

# 2017 volunteer staff manual

## THANK YOU!

Thank you for serving as a volunteer at High Hill Christian Camp this summer! We know that many of our volunteers are not new to High Hill, and we are grateful that you have a desire to serve by coming as a sponsor. We couldn't do our summer camp without you. This role is both challenging and rewarding, and the staff here at High Hill is deeply appreciative of your willingness to give up part of your summer to be here.

With John going into his second year as director, you may see a few things done differently this summer. We hope that the changes are welcome. If you ever have any concerns about camp or questions about things, please don't hesitate to let us know. We are very open to conversations that can lead High Hill to become the best camp around. With that said, we look forward to partnering with you as all of us strive for the same goal – making a difference in campers' lives by showing them the Gospel and love of Christ.

Please read the entire manual carefully to ensure that you are best prepared to minister during your session. If you have any questions regarding the role of a volunteer, please contact the camp office at 636-585-2262 or email Lori at [highhillchristiancamp@gmail.com](mailto:highhillchristiancamp@gmail.com). To start, we just want to make sure you're aware of the general responsibilities of being volunteer faculty...

- **MOST IMPORTANTLY**, you are here for **THE KIDS**. It's sometimes easy to get to camp and begin having fun and hanging out with the adults, but please remember first and foremost, **THE CAMPERS ARE THE REASON YOU ARE HERE**.
- Contribute to an atmosphere conducive to spiritual growth and see that reasonable decorum is observed.
- Agree to our Statement of Beliefs - this is what you will be expected to teach at High Hill Christian Camp. If you cannot find yourself able to teach and support these principles without hesitation, please excuse yourself from being part of our volunteer staff.
- Follow camp rules. Obviously this means you need to be aware of and understand camp rules yourself, so if you have any questions, please ask!
- **YOU ARE NOT TO CARRY OUT CAMPER DISCIPLINE** - HOWEVER, you are to assist with campers following rules, and you should enforce rules if you see any being disregarded. Any campers that you feel need disciplinary action must be taken to the dean.
- Adhere to the daily schedule and follow it as closely as possible.
- **HAVE A FIRM GRASP OF THE POLICIES PUT FORTH IN THIS MANUAL.**

Thank you for your willingness to serve!

The High Hill Staff



# CAMP STAFF/CONTACT INFORMATION

## FULL TIME STAFF

### Camp Director

John Hancock, our Camp Director, is here to help you. He will need to meet with the faculty on Sunday for an orientation time. You can contact John any time at the camp (636-585-2262) or email [johnhancock@highhillcamp.org](mailto:johnhancock@highhillcamp.org).

### Facilities Director

Curtis Kelley is the camp's Facilities Director and can be contacted if there is a maintenance or other facilities need during your week of camp. His e-mail address is [curtis@highhillcamp.org](mailto:curtis@highhillcamp.org).

### Program Assistant

Lori Hancock is taking over the position of program assistant, and will be available to you during your week of camp to make sure you have everything you need. Lori can be reached at [highhillchristiancamp@gmail.com](mailto:highhillchristiancamp@gmail.com).

### Administrative Assistant

Our Administrative Assistant, Rachel Kelley, is here to help you with any administrative needs you might have. She can help you with registration questions and whatever else you may need. She can be reached at the main office e-mail, [info@highhillcamp.org](mailto:info@highhillcamp.org) or by phone at (636) 585-2262.

## PART TIME (SUMMER) STAFF

### Lifeguards

The Lifeguards are part of the camp staff all summer. They are in charge of the pool and lake, so what they say goes. Swimming will be during scheduled swim time with a lifeguard present. A lifeguard must be present whenever there is anyone in the pool or lake, even baptisms. Do not throw the lifeguard in the pool at any time. Faculty must comply with all pool rules.

### Kitchen Staff

The Kitchen Staff is part of the camp staff all summer. They are here to provide safe, quality food. They are not responsible for cleaning up after evening snacks or faculty snack parties. Any problems with the kitchen or its staff should be brought to the attention of the camp director.

### Summer Staff

The summer staff will be lifeguards, kitchen staff, grounds, activity assistants, housekeeping and many other things as well. Our staff is here to make sure you have a great week of camp. If you encounter a problem with a staff member, you should let the dean know, then you inform the camp director. If a staff member encounters a problem with a faculty member they will let the camp director know and he will talk to you about it.

