

NOSOCA PINES
RANCH

SUMMER CAMP

POLICIES

Summer Camp Staff Policies

NOSOCA PINES RANCH OBJECTIVES

Our objectives for each CAMPER include:

1. Knowing Jesus Christ as a personal friend and Savior.
2. To learn that when they take their friend Jesus with them in everything they do, they are guaranteed the most satisfying and joy-filled life possible.
3. To build self-esteem, personal growth, and interpersonal relationships with others through safe and enjoyable activities.

Our objectives for each STAFF MEMBER include:

1. Continue a growing relationship with Jesus Christ.
2. Experience the joy of Christian service and fellowship.
3. Model a positive Seventh-day Adventist Christian lifestyle.
4. Provide a safe, enjoyable, Christian environment for each camper.
5. Challenge your abilities and your leadership skills which will increase your personal growth.
6. Personally asking Jesus to lead you in finding ways to show Him to campers.

The NPR Summer Camp Administrative Team believes that together with God's leading we will demonstrate these worthy objectives. We will work hard to help **YOU** be successful, thus ensuring a wonderful ministry together. Let's encourage a willing and cooperative attitude complemented with a strong commitment to meeting these objectives.

CAMP PHILOSOPHY

Summer camp is not merely a vacation or outing. It is a refreshing change from the daily life with the ultimate purpose of awakening the body, mind, and soul to a higher purpose.

The program is planned and administered to give all advantages of physical health, mental alertness, and spiritual influence, with incentives that appeal to youth of all ages. Although strong discipline is maintained, it is carried out by a system that teaches self-control and exercises good judgment and social cooperation. By giving purpose in pleasure, new and higher ideals are created in the lives of youth.

The camp is organized to afford an opportunity for the camper to participate under trained leadership in a creative outdoor group experience within a democratic setting and should provide for the development of each individual. It is the objective of the camp to develop the youth who attend camp in the following areas: fun and adventure, health and safety, human relationships, knowledge and appreciation of the natural world, spiritual values, and the fulfillment of each camper's potential.

Away from the clamor made by man in the cities, God speaks to the hearts of the youth through the beauty of nature. From the deer in the woods, the beauty of sunsets over the lake, the horses grazing in the field or kittens in the hay loft; these, combined with the camp program, help to make the voice of God more audible at camp than any other place. The whole program is designed to give the camper a desire to know God.

A week at camp will help campers to have more confidence in themselves and discover their true potential. The mastering of a new skill and the gaining of new friendships becomes part of a most vital experience in the growth of youth.

DEMOCRACY AND RELIGION IN CAMP

You might be wondering why these two big subjects are included on the same page. It's because they are very much related.

For instance, discipline in the cabin is best handled through love, understanding, and acceptance of your campers. You will then be able to operate as a team, working together and playing together, respecting each individual. The only way you can teach love is by being an example, and that means showing a real interest and concern for each boy or girl, learning to know him or her, and working fast to become their friend. Then when problems arise, take him or her aside and talk to them as a friend with respect and kindness. You'll be surprised how things usually solve themselves.

By democracy, we mean the ample use of the word “**LET’S**” rather than “**YOU**”. Remember, this may be one of the first experiences for these boys and/or girls in living cooperatively together, deciding as a group what they want to do rather than merely obeying rules and regulations.

Take advantage of this great experience in learning to get along with others by the use of meetings and discussions to determine the activities (work and play) of the group. The camp program is so varied that you will be able to help each boy and/or girl excel at something!

Religion is not just a segment of the program, but should be a natural part of everyday’s activities. In the very process of learning, eating, meeting friends, and doing new things, campers discover the real meaning of Christian living. They learn standards by watching **YOUR** behavior because you become their ideal. Remember to be as enthusiastic about camp council as you are for swimming and your enthusiasm will be reflected. Sharing your Christianity is done not only during prayer and Church, but also in moments of recreation and fun.

Often in camps, kids are led into real experiences of worship and natural prayer for the first time in their lives. That is why we stress the importance of camp council and cabin devotions. You have an excellent opportunity to change the course of a child’s life if you are sincere in your efforts.

