

Volunteer Personnel Manual

Kids Camp 2018

PLEASE READ THE FOLLOWING
INFORMATION BEFORE COMING TO CAMP

I. INTRODUCTION & GREETINGS

You have been properly registered to attend Kids Camp as Volunteer Personnel for the summer of 2018 and we eagerly anticipate your help.

By thoroughly reading this manual you will be much more prepared to perform the camp duties at hand and thereby the camp experience will be much more pleasant for you and the campers. This manual provides some general instructions as to what will be required of you as Volunteer Personnel, our camp policies and general emergency procedures.

Thank you for teaming with us to impact children's lives for Christ. Without your help, we couldn't have camp. You have the opportunity to make an eternal difference in a child's life. YOU are the one that can reinforce the spiritual truths that are taught, and challenge the campers to go deeper in their walk with God. Camp is a place where lives can be forever changed!

II. CAMP MINISTRY PHILOSOPHY

Camps are designed in such a way that the distractions of every day life have been minimized. This creates the perfect environment for meeting other campers and developing new friendships; some that will last for many years to come!

Your time correctly invested during camp will be time you can reflect on and know that it was very well-spent. Supervision is necessary, but a positive attitude is essential. Interacting with the children; times for conversation, making sure shy ones are comfortable and included, caring for a scraped knee, and cheering them on, ... all of these and more are involved in serving the children and will bring great reward.

Pray with them about the things that are important in their life. Don't just assume every camper's life is perfect. On the exterior they may act like it is, but the truth is many children come to camp carrying heavy concerns. A child may carry guilt for something not of their doing, or from something they have done that they need to confess. Others may have insecurities. No matter the circumstance, children simply need reassuring that God sees them, He knows, and He cares. Allow the Holy Spirit to guide you. Imagine helping to bring peace to a child's mind, or giving reassurance and seeing a big smile come across their face. This may be some camper's last chance at finding Christ. Don't miss this opportunity by taking it lightly.

Your sacrifice is needed and valuable to us. Because of you, we can provide camp at an affordable rate. If we had to hire personnel to work camp, fees would be 3 to 4 times the amount they are now and many children would not be able to attend. You are a vital part of the operation of this camp/ministry and we could not do it without you.

It is our goal, that when every child leaves camp, they leave knowing that there are adults who love them. Adults that they know they can depend on for wisdom and guidance, who want nothing more than to see them live a spiritually abundant life in Jesus Christ full of peace and joy!

PLEASE REMEMBER: Unless medically prohibited or personally excused by the Camp or Staff Director, ALL Adult Personnel are asked to volunteer to serve at duty stations in the daily activities. Thank you in advance for your service!

III. CAMP SUPPORT PERSONNEL

On the first day of Camp, the Camp Director will assemble support personnel. Hopefully, you will work one of these positions. If you feel that you have the necessary talents and skills, let the Director know which position you are willing to work and why you are qualified. These personnel will be introduced to everyone during the first orientation meeting and you can fill in their names below for your reference

Kids Camp Director	<u>Dr. Michael Sharp</u>
Kids Camp Staff Director	<u>Rev. Chris Argo</u>
Kids Camp Coordinator	<u>Rev. Vint Norris / Rev. Shaylon Sharp</u>
Dining Hall Supervisor	<u>Rev. David Wimpee</u>
Games Day Coordinator	<u>Rev. Tim Jones</u>
Kids Camp Head Nurse	<u>Uncle Bubba Hughes</u>
SCCC Director	<u>Rev. Kevin Pierson</u>
Office Personnel	<u>Debra Sharp (office in trailer)</u>

IV. SUGGESTED PACKING LIST

Bring whatever you need above and beyond what is listed here.

- Shirts (for 4 days)
- Shorts (for 4 days)
- Pants (for 4 days)
- Underclothes (for 4 days)
- Swim suit & Sun-block (bring 2 if you swim a lot)
- Sleep Wear (T-shirt & shorts-in case of emergency)
- Toiletries (soap, shampoo, toothpaste, deodorant, hair-dryer, makeup, etc.)
- Sheets (Twin for Cabin, Queen Size, if you are placed in a lodge)
- Blankets (Queen Size)
- Towels (for 4 days)
- Umbrella (optional)
- Flashlight (optional)
- Stationary and stamps
- Alarm clock
- Bible
- Bug Repellent

Working camp is a full-time job and therefore it is necessary to keep outside distractions to a minimum. Items such as, laptop computers, work files, etc. should be left at home, if possible. The entire day will be filled with activity of one kind or another with no time to spare. When it comes to packing distractions, please pack sparingly.