# I. ALL ABOUT CAMP

## A. Dorms

McKinzie Dorm is divided into 8 rooms. Each room will sleep 12 people (total of 96). Spencer Dorm has 4 rooms and will sleep 10 people in each room (total of 40). There are 4 log cabin rooms that sleep 12 in each room (total of 48). The lower level of Cedar Lodge has two rooms that will sleep 14 each (total of 28). **The total number of available beds will be 254. There needs to be at least one adult in each dorm room.** Dorm assignments will be made by the camp office unless the dean has requested to do it. Campers will be assigned to a room with others from their church.

## B. Camp Clean-up/Last Day

On the last day of camp, campers and adult leaders will have assignments to clean up the following areas: chapel, canteen, the field, the front porch, around the pool, grounds to the lake and shelters. Each dorm parent should make sure the campers do the following when it's time to clean the dorms/cabins: take all belongings to the designated area, wipe down all the mattresses with the provided wet wipes, make sure everything is removed from the bathrooms and clotheslines and sweep the floors and porch. A minimum of one hour should be set aside on the last day for cleanup. It is recommended to assign each family group a specific area to clean in addition to their dorm room.

## C. Camp Start and End Times

SESSION	REGISTRATION	TIME	END DAY	END TIME
Kick Start	Friday	5-6 pm	Saturday	4 pm
Camp 23	Thursday	3-5 pm	Saturday	1 pm
Camp 34	Sunday	3-5 pm	Wednesday	1 pm
Camp 45, Camp 56, Jr High, Sr High	Sunday	3-5 pm	Friday	1 pm
Wilderness Camps	Sunday	4-5 pm	Wednesday	4 pm
Adventure Camp	Wednesday	4 pm	Saturday	Noon
Extreme Adventure Camp	Sunday	4 pm	Thursday	6 pm

**All volunteers/faculty should try to arrive as registration begins or even before.** Dorms will be open during registration. There should be a cheerful faculty person in place at the dorms to greet those moving in. All campers and faculty are expected to stay at camp until closing. Parents may arrive earlier, but campers will not be allowed to leave until stated end time.

## II. THE DORM PARENT'S RESPONSIBILITIES

1. The dorm parents will be responsible for the general oversight of the campers in the dorm and will take the necessary steps to maintain discipline and order. Please be sure to enforce the lights out time.
2. The dorm parents will be responsible for supervising the daily cleaning of the dormitory and will see that it is kept clean at all times. You will not do the work, but will see that it is done. Campers should keep all their stuff in a travel bag.
3. On the first night, the dorm parents will explain the rules and what is expected of the campers in the dorm.
4. Be friendly, helpful and approachable. Sternness does not have to be unfriendly. The campers will reflect the same attitude that you have.
5. The dorm parents will make sure there is proper dormitory supervision during all times campers are in the dorms.
6. The dorm parents will be alert for signs of homesickness or illness in the campers and will proceed to help immediately. This does not necessarily mean phoning home.
7. During the morning, the dorm parents will make an inspection of the dorm. This will help cut down on lost articles at the end of the week and insure a cleaner environment.
8. No food or drinks in the dorms. This reduces the chances of insects. You must obey and enforce this rule. Set a good example for all the rules.
9. Dorm parents must be present as the campers come into the dorm on Sunday so they may introduce themselves to campers and parents and help as needed.
10. Make sure no personal items are left in the bathroom area. Wet towels are to be hung on the line outside.
11. If shoes become muddy, do not let anyone wear them in the dorm. Make sure everyone takes their shoes off prior to entering and sets them neatly inside the door.
12. Toilet paper costs money and should only be used for going to the bathroom.
13. Nebel Hall may be used for fellowship each evening after the campers are in bed, provided there is sufficient staff in the dorms. You may put food and drink in the faculty fridge. Those participating are expected to clean up after themselves. The last one to leave needs to turn out the lights.
14. No boys in the girls' dorm or vice versa. To respect privacy, no camper will leave the dorm after lights out except with the dorm supervisor's permission.
15. Chewing gum is not allowed anywhere on campgrounds.

### Dealing with Homesickness...

As dorm moms and dads and team leaders, you are the first line of defense. Say something like, "I know you really miss home, but this is an opportunity to deepen your faith and show Jesus how much you love Him. Wouldn't it be great to overcome your homesickness and stay and become stronger in your faith?" Talk with them; pray with and for them. Encourage them to stay by making them aware of upcoming events not to be missed. Tell them their team needs them and emphasize the benefit of staying. If they just can't get themselves together, send them to the Nurse. If that doesn't solve the problem, then it should be brought to the attention of the dean. **HINT:** Bedtime homesickness is best dealt with by letting the camper know that it's already too late to call their parents that evening, and that you promise to talk about it tomorrow - then find them during free/swim time and ask if they still want to go home. The answer will usually be a resounding "no"!