Be sure to take advantage of nature around camp, leading them to consider the wonders of God and His love for mankind; for all these things in nature are given for our enjoyment.

Jesus dealt with people regardless of their problems. His only resource was love. The best way to meet life in camp is through the Christian way of life. Show them how the teachings of Jesus Christ can work in their daily lives

You can preach a better sermon with your life than with your lips.

Staff Policies

Accident and Sickness - Please report any injury to the camp nurse. If you are sick and cannot perform your duties, YOU are responsible to notify the Summer Camp Director. NOTE: Accidents while you are at work are covered under Workmen's Compensation. All other illnesses are your financial responsibility.

Appearance - When in a service relationship representing the church, it is important to dress modestly, cleanly and neatly. The way we dress affects the way we act. The various segments of the day's program will legislate what will be appropriate.

LADIES

THE NATURAL LOOK IS IN!

- Cosmetics** Only natural make-up that corresponds with your skin coloring should be used. Any cosmetics which give you an artificial look, such as extensive eye make-up, etc., are not permitted.
- Clothing** The wholesome look is in! Clothing should be clean, kept in good repair, and in good taste. Your clothing must meet in the middle. Low-cut blouses, spaghetti straps, excessively tight clothing, short shorts, or any clothing that is revealing or suggestive is not permitted. Shorts must be Bermuda length.
- Jewelry** Jewelry is not permitted. This includes rings, necklaces, earrings, and decorative bracelets. Friendship bands can confuse the campers. Leave them at home.
- Fingernails** Fingernails should be kept clean, and if polish is used it should be clear polish. Unnatural color is not part of the Nosoca Look.
- Swimsuits** Only modest suits are permitted. No two-pieces or bikinis. One piece swimsuits must meet in the middle, monokinis are not allowed.

MEN

THE NATURAL LOOK IS IN FOR YOU TOO!

- Clothing** The wholesome look is in! Clothing should be clean, kept in good repair, and in good taste. Clothing that is excessively tight, revealing, or suggestive is not permitted.
- Hair** A neat, natural haircut.
- Beards/Mustaches** Acceptable if neatly trimmed.
- Jewelry** Keep that Nosoca look just like the ladies.
- Swimsuits** Only modest suits are permitted. No bikinis or Speedos.

Appointments - It is expected that each staff member fulfill their obligation to their assigned task or program. If any substituting is to be done, this must first be cleared with the Summer Camp Director. Every staff member is required to attend all staff worships, staff meetings, evening programs, camp councils and Sabbath programs unless specific approval to be absent has been given by the Summer Camp Director. Don't make campers wait for you. Be on time for all classes and activities. A habitual problem with meeting appointments is grounds for disciplinary action.

Authority - The summer program that Nosoca offers requires a large staff with varied talents all working together to keep the total program running smoothly. In order to facilitate this, the staff is divided into smaller groups that are responsible to the director of their particular area. There are four categories of staff: Activity Staff, Administrative Staff, Counseling Staff and General Staff. Each individual staff member is expected to support and carry out the decisions made by their immediate Director. Each of the Directors is in turn responsible to the Summer Camp Director who is responsible to the Carolina Conference administration. (As outlined in the Chain of Command)

Availability- All camp staff should be available for all camp ministries needs whenever not on a scheduled time-off period regardless of primary work assignments. Should another staff member ask for specific help, it is expected that any other staff will, within reason, exhibit a willingness to be helpful.

Cafeteria Manners - NO wet bathing suits should be worn in the cafeteria. Please wear shirt and shoes in the cafeteria. Please DO NOT go behind the serving line unless assigned to serve. Your dishes should be taken to the dish room window and your table cleaned before you leave. Counselors should organize their campers to be responsible for carrying trays, glasses and silverware to the dish room window.

Camp Equipment- Please check with the department head before using any camp equipment. Use of camp vehicles and equipment MUST be cleared with the Camp Director. All equipment needs to be returned to its proper storage place in good working condition after use.

