that my employment is at-will, which means I have the right to terminate my employment at any time and for any reason and the camp has the same right.

I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.

I shall conduct myself in an exemplary manner, recognizing that I am an adult role model for my campers. By my behavior, I will always try to demonstrate high moral values. I recognize that my conduct when I am away from the camp premises also reflects on the camp.

I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff including directors.

I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.

I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.

I shall seek to be understanding of and sensitive to the diverse racial, national, religious, and cultural background of my campers.

Print Employee's Name _____

Employee Signature _____

Date _____

Parent Signiture (if employee is a minor) _____

Date _____