## II. CHILD PROTECTION SYSTEM

Our Child Protection System has 3 major components and are as follows: Screening and Selecting Employees and Volunteers, Ensuring a Safe Environment, and Training about Child Abuse Prevention.

### A. Screening and Selecting Employees and Volunteers

**Background Check** – When you filled out your application to be a volunteer, we collected the necessary information from you to run a background check. After you are selected by a dean to serve at a week of camp, we will run your background check. If any flags come up, we will contact you to discuss them.

**Volunteer Staff Verification and Release form** –This was also included on your application. This allows us to screen volunteer staff and also have a signed statement of beliefs from everyone attending camp as a volunteer.

### B. Ensuring a Safe Environment

**Camp Schedule** – In order to make sure campers are under supervision at all times and therefore ensure a safe environment for them, we have implemented a camp schedule that is to be followed. There will no longer be a “free time” where campers can do whatever they want. Instead of free time we have implemented Activity Choices.

**Activity choices** – The dean will provide Activity Choice options. Certain activities will be manned by our camp staff and certain activities will have instructions so they can be run by the adult team leaders. The adult leaders will no longer have free time all at once. At least one of the team leaders must be watching their team at all activities. Either camp staff or one of the faculty of the week will monitor the activities.

**Volunteer Manual** – The camp has a Volunteer Manual to be given to every faculty member. It outlines the expectations that we have concerning our volunteers.

### C. Training About Child Abuse Prevention

**Child Protection Training Video** – After you have been accepted, and we have run your background check, you will receive an email containing a link to a video that you must watch.

## III. INSURANCE & EMERGENCY PROCEDURES

### A. Medicine, Illnesses, and Injuries

ALL medicine must be given to the nurse at the beginning of the week and will only be dispensed by the nurse. Any and all sickness or injury must be reported to the nurse immediately. If a child must be taken to the hospital, it is the decision of the nurse and camp director. **THE CAMP DIRECTOR WILL BE THE ONLY ONE TO CONTACT A CAMPER'S PARENTS IN THE EVENT OF AN EMERGENCY.**

High Hill is covered for cases in which the camp is liable for the injury. All other cases will be billed to the camper's parents or the camper. Any campers who are ill or have minor injuries should be taken directly to the nurse. She will then determine the next appropriate course of action. "Sick" campers have to be given permission by the nurse to miss activities and remain in a cabin during scheduled activity time.

**If a camper has a major injury, DO NOT MOVE THEM. Have someone notify the nurse and first aid will be administered on the spot. Any campers who have to be taken to the hospital will be accompanied by either the nurse or one of the full-time staff. Two adults must always be present to transport a camper to the hospital.**

### B. Snakes

We don't have a large problem with snakes, but if you come across one, notify John or Curtis immediately. Do not touch, trap or otherwise mess with the snake.

### C. Fire

In case of a fire on the camp grounds, EVERYONE must immediately stop what they are doing and meet at the chapel. All campers must be accounted for and let the director know if anyone is missing.

### D. Tornadoes

In case of tornados, everyone must immediately report to Nebel Hall and meet in dorm/cabin groups. Each section leader will account for all campers and let the director know if anyone is missing. We will move to the basement of Nebel Hall if necessary. IF campers need to go to Nebel Hall during lights out hours, you will be alerted by someone coming door-to-door.

## IV. BAPTISM & COUNSELING GUIDELINES

### A. Invitation Time and Baptisms

While decisions for Christ are encouraged during the camp session, no undue, emotional or peer pressure should be placed on the campers. In most cases, the decision should be initiated by the camper. Counseling with sponsors from the camper's church or other competent staff members is encouraged before a decision is made.

Decision cards are available at the camp office. When a decision is made at camp for baptism, the camper needs to state if he or she wishes to be baptized at home or camp. If they wish to be baptized at camp, notify the director first – the camper and Dean or Director will call the child's parents regarding the decision. Most parents want to attend a camp baptism, so a time will be determined for the baptism.

During a camp baptism, it is your responsibility to maintain a reverent mood among the campers and faculty. Campers will be allowed to watch from outside the fenced area – only the camper being baptized, the person doing the baptism, the parents (and/or family), someone documenting the event and the lifeguard will be allowed inside the pool area. The exception is if there is a late night swim scheduled for after the baptism.