Camp Gas - Use of camp gas is not allowed unless permission has been obtained from Camp Director.

Camp Office - It is a place of business. All computers and equipment are for use by permission only. If you want to hang out, please go to the staff lounge. Please do not leave your stuff in the Camp Office.

Camp Vehicles - Specific permission will be given to drive the camp trucks, vans, tractors, golf carts etc. That permission is for a specific job or time only. A staff member must have taken the Vehicle Training Class, have a current driver's license, and have been assigned to a vehicle before they may drive it. Camp speed limit is 15 mph.

Camper Discipline - Each Counselor and Activity Staff member is directly responsible for the campers under their care and is responsible for their control and correction. PLEASE NOTE: Correction is to be used only by those directly responsible unless it is a matter of immediate health, safety, or morality. Under **no circumstances** shall physical force or the threat of physical force, verbal or otherwise be used on any camper by any staff member. Examples of physical force include, but are not limited to: Spankings, hitting, clawing, biting, beating, push-ups, nose piles, dying cockroaches, hugging trees, etc. Use of physical force is grounds for **immediate dismissal**

Conduct - The employee agrees that while in the employ of Nosoca Pines Ranch, he or she will adjust their personal habits and actions to the customs, policies, and ideals of the camp and the Seventh-day Adventist Church. He or she should conduct themselves at all times, both at camp and away from camp, so that he or she will be a credit to themselves, to the camp, and to GOD. Staff members are to refrain from visiting places of questionable amusements, using tobacco, alcohol, drugs, bad language, improper conduct between special friends and any questionable behavior. At **no time** shall a staff member develop a romantic relationship with a camper. Developing romantic relationships with campers is grounds for **immediate dismissal**. These general conduct guidelines are also important during the off season should you desire future employment. Additionally staff members who desire future employment at Nosoca will find their staff application in jeopardy should they come under major discipline at the school they attend.

Day Off, Time Off, Leaving Camp Property- Each staff member will be allotted 24 hours off each week. Time off will be from supper line call, to supper line call, 24 hours later. Your day off may be spent at camp or away from camp. If leaving camp, whether for day off, hike, or just a short trip to town, all staff are expected to **personally sign out** at the camp office. If you cannot be back at the time noted on the sign-out sheet, please phone! You are expected to be back on time. Each staff member must check in at or prior to supper line call. All staff members under the age of 18 must have a form signed by their parents/guardians indicating who he/she has permission to leave the camp property with.

Devotional Life - In addition to required staff worship, you have committed to developing your own regular time and place for personal devotions. The extra demands placed upon you in a camp ministry will make this strengthening of your spiritual life a priority. If you ask God to fill you with His love and give you wisdom; and then how you can reach camper's hearts, He will!

Dismissals - It is understood that if because of improper conduct or inability to perform the duties assigned to the employee, the Summer Camp Director has the right to dismiss the employee with full pay for only the time served.

Emergency Leave - In the event of death or serious illness in the family, or urgent business, leave will be granted in relation to individual circumstances at the discretion of the Summer Camp Director.

Employment - When accepting employment at Nosoca, it is understood that the staff member is employed by the week and not by the hour. We, as a staff, are here to serve every child who comes to camp. Although there will be many times when the staff will be able to enjoy the camp facilities, please remember that the camper always comes first.

Fires - No open flame is permitted except in program activities designated sites under proper supervision where permission has been given. (If a fire is needed a request must be turned into the office so that a fire permit can be obtained before the fire is built) This includes all lighters, matches, candles, etc. It is against camp regulations to tamper with any fire safety equipment.

Food From Kitchen - Three good meals will be served in the dining hall each day. Staff members are requested not to ask for extra food from the kitchen workers. It is prohibited to take any food items from the kitchen or storeroom without permission from the Food Service Director or Summer Camp Director. **ONLY** those working in the kitchen are permitted behind the counter. Glasses or eating utensils should **NOT** be taken out of the cafeteria.