V. CONTACT POLICY

Family and friends can send you correspondence to the following address:

[Your Name]
Kid's Camp 2018, Camp [#1, #2, #3, #4, #5, or #6]
Springville Camp and Conference Center
3886 Mountain View Rd.
Odenville, AL 35120

Mail will be at Post Office every day located in Rec Hall

Before you leave for camp, give your friends and family members all the salutations and "good-byes" for the next 4 days. Inform your friends and family that there is to be no phone calls to you except only in the case of an urgent matter or emergency.

The number for all emergency cases is (205) 629-6279. Explain to family that there is a voice mail system installed on this extension, so if no one answers, ask them to leave a message and we will convey that message in a prompt manner.

VI. DAILY SCHEDULE

Day 1

PM- 1:30 - 4:00	Registration/Rec Hall/Concessions
2:00 - 2:45	Girls Pool
3:00 - 3:45	Boys Pool
4:15 - 4:55	Orientation (for everyone)

5:00 – 5:45
6:00 – 8:00
8:00 - 9:30
9:45

Dinner
Chapel Service
Rec Hall
Lights Out

Day 2 and 3 for Campers

AM- 7:00 - 7:45
8:00 - 8:45
8:45 - 9:00
9:00 -10:00
9:00 - 9:45
10:00 -11:50
10:00 -10:50
11:00 -11:50
PM- 12:00 - 1:00
1:00 - 4:50
2:00 - 4:00
1:00 - 2:50
3:00 - 4:50
5:00 - 5:45
6:00 - 8:00
8:15 - TBA

Wake-up/ Clean cabin/Journal
Breakfast
Volunteer Personnel Assignments
Chapel – for kids
Equipping Time - Volunteer Personnel
Activity Time - Arts & Crafts/Rec Hall
Girls Pool/Boys Rec Hall, Arts & Crafts
Boys Pool/Girls Rec Hall, Arts & Crafts
Lunch
Activity Time/Lake Open Time
Rec Hall/Concessions/Post Office
Girls Swim at Pool/Boys Lake
Boys Swim at Pool/Girls Lake
Dinner
Chapel
Rec Hall/Concessions/Post Office
Lights Out

Day 4

7:00 to 8:00AM
8:00 to 9:00
9:30

Wake-up/pack/clean cabin
Breakfast
Campers say goodbye and leave

VII. CHAPEL POLICY

From the schedule, you see that there are two chapel services a day. Chapel is where we put the emphasis. All the socializing and playing is fine and desirable, but what takes place in chapel is of supreme concern; it's a matter of eternity.

As Volunteer Personnel, we need for you to assist the ministry team during chapel service. When it's time in Chapel to play and interact encourage the children to do so. When the service requires reverence, watch out for campers distracting other campers by talking. When it's time for reverence, teach and expect reverence. Do whatever possible so that every camper has a chance to receive from God.

Here are a few other things that you need to be acquainted with that might not be as obvious:

- Every camper and Volunteer Personnel is required to attend chapel service.
- Plan and take a bathroom trip with all your campers before chapel service begins.
- No one is to be dismissed from chapel until they are dismissed corporately.
- Be on time for chapel.
- Ensure that all of your campers are with you and accounted for during chapel.
- Be prepared to pray with campers during the altar service.

Believe it or not, the majority of campers say that they enjoy the chapel service more than any other activity at camp. That shows how God honors and ministers to the hearts of campers

during chapel. So begin right now to pray that God will move in the chapel services. Pray that He will move not only in campers, but among Volunteer Personnel and staff alike.