### **Our policy on offering an invitation time is as follows:**

**Kick Start:** No invitation is to be offered at this age.

**Camp 23/34:** The invitation should be an explanation of the process for making a decision for Christ. There should be a very clear presentation of the Gospel at this age complete with a Biblical view of the baptism process. We encourage personal decisions to be made rather than a formal invitation given. Decisions and consequential baptisms are permissible provided the camper initiates it.

**Camp 45/56:** It is recommended that no invitation be extended until Wednesday or Thursday. No re-dedications for this age group.

**Jr High:** Invitations may be extended at each service. No call to full-time Christian service. Seeds may be planted for full-time Christian service.

**High School:** Invitations may be extended at each service and a call for full-time Christian service only after advanced teaching. As always, ensure campers know what they are committing to.

## **B. Counseling & Reporting Abuse**

All counseling should be done in open, well lit areas. No one-on-one counseling is allowed. If a camper admits that he or she has been the victim of child abuse, it must be reported. It is the law. You are not protecting the camper by keeping their secret.

Protect yourself from alleged abuse. Even hugging can be interpreted as sexual abuse. A “hug” is a single act of five seconds or less. “Hugging” is embracing or having one arm around a camper for more than five seconds. We encourage you to “hug” campers, but “hugging” is discouraged. In practical terms, this means avoid extended physical contact. Campers sitting on staffs’ laps is not recommended. Any actions you observe that are not acceptable behavior should be reported to the director. Accusations should be handled as soon as possible.

NOTE: Child abuse is a term that encompasses mental, physical and sexual victimization of children. Most camp counselors/sponsors are not trained to make judgments about whether a child has been a victim of child abuse. If you suspect that a child is a victim of child abuse, you should report this to the Director. He will discuss your suspicions with you and possibly talk to the child. The camp directors will approach the Division of Children and Family Services or the appropriate authorities. A camp setting away from family may be the safest environment for a child.

Please keep these issues confidential. Do not discuss with anyone except full time High Hill Staff (this does ***NOT*** include part time summer staff).

## V. CAMP POLICIES

One of our key values here at High Hill is creating and nurturing relationships. It is your job as a volunteer to show love to the campers. If you feel that there is an adult, sponsor, staff person or even a camper who is having a negative influence on the week of camp, please don't hesitate to do make the dean aware of it. We want the camp environment to be positive, uplifting and Christ-like. Don't forget that as an adult, you should be sure to set a good example for campers. Do your best to listen and think before reacting in a crisis situation. Be clear and fair in your dealings with campers and personnel.

### A. Visitors

Parents and family may visit during a week of camp on the designated visitor night. **Anyone under the age of 18 must be accompanied by a parent.** Deans are expected to work with the Director to make sure that all visitors are checked in properly. When a visitor arrives, he or she must check in with either the Dean or the Directors. There will be a sign in sheet along with access to the phone to call the Directors when they are checking in. Along with the sign in sheet, they must sign a form stating that they have read the camp rules and will abide by them while on the campgrounds. They will receive a visitor name tag and will be required to pay for any meals they plan on eating while visiting. Visitors should not interfere with the camp schedule and/or activities while they are here. If there are problems with a visitor, the Director should be notified immediately. In the event that a parent or other visitor must be asked to leave, they will NOT be allowed back on the camp grounds at a later date.

### B. Dress Code

Our dress code is fairly simple and straightforward—modesty will prevail in all matters. Girls must wear one piece swimsuits OR wear a dark t-shirt over a two piece. All sleeveless shirts must be at least three fingers wide at the shoulders. No bare midriffs or slouching shorts. Guys must wear a tank top under any sleeveless t-shirt with expanded arm holes. Shorts must be finger length. If there is a question on the modesty of an outfit, the dorm/cabin parent will be the first to address it, followed by the student's sponsor, then the dean, and finally the director. If a child comes to camp without appropriate clothing, their parents will be contacted and there will be an option of using old camp t-shirts as an interim solution.

### C. Electronics at Camp

Campers are not allowed to have electronics of any type at camp. This includes cell phones, iPods, iPads, mp3 players, and hand held games. Adults may have electronics, but they should be VERY discreet in using them and with good judgement. Please make sure this policy is not abused.