Health - It is our goal that each staff practice preventive medicine. This means that you take every measure to stay healthy and avoid illnesses. Keep yourself rested, (getting 7 - 8 hrs of sleep every night), keep yourself from dehydration - drink plenty of water, protect yourself from the sun, eat healthy, wash hands often, especially before meals and after bathroom use. Exercise helps get the blood flowing and gives a mental clarity in your daily work.

Health Examination - Should there be any question of the physical or mental fitness of a staff member, the camp reserves the right to require, at any time during employment, a health examination by the physician or a clinic of the camp's choice, at the expense of the camp.

Hospitalization / Medical Care - Nosoca Pines Ranch has each employee covered by Workmen's Compensation Insurance, and will take care of all medical expenses of employees due to injury if the injury is sustained while the employee is carrying out the responsibilities of their employment. Expenses created by injury when not at work, or because of sickness are the responsibility of the employee. Not at work includes personal time and time off.

Intruders / Unregistered Visitors - After Sunday registration, all visitors are expected to register at the Camp office and be given a visitors tag. The Camp office will alert any department head if a guest would be visiting their area. If any staff member sees someone in their area that they cannot identify, approach the visitor, introduce yourselves and inquire if you can help them. If they are a visitor who has not registered, they need to be sent to the Camp office and then you need to communicate to the Camp office what transpired. If at any time a staff member questions or has an uneasy feeling about a visitor, even if they seem to be properly registered, they should report to the camp office or an Administrative Staff immediately. **Under no circumstances** should a staff allow a visitor to remove a camper from their charge without expressed direction from an Administrative Staff. If a visitor attempts to remove a camper from a staff members care without specific permission, you must notify an Administrative Staff immediately. At no time will an Administrative staff member or anyone else release a camper without verification that this is a person listed on that particular campers check out form. In the event an individual does not cooperate with you or runs away from you, notify the Camp office immediately and a search will begin to find the intruder. If necessary the missing camper guidelines will be put into effect to facilitate the search.

Lights - The last person to leave a building is to close the door and turn out the lights. This is the responsibility of the counselors in the cabins, or whoever is in charge of an activity in a particular building.

Loyalty - Every staff member is expected to maintain a loyalty to the Camp, the Summer Camp Director, the Administrative Staff, and to one another. Most important of all is maintaining your loyalty to **God**. An attitude of love and loyalty will determine whether you have an enjoyable summer or not. **You may not understand every administrative decision and you may not agree with every administrative decision, but you have an obligation to the camp to cooperate and be positive about everything.** If you have questions, suggestions, or complaints, please see your immediate supervisor. Your happiness and the camp's success through the summer, depends on your attitude of loyalty and cooperation.

Medication - There can be no medication kept in a camper cabin. This would include both prescription and over-the-counter medication. Medication must be left with the nurse or locked in your vehicle.

Music - Be sure to bring your guitars, key boards, ukuleles, flutes, trombones, trumpets, drums, kazoos, or whatever you have to assist in the music of praising Jesus at camp. We want to form singing and instrumental groups for our programs. Keep in mind that musical instruments should not be offensive to neighboring staff or guests. You will be asked to stop using your equipment if legitimate complaints are raised.

Payment of Wages -You will be paid through the conference payroll at the end of July. The Carolina Conference uses a Direct Deposit system. You need a blank voided check turned into the summer camp office the day you arrive. Your salary will be sent directly to your bank account. If the college you choose to attend requires a check to be turned over to them to receive matching funds you must make arrangements to have a check cut and take it to them personally. If there are any special circumstances where you need a cash advance prior to that time, it must be cleared through the Summer Camp Director. Federal income tax, Social Security, and any unpaid balance on your store account, will be deducted from your paycheck. Your room and board are provided.

Phone Calls - The camp office phones must be kept free for incoming calls and camp business related calls. If a call needs to be made on the office phone get permission from the Summer Camp Office Director.

Other Benefits - In addition to the agreed salary, each staff member will receive room, board, Workmen's Compensation, one staff shirt, one day off per week, and the joy of serving Jesus through summer camp ministry.

