



CAMP WORKER'S HANDBOOK

Oak Hill Christian Service Camp
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Dean of the Week

The Dean of the week is to have full charge of his/her respective week in carrying out the teaching and recreational program. He/she is to work closely with the Camp Manager, keeping him informed of staff, schedule, curriculum, special needs and/or problems that may arise. The following is a **basic** outline of your responsibilities as Dean:

1. The Camp Manager shall try to provide an assistant who shall work alongside the Dean in planning and preparing for the week. It is very important that the Dean and Co-Dean work hand-in-hand in planning. In the event that an emergency arises preventing the Dean's involvement in the week, the Co-Dean should be able to step in and lead the week without a hitch. It is the responsibility of the Dean and Co-Dean to select the following staff positions:
 - a. Recreational Director
 - b. Vespers Speaker
 - c. Missionary
 - d. Song Leader
 - e. Accompanist (optional)
 - f. Dean of Men
 - g. Dean of Women
 - h. Teachers
 - i. Cabin Dads
 - j. Cabin Moms
 - k. Nurse
 - l. Three Kitchen Assistants
 - m. Junior Staff (optional-as needed)

Some of the above staff members may fill more than one position (i.e., teachers may also serve as cabin parents/team leaders, etc.). There must be at least one adult cabin "parent" in each cabin. For younger age groups, there must be at least two "parents" (an adult and a Teens-In-Training approved teenager).

2. The Deans will prepare a complete list of staff and their duties at least one month before their scheduled week. **If there are last minute staff cancellations, they must notify the Camp Manager immediately.** The Manager will then try to assist the Deans in securing last minute replacement help.
3. Background checks are required for all adult staff. Deans are responsible for making sure that each of their adult staff complete and submit the Volunteer Screening Form to the Volunteer Screening Coordinator **at least five business days prior** to the start of the week.
4. Medical forms are required for all junior staff. Deans are responsible for making sure that each junior counselor has a medical form on file prior to the start of the week of camp.
5. Any "after hours" activities for Junior Staff must be supervised by an adult staff member. Junior Staff may not leave the camp grounds without the permission of the Dean and a parent/guardian and any transportation off the camp grounds must be provided by an adult over the age of 18.

6. The Deans and their staff should plan to be at the camp by 2:30 p.m. on Sunday afternoon. If staff meetings are scheduled for Sunday afternoon, they must be over in time to allow the cabin "parents" to be **in their assigned cabins to meet the campers and parents as they arrive**. The Deans should also be present at registration to answer parent questions.
7. Deans are to schedule regular meetings with their staff (adult and junior) in order to pray, reinforce staff responsibilities (if needed), consider schedule adjustments and to stay abreast of developments or potential problems.
8. Provide the Camp Manager, Cooks and Pool/Canteen Manager (as applicable) with schedules, special needs, meal times and changes in the schedule.
9. On Sunday evening: Divide campers into teams and assign team leaders and meeting locations. Assign classes, teachers and class locations/rotations. Alternate locations for rainy days should also be assigned if needed.
10. Be in charge of bell ringing and keeping your program on schedule. Visitors are welcome, but it is the **Dean's responsibility to see that they do not interfere with the campers, the camp schedule or staff responsibilities**.
11. Stress rest period after lunch and make plans for daily cleanup of cabins, restrooms, chapel and grounds. Give instructions for mail pickup and delivery. A **minimum** of 30 minutes rest time is required each day by Virginia state law.
12. A missions offering should be stressed each day. Campers and staff may give their offering to the Canteen Manager who shall keep a daily total. At the end of the week, the Camp Manager will write a check to the Missionary or their representative for the designated amount.
13. Deans must inform parents of a camper's decision to be baptized and obtain their permission prior to their baptism. Home ministers should also be informed of any decisions made by campers and a follow-up letter of encouragement should be sent to the camper.
14. Prepare certificates of baptisms, attendance and camper of the week certificates to be presented at the close of the week.
15. Check registration cards to determine who is not a Christian and share this information with your staff.
16. Consult with Camp Nurse on any special needs, conditions, and/or medications of campers and share as appropriate with your staff.
17. Enforce dress code for campers and staff, if necessary, with the help of Dean of Men/Women.
18. Prepare an end of week camp report for the Camp Manager detailing information as specified by the Camp Manager.
19. Supervise end of week clean-up **for all facilities used, including outside areas**.
20. Oversee packing up of campers' belongings and preparation to return home.
21. **Although much of this work may be delegated to others, the final responsibility for seeing that everything is done rests with the Dean and Co-Dean.**