### D. Canteen Time

The dean will set a limit of items that may be purchased at each canteen. A limit of two is recommended. Faculty/volunteer staff who work in the canteen will receive two free items during that canteen. All other faculty are welcome to run a tab for the session, but it must be paid before the final canteen closes. High Hill staff will be responsible for the money in the canteen.

### E. Faculty Laundry

The laundry machines downstairs in Nebel Hall are for the Summer Staff. If you need to use them, please see the camp director.

## **F. Practical Jokes, Pranks, and Hazing**

During meal times, food is for nourishment - not for practical jokes. Chairs are for sitting and tables are to be used to keep the food off the floor while we eat. Campers and faculty may not engage in food fights.

Pranks, while fun, can often be detrimental to the atmosphere of camp. Pranks tend to lead to escalation quickly and can often times end in inappropriate behavior.

Hazing has become a very serious issue. The Hazing Law - while it generally applies to colleges or universities - makes it clear that participating or permitting hazing can be a very serious act which can be prosecuted. As the dean, it is your responsibility to prohibit anything that may be viewed as hazing. If you have questions or concerns, please talk to the director.

## **G. Damage to Camp Property**

Camp property must be respected. Campers and faculty will be held responsible for damage or breakage. This includes, but is certainly not limited to, graffiti on bunks, walls, or doors.

## **H. Vehicles**

All vehicles are to be parked in areas designated by the camp director. After camp begins, faculty/volunteer members as well as campers are not permitted to drive their cars on the campground without permission. The speed limit is 10 MPH. Volunteers should not leave the campgrounds without notifying the dean. **NO CAMPER IS TO LEAVE CAMP WITHOUT THE DEAN'S PERMISSION.** Campers are to leave only with a parent/guardian or authorized person.

# **VI. STOLEN ITEMS/LOST & FOUND**

## **A. Voluntary Search of Belongings for Stolen Goods**

In the case that someone has an item that they claim is stolen, the procedure will be as follows.

1. **ONLY** the dean or camp director can authorize a search. No other individual will make that decision.
2. The camper whose belongings are being searched **MUST** be present.
3. Two adults must be present during search; at least one must be of the same gender as the camper.
4. If camper refuses, call parents and explain what is missing and the reason for the search.
5. Request permission to search from parents.
6. If permission is denied, tell parents the camper is to be taken home.
7. If victim wishes, report theft while at camp.

## **B. Lost & Found**

Please don't take lightly the necessity to try to get lost items back to their owners. Remind campers of lost and found during clean-up time. Items are held at camp for a few months to give an opportunity for them to be claimed.

# HIGH HILL CHRISTIAN CAMP

## STATEMENT OF BELIEFS

### **God**

He is the great I AM. He loves us and sent His Son Jesus to die for us. He speaks from heaven and everyone trembles. He is all powerful, all knowing, and ever present. God reveals himself in a triune way, God the Father, God the Son, and God the Holy Spirit. They are three in one.

### **Jesus Christ**

Jesus is the Son of God and is God. He came to earth in a virgin birth to be mankind's ultimate sacrifice of love so that we can have forgiveness of sin and have eternal life. He was crucified on the cross as a sinless man in order to take our sins upon Himself. He was buried and three days later resurrected to show us He has power over death. He appeared to over 500 people and then ascended to heaven. He will be coming back again to establish His reign forever.

### **Holy Spirit**

The Holy Spirit is part of the divine trinity and is God. He is the comforter that Jesus promised in the book of John. He helps guide us in our Christian walk. We receive the indwelling of the Holy Spirit when we are baptized. He gives us clarity, comfort, and strength in our walk with God, but we are given the choice to suppress Him and not let him affect our lives.

### **Salvation**

Salvation is only found through Jesus our Lord and Savior. We are saved by grace through faith. We cannot earn our salvation, it is a gift, but, we must be willing to receive it by faith. The forgiveness of sins and the promise of eternal life are available to all through Jesus Christ. Those accepting Jesus should repent of sin, confess their faith, be baptized (immersed) for the forgiveness of sins and the gift of the Holy Spirit, and should grow each day in their relationship with God.

### **The Church**

It is the body and bride of Christ. We are to worship Him and reach others for Him. We are his hands, feet, and mouth. One day Jesus will come back for his bride to be with Him in heaven forever but until that day we are to work diligently for Him.

### **Heaven/Hell**

They are real places. Everyone will be assigned to one or the other at Judgment Day, according to what they did with Jesus while here on earth.

### **The Authority of God's Word**

The Bible is the inspired revelation of God. It is what we are to use for preaching, teaching, and living our lives.