Personal Equipment / Valuables - Nosoca and the administration assumes NO RESPONSIBILITY for staff equipment or valuables. At no time should staff use personal equipment to:

1. Endanger the life or safety of another human being or wildlife.
2. Distract the staff member from their duties.
3. Violate any camp policy.
4. Be annoying to another staff member or camper.

Music - To improve the atmosphere of the camping experience music must be used only in a way that makes no intrusion on others. In the camp setting, only uplifting music which promotes a Christian lifestyle is to be played.

Request for Supplies - If supplies and equipment are needed, you should request these through the person directly above you on the Chain of Command list.

Sexual Harassment - During the staff orientation week, each staff member will be informed of what constitutes sexual harassment and asked to sign a Sexual Harassment Policy statement. This printed statement will define sexual harassment. The staffs are to report any violations of sexual harassment promptly to one of the following six administrative staff: Summer Camp Director, Assistant Summer Camp Director, Aquatics Director, Curriculum Director, Girls Director, or Boys Director. Upon a report of sexual harassment the administrative staff will:

1. Treat all complaints confidentially.
2. Treat all complaints seriously.
3. Investigate all complaints thoroughly in a timely manner.
4. Document each step of the investigation.
5. Respect the rights of the accused.
6. Take appropriate disciplinary action if warranted.
7. Protect employees against retaliation.
8. Follow up after appropriate period of time.

Staff Horseback Riding - There is limited availability for staff rides in the regular camper program. Additional times for horseback riding will be scheduled by the Year-round Horsemanship Director and Summer Camp Horsemanship Director.

Staff Curfew - It is agreed that in order to perform the duties and responsibilities of a camp staff member, sufficient rest is required. Therefore staff members are required to be in their living quarters and quiet by 11:00 p.m. from

Sunday to Friday night and 12:00 a.m. on Saturday night. If you are up past these times it is your duty to schedule an appointment with the Summer Camp Director to give an explanation and discuss the consequences.

Staff Discipline - If a staff member violates a stated camp policy, it will be dealt with first by their immediate director. Then if the matter is unresolved, it will be referred to the Summer Camp Director.

Staff Lounge - All staff are expected to assist in keeping the staff lounge clean, and to take a personal interest in caring for the furnishings & recreational equipment. The staff lounge is off-limits to campers except for scheduled programs.

Staff Quarters - Staff members are required to keep their living quarters clean at all times. Weekly inspection by the Housekeeping Director will occur. There will be a fine of \$5.00 for an unclean room. You will continue to receive a \$5.00 daily fine till the room is passed by the Housekeeping Director. If your room is both clean and neat you will be eligible to have your laundry done. At the end of your stay at NPR your room must be cleaned and you must be checked-out by housekeeping. There will be a \$50.00 fine if you leave without checking out with the housekeeping staff. It is against camp regulations for staff members to be in the area, or enter any cabins and rooms used by members of the opposite sex. Please understand that if a staff member is found in a cabin or room used by members of the opposite sex, without prior approval from the Summer Camp Directors, it will be grounds for immediate dismissal.

Staff Swimming - Staff members are only to swim at times when the water facilities are open and lifeguards are on duty. Times when the water facilities are open will be posted. Any lap swimming must be arranged with the Pool Director. Remember only modest one piece swim suits for the ladies and modest swim trunks for the men.

Staff Uniform - The staff uniform consists of the staff shirt and blue jeans or modest blue jeans shorts or skirt. The uniform is to be worn all day on Sundays. We will provide the staff shirt and you are to provide the blue jeans (shorts should be similar to Bermuda length).

Staff Vehicles -All motorized staff vehicles must be registered with the Camp office and are to be kept in designated parking areas at all times except when used to leave camp. Staff vehicles are not to be taken into camper cabin areas without special permission from the Summer Camp Directors. They are NOT to be used for routine transportation within the camp. Speed limit on camp is 15 m.p.h.