Song Leader

1. The Camp Song Leader shall supervise all singing, especially at chapel, vespers, and campfire, as well as other "special times" such as before and/or after baptisms. The song leader has the responsibility for setting the mood in the minds of campers and staff as circumstances dictate (i.e., sometimes fun and sometimes worship, depending on the activity).
2. Since Oak Hill is a Christian Service Camp, the song leader should make every effort to include campers on some occasions to help lead the songs. The goal is to enable the campers to do something they have never done before. We want their camp experience to be a benefit for their home congregation. This may involve meeting with interested campers to help them prepare a song service so as not to fail when they do lead.
3. The Song Leader needs to be prepared ahead of time for the song services. There should be new songs introduced along with some old favorites. Although room should be allowed for some requests, the song leader needs to be prepared to lead at anytime as circumstances dictate.

Recreational Director

1. The Recreational Director is responsible for dividing campers into teams or families and assigning junior staff and adult staff as team leaders to each team.
2. Plan get-acquainted games for Sunday evening as well as team games and evening activities for the week.
3. Supervise care, storage and maintenance of all recreational equipment. **Make sure that all recreational equipment is properly stored each day (and at the end of the week) so that it is in good condition for other weeks.** Advise the Camp Manager in advance of any special needs for recreational supplies.

Camp Nurse

1. The Camp Nurse must be a responsible adult **certified in first aid and CPR** that is capable of handling difficult/stressful situations while remaining calm. A registered nurse, licensed practical nurse, or emergency medical technician is preferred.
2. Responsible for dispensing camper and staff medications as needed and administering first aid as needed.
3. Responsible for the camp medical cards for the week. Should be familiar with special medical needs of campers (i.e., medications, dosages, allergies, restrictions and special conditions) and alert staff about any campers with special needs or allergies as well as ensuring that the Cook is made aware of any special dietary needs.
4. Responsible for care of camp medical supplies as well as making sure prescriptions and medications are properly stored/refrigerated. Inform the Camp Manager of any needed medical supplies.
5. Keep an accurate record of all campers/staff treated, including name, date and time, ailment and symptoms and treatment given.

6. Report serious illnesses/injuries to the Dean and Co-Dean.
7. If a camper or staff member is to be taken to the doctor or hospital, the Nurse, one of the Deans or another adult staff member must accompany them. The camp medical card and camp insurance form (to be completed by the doctor) are to accompany the "patient." The camp insurance form should be given to the Camp Manager upon returning to camp. **If the decision is made to take a child to the doctor or hospital, the parents MUST be notified first if at all possible.**
8. Make a record of treatment and results while at the doctor's office/hospital to be reported to the Camp Dean who will report to the family and Camp Manager.

Camp Faculty

1. All faculty members, adult and junior, are to abide by the camp regulations and schedule. They should come as early as possible and plan to stay until cleanup is finished after the closing ceremony.
2. The faculty is urged to mingle with the campers during free time (looking for opportunities to influence them for Christ). Christian camp ministry has a unique opportunity to teach "every hour of every day for God."
3. Be present at all activities, including team competition and evening activities. Sit with teams for meals, encourage friendly conversation and participate in mealtime "activities."
4. Be present at all faculty meetings.
5. Find and hold the fine line between being overly strict and allowing things to get out of control.
6. Assist the Deans in getting the attention of campers for announcements and in making preparations for going to chapel, missions, vespers and campfire.
7. A faculty member should be in the cabin whenever a camper is there (use the "buddy" system). **NO CABIN IS TO BE LEFT WITHOUT A FACULTY MEMBER AT NIGHT!**

Dean of Men / Dean of Women

1. Responsible for control at the cabin area and ensuring that devotions are held in each cabin at night.
2. Supervises the cabins and gives direction and support to cabin parents under his/her supervision.
3. Assists the Camp Nurse in cases of illness/injury. Serves as a "shoulder to cry on" for home-sick campers and strives to be as helpful as possible to all faculty and staff.
4. Instructs the boys/girls regarding the observance of the dress code, appearance and hygiene.
5. Makes sure that the cabins and bath houses are clean and presentable at all times. Conducts cabin and bath house inspections daily, selecting the Best Bunk and Best Cabin.
6. Assigns a cabin each day to clean the bath houses.