VIII. SAFETY POLICY

We need total participation in implementing our safety policy. Safety is a major concern for us as should be for everyone who attends camp. As Volunteer Personnel, always be aware of unsafe practices, especially in or near water. If you see any camper violating these rules, it is your responsibility to rectify the situation. Do not assume your authority ends with the campers under your direct supervision; you have the authority to direct any camper in whatever manner you see fit concerning a safety situation.

Also, we ask that you follow directions given by our Camp Staff. **They are experienced and trained.** They know weight requirements, ratios, and limits for some of the water activities. If they ask you not to do something, we ask that you obey them. They are there to make sure everyone has fun, but number one that everyone is safe.

Review the following safety items:

- **No Running** – If you observe a camper running, stop them immediately. Campers that run are the campers that have to leave because of sprained ankles or worse.
- **No Rough Play** – Interrupt this behavior.
- **No Throwing Rocks** – This has caused injuries in the past. Watch for this carefully.
- **No standing on rails of the boardwalk, porches or gazebo**
- **No one is to engage in water activities without a life jacket.** This includes all Volunteer Personnel, staff, and ministry team personnel.
- **LIFE GUARDS ARE NOT PERMITTED TO WEAR LIFE JACKETS AS IT HINDERS THEIR RESCUE ATTEMPTS. OUR LIFEGUARDS ARE CERTIFIED.**

IX. HOUSEKEEPING POLICY

Housekeeping isn't an after thought. Our housekeeping policy is to leave the camp in better condition than when we found it. For this to be a reality, everyone must make an effort at being proactive in their housekeeping and grounds keeping. Encourage campers to place all trash in trashcans and pick up any trash that may be littered along the grounds.

Cabin cleanliness is your responsibility. You should facilitate campers while they perform housekeeping duties, but don't perform the duties for them. Help them where and when they need help, but allow them to perform the brunt of the work.

Everyday during morning chapel, the Dean of Boys and Dean of Girls will inspect each cabin and room for cleanliness or the lack thereof and report to the camp the cleanest cabin. Your cabin may not be judged the cleanest, but it should at minimum show signs of effort.

Cleaning tools, such as brooms, mops, etc., will be available for your use and can be obtained through the Dean of Boys or the Dean of Girls; just let them know what you need.

X. VOLUNTEER PERSONNEL ASSIGNMENT POLICY

As the saying goes, "You will only get out of it, what you put into it." If you've been to camp before you know that camp is much more enjoyable when everyone pulls together and shares the load. Our goal is to make sure all the work gets done in a safe and effective manner, but not to overwork any one person. **If every Volunteer Personnel will sign-up for at least three work assignments (1 hr. and 45 min. each) during the week, this can be attained.** Further instructions will be given at the Volunteer Personnel orientation on the first day where you can sign-up for a specific assignment.

Once you've signed up, fill in that information in the table below so as not to forget what you signed up for. In case you do forget, the main sign-up sheet will be posted in the cafeteria for the entire week for everyone's reference.

Day	Time	Job
1		
2		
3		
4		

XI. ASSIGNMENT DESCRIPTIONS

There are Volunteer Personnel assignments to fit you! If you like the indoors and air-conditioning, Arts & Crafts or Rec Hall would be a good fit. If you like the outside and enjoy swimming, you can choose from the many options at the waterfront.

Here is a listing of the jobs with a brief work description:

- **Arts & Crafts** – A real hands on assignment for the creative. Will assist campers in making craft items.
- **Blob** – An activity for the more physical that enjoy the water. Will assist campers on the activity and provide safety supervision.
- **Boating** – This assignment involves assisting campers in and out of canoes, fun yaks and paddle-boats as well as providing safety supervision. Will also be responsible for docking boats properly after use.
- **Climbing Wall** – For the more athletic, this activity requires the Volunteer Personnel to be able to swim to and scale the climbing wall; then assist campers in the activity.
- **Concession** – Must be able to sell snacks and drinks to campers during activity time. Volunteer Personnel must be responsible for receiving money and making correct change.