Staff Visitors - If friends and family want to visit staff members, **prior arrangements must be made with the Summer Camp Director.** Visitors must pay for meals. Cost per meal is: Adult \$8.50 / Under 5 no charge.

Supplies - Each department director is responsible to see that adequate supplies are maintained and secured. Rechecking of quantities is to be done on a regular basis. All purchases should be made through the office.

Termination of Agreement - A staff member's contract shall continue only as long as the staff member complies with its terms, or if the staff member and the Summer Camp Director agree that for their own best interests, or the best interests of the camp, the employment shall be terminated. In case of early departure or dismissal from camp, or should the camp be shortened by fire, epidemic, accident, etc., the staff members pay will be pro-rated for time served only.

TVs, DVDs & Video Games - should NOT be brought to camp.

MINIMUM STAFF VOCABULARY

FLEXIBLE	(flek= se-bel). adj. 1. Capable of being bent without breaking. 2. Willing or disposed to yield.
CONSIDERATE	(kon-sid= er-it). adj. 1. Showing regard for another=s circumstances, feelings, etc. 2. Looking out for the welfare of others.
PUNCTUAL	(pungk choo-el). adj. 1. Strictly observant of an appointed time. 2. Not late.
GENEROUS	(jen= er-es). adj. 1. Unselfish. 2. Abundantly meeting another=s needs.
ENTHUSIASTIC	(en-tho= zi-as=tik). adj. 1. Having an eager or impassioned attitude. 2. Full of active, lively interest
DISCIPLINED	(diz-o-plin=d). adj. 1. Having control of actions. 2. To stay the corse; hold to a plan. (Not be swayed)

Your Vocabulary Speaks Your Way of Life

Let us stop just saying we love people, let us really love them, and show it BY
OUR ACTIONS!

1 John 3:18 (Living Bible)

HOW TO GET HIRED BACK

It is an honor and privilege to be on the Nosoca Pines Ranch Summer Staff. Many hours, dollars, prayers and extra effort have combined to bring together and support a staff that will serve the Lord in this special place. There are certain things that are important to remember.

1. Follow directions, guidelines, and the leadership.
2. Be a doer (a giver not a taker).
3. Share in the vision of the ministry and how God has placed you here.
4. Servants heart. Your job is crucial for the camp's success. Give yourself to the ministry of serving others before you.
5. Complaining, comparison, and sarcasm, have no place within our framework. Do not get caught in this trap.
6. Staff and camper relationships are the heart of the matter. Make the effort to stay in touch with the campers after camp.
7. The spiritual ministry of Nosoca largely depends on you, therefore it is of utmost importance that you guard your time with the Lord.
8. Safety is essential. Any lack of commitment in this area destroys your chances of another summer.

Keys to Remember:

1. Follow
2. Do
3. Serve

HOW TO GET FIRED

A firing is a disappointment to all concerned. It is an occasional reality. There are two basic ways to get fired from summer staff; the fast way for a major act or incident, or the slow way for patterns of attitude or actions that are unacceptable.

1. The fast way (for an act or incident). **(This is a partial list.)**
 - a. Any actions jeopardizing the safety of a camper, other staff member or self.
 - b. Reckless operation of any vehicle or machine.
 - c. Sexual misconduct.
 - d. Child abuse.
 - e. Use of tobacco alcohol or drugs.
 - f. Misuse of safety equipment.
 - g. Being in the cabin of member of the opposite sex, without permission

No additional warning will be given.

2. The slow way (for pattern or action). **(This is a partial list.)**
 - a. Negative or derogatory comments concerning food, program, staff or decisions. (Go through proper channels with your concerns).
 - b. Tardiness or absenteeism.
 - c. Negligence toward camper comforts and needs
3. All salary and benefits end with the termination. This includes meals and lodging. Lodging will be maintained for minors until parents can be contacted.
4. A staff member may be placed on paid leave while facts are being gathered. Such cases may include child abuse, safety violations and sexual misconduct. In these cases salary would continue while all other benefits would be terminated. The staff member may be required to leave the camp.