

# 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.

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 [office@highhillcamp.org](mailto:office@highhillcamp.org). 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 CAMPER'S 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 636-466-0582 or [director@highhillcamp.org](mailto:director@highhillcamp.org).

### Program Director

Charlie Stephenson is working hard to make sure everything is well coordinated between the faculty and staff. He will be available to you during your week of camp to make sure you have everything you need. Charlie can be reached at 636-359-3854 or [program@highhillcamp.org](mailto:program@highhillcamp.org).

### Program Assistant

Lori Hancock 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 is available in the office and will also help you during your week of camp to make sure you have everything you need. Lori can be reached at 636-466-0292 or [office@highhillcamp.org](mailto:office@highhillcamp.org).

### Facilities Manager

Brian Glore is the camp's Facilities Manager and can be contacted if there is a maintenance or other facilities need during your week of camp. He can be reached at 314-852-8051 or [brian@highhillcamp.org](mailto:brian@highhillcamp.org).

### Guest Services Manager

Melissa Stephenson is in charge of our kitchen and can help you with any menu or dietary concerns you may have. She can be reached at 636-377-8786 or [retreats@highhillcamp.org](mailto:retreats@highhillcamp.org).

## PART TIME (SUMMER) STAFF

### Lifeguards

The Lifeguards are part of the camp staff all summer. They oversee 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.

### General Note on 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. Housing

McKinzie Dorm is a female space. It is divided into 8 rooms. Each room sleeps 14 females (total of 112). Oak Lodge is a male space and has 4 rooms and will sleep 12-16 people in each room (total of 56). There are 6 log cabin rooms that sleep 12 males in each room (total of 48). The lower level of Cedar Lodge has two rooms that will sleep 14 females each (total of 28). **The total number of available beds is 268. There will be two adults 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
First Chance/Kick Start	Friday	5-6 pm	Saturday	4 pm
Camp 23	Sunday	3-5 pm	Tuesday	11 am
Camp 45	Wednesday	12-1:30 pm	Saturday	11 am
Jr High/Sr High	Sunday	3-5 pm	Friday	11 am
Wilderness Camps	varies	4-5 pm	varies	11 am
Mother/Daughter	Thursday	3-5 pm	Friday	4 pm
Day Camp	Saturday	9 am	Saturday	4 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 the 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 always kept clean. 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 inspect the dorm. This will help cut down on lost articles at the end of the week and ensure 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. Upper Oak Lodge 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"!

## III. 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. Adult leaders need to be where campers are no matter the time of day. Breaks are allowed, but 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 we have run your background check, you will receive an email containing a link to a video that you must watch and a test following the videos. This is to ensure that all our faculty and staff are fully aware of how to handle the protection of our campers. You are expected to complete this training at LEAST 48 hours before camp begins. The camp will contact you to make sure you’ve completed this portion of the training if this training has not been completed prior to one week before the session.

## IV. 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. If you have a camper who is ill or has minor injury and you are unsure of the severity, the camper 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 must 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 our camp staff immediately. Do not touch, trap or otherwise mess with the snake.

### C. Fire

In case of a fire on the campgrounds, EVERYONE must immediately stop what they are doing and meet at the Camp Ministry Center. 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 their dorm spaces at the lowest level/interior space possible. Each section leader will account for all campers and let the director know if anyone is missing. We will move girls to the basement of Nebel Hall and boys to lower Oak Lodge if necessary. IF campers need to go to these spaces during lights out hours, you will be alerted by someone coming door-to-door.

## V. 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:**

**Day/First Chance/Kick Start/Camp 23:** No invitation is to be offered at this age.

**Camp 45:** 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.

**Jr High:** Invitations may be extended at each 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.

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.

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 avoiding extended physical contact. Campers sitting on staffs' laps is not allowed. Any actions you observe that are not acceptable behavior should be reported to the director. Accusations should be handled as soon as possible.

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

## VI. 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 with prior arrangement. **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 a form they must 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 – any visitors without name tags may be asked to leave the grounds. 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 campgrounds 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 wearing 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 handheld 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

There is a limit of two items (one candy/drink) per canteen time. 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 mealtimes, 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 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 in or permitting hazing can be a very serious act which can be prosecuted. As faculty, 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. If you come across any damage to camp property, please report it as soon as possible to camp staff.

## **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.

# **VII. 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 30 days to give an opportunity for them to be claimed.

# HIGH HILL CHRISTIAN CAMP

## STATEMENT OF FAITH

The Bible teaches that Jesus Christ is the one and only Son of God who died for our sins and arose from the dead (1 Corinthians 15:1-8).

The Bible is the infallible, inspired Word of God (2 Timothy 3:16) and is the ultimate authority in all we say and do.

Each person was biologically made intentionally by God, male or female, in His image, without mistake, for the purpose of serving Him. (Genesis 1:27, Psalm 139:13-14 and Ephesians 2:10).

In addition, we believe that marriage is to be between man and woman and is a sacred relationship that paints a picture of God's love for His bride, the Church (Ephesians 5:31-32).

While all persons have worth in God's eyes, all have sinned and fallen short of the glory of God (Romans 3:23).

According to the Bible, the forgiveness of sins and the promise of eternal life are available to all who trust Jesus Christ as Savior and Lord (John 3:16).

Becoming a Christian involves repenting of sins, confessing faith in Jesus Christ, and being baptized into Him (Romans 10:9; Acts 2:38).

The church is the body of Christ and exists on earth to save the lost and to edify the saved and is empowered in this task by the Holy Spirit (Ephesians 4:1-16).

One day, Jesus Christ will return to earth for His church and He will reign forever as Lord of Lords and King of Kings (1 Thessalonians 4:13-18).