- **Dining Hall** – Responsible for putting out tables and chairs, general janitorial, and providing safety supervision for spills, etc.
- **Wet Willie Water Slide** - An activity for the more physical that enjoys the water. Will assist campers on the activity and provide safety supervision.
- **Zip line** – For the robust volunteer personnel, will assist campers in reaching zip line handle and retrieves handle after each use.
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XII. EMERGENCY PROCEDURE

You must be prepared in case there is an emergency. It is impossible to prepare for every emergency that could take place, but we do feel it is important for you to have a good grasp on general emergency procedure. **In general when an emergency situation occurs, you should either take the camper to the nurse's station or call for the nurse to come to the scene.** All nurses and staff personnel use walkie-talkies to communicate. If you see staff personnel, they can assist you on locating the nurse. Some First Aid needed situations and proper responses:

Bee sting – Ask the camper if he/she is allergic to bee stings. In either case, take the camper to the nurse's station for treatment. If the camper is allergic to bee stings do not waste time and immediately inform the nurse that the camper is allergic to bee stings.

Snake bite – If a camper is bitten by a snake or even suspects he/she has been bitten, call for help, pick the camper up and **carry** camper to the nurse's station.

DO NOT try to catch the snake because you could be bitten as well.

DO NOT allow the camper to run, try to keep the camper calm. All physical exertion causes the heart to pump blood faster and the venom will spread faster.

DO try and get a good look at the type of snake if possible. If not, leave an adult to identify if poisonous and to get word to Camp Nurse ASAP.

Choking – If you observe a camper choking, the first step is to ask them, "Are you choking?" If the camper is really choking, he or she will not be able to talk. If the camper can answer you, don't attempt to help them. Chances are they will dislodge the food or obstruction on their own. Stay with them until the item is dislodged. If the camper cannot talk, you will have to provide assistance. Call for help while immediately beginning to perform the **Heimlich maneuver by wrapping your arms around the camper's waist and make a fist with one hand and wrap the other hand around the fist. With an inward and upward motion, thrust your fist just below the person's breastbone but above their waist. Repeat the thrusting motion six to ten times or until the object is dislodged.** Make sure you lessen the force with which you thrust compared to what would be performed on an adult. If the item

cannot be dislodged, have staff personnel call for an ambulance, immediately. 911

Broken bone – If a camper has broken a bone, it is usually not life-threatening. Symptoms include intense pain, swelling, increased pain when trying to move the injured area, or bleeding. A broken bone always requires medical attention; so, call for the nurse or staff personnel to assist you.

Bleeding or Cut – If a camper has a cut and is bleeding, elevate and apply direct pressure on the wound. The goals of first-aid treatment are to control bleeding and prevent infection. For all major cuts/bleeding, take the camper to the nurse's station and use disposable gloves to elevate the wound and apply direct pressure. Allow the nurse to determine if further medical help is required.

Nosebleed –Firmly pinch the entire soft part of the nose just above the nostrils. Have the camper sit and lean forward (this will ensure that blood and other secretions do not go down to their throat). Ask the camper to breathe through their mouth. Have them hold this position for 5 minutes. If bleeding continues, call the nurse for assistance.

For all emergency cases, only the Camp Nurse, Camp Director or parent present on camp, can authorize campers to be taken to the hospital for treatment. If a camper does have to leave for the hospital, try to arrange for Volunteer Personnel who knows the camper somewhat well to accompany him/her. If you so happen to accompany a camper to the hospital, be sure to take the proper Camp Insurance forms with you and have the attending doctor sign the insurance form after treatment.

XIII. FINAL REMARKS

We expect and know that God will move upon the hearts of campers but this can only be accomplished by partnering together and accomplishing God's will one soul (camper) at a time. It's only in unity that we can carry out God's plan for this ministry and reap an abundant harvest for the Kingdom of God. May God bless you for your time and service to His Kingdom. Be encouraged, and pray diligently for the upcoming camp season. All to the glory of God!

We'll see you there!

KIDS CAMP is a ministry extension of the Alabama District Assemblies of God under the direction of Dr. Michael D. Sharp who serves as Alabama Christian Education Director. If you have any questions about the policies set-forth in this Volunteer Personnel Manual, feel free to call the District Office; we would be happy to discuss any concerns you may have. You can reach the Christian Education Director in Montgomery by calling (334) 279-7172 EXT. 4 . During week of camp you may find him on grounds or at the trailer.