Cabin Dads and Moms

1. Devotions are to be held in each cabin each night. Junior staff may assist in this and campers should be included as well (perhaps in scripture reading or in prayer).
2. Lights Out – Lights are to go out at the scheduled time. Remember that for many of the campers the lights out is past their normal bedtime. It is our desire that the campers get the most out of their week. We want them to be rested so they can get the greatest possible benefit from the week. At lights out, each camper must be in his/her own bed and get to sleep as quickly as possible.
3. No camper should leave the cabin at night without first notifying the adult cabin parent.
4. The campers are to remain in their cabins and on their bunks until the morning bell sounds. They should not disturb other campers or staff members who may still be sleeping until after the bell sounds. Campers are not to leave the cabin area until the bell rings calling them to the dining hall.
5. Personal articles, toothbrushes, toothpaste, soap, deodorant, etc. should be kept at the camper's bunk. Wet towels, washcloths, etc. should be hung outside on the clotheslines provided.
6. Beds are to be made each morning prior to morning inspection and personal articles are to be picked up and the area around each bunk neat and clean.
7. Before the morning inspection, all trash must be picked up inside and outside the cabin and placed in the trash cans. Cabin floors are to be swept daily.
8. Food and drinks are prohibited in the cabins since they draw flies, ants, roaches, mice and snakes. "Care packages" should be kept in the cafeteria with the camper's name on it. They will be allowed to get it during regularly scheduled canteen breaks.
9. During the "rest period" all campers are to be on their own bunks. This is to be a quiet time when they rest, write letters, study assignments, read their Bibles, etc. They may not engage in any activities that would disturb other resting campers or staff.
10. Modesty in dress must prevail at all times (i.e., recreation, classes, stunts, swimming, evening activities, etc.). The Dean of the week, in accordance with the camp dress code, is responsible for the decision of what is and isn't modest. The Dean should seek the assistance of the Co-Dean, Dean of Men and Dean of Women if necessary.
11. Any camper may become homesick. This should not be ridiculed, but you should seek to assist the camper in overcoming it. No camper is given permission to call their parents or leave the campground without permission of the Dean of the week. **The Dean alone is allowed to grant campers permission to use the phone.**

Pool / Canteen Manager

1. The Pool/Canteen Manager is responsible first to the Camp Manager and secondly to the Dean of the week.
2. Pool use is to be regulated by the Dean.
3. Pool Manager is to regulate the safety of the swimmers and supervise their conduct during pool hours.

4. Pool Manager is responsible for daily cleaning of the pool and deck area, chemical checks and keeping a daily record of pool readings, as well as maintaining normal pool operations in accordance with Health Department requirements.
5. Canteen Manager is to keep the canteen area clean, see that canteen supplies are stocked and maintain a running record of campers spending and missions giving.
6. Keep the Camp Manager informed of restocking needs and any changes in pool conditions.
7. Oversee the building, lighting and extinguishing of campfires.
8. Draft volunteers from junior staff to assist in the canteen and at campfire duties.

Junior Staff

1. All Junior Staff must be at least 14 years old.
2. **ALL Junior Staff must have completed the "Teens-In-Training" course and been approved by the "Teens-In-Training" staff.** This includes Junior Staff working in the kitchen (exceptions may only be made by the Camp Manager). No one under the age of 14 may work in the kitchen unless they are an immediate family member of the Cook.
3. Serve under the authority of the Dean.
4. Must maintain a Christian attitude toward campers and staff at all times.
5. Must follow the camp schedule and be present at all activities unless excused by the Dean.
6. On teams, Junior Staff are under the authority of the Adult Team Leader and are to assist the team leader in all responsibilities. The Junior Staff Leader is to carry out all duties assigned by the Adult Team Leader, is to exhibit and encourage team enthusiasm, and must be at all team activities **on time**.
7. In the kitchen, Junior Staff are under the authority of the Camp Cook and shall assist the Cook by carrying out all duties assigned by the Cook. The Junior Staff member shall be on time to perform their duties at the times designated by the Cook. The Junior Staff member must remain in the kitchen until released by the Cook to participate in other activities.
8. Junior Staff must have the permission of the Dean for any "after hours" activities (i.e., JC Night Out) and may not leave the camp grounds without the consent of a parent or guardian.

Remember, **YOU** are a vital part of this Camp Ministry. Feel free to seek advice on any matter from the Camp Dean and/or Camp Manager. We are a "seed planting" ministry, so do your best to plant some seeds for the Lord's field.