



VIRGINIA CHURCH OF GOD

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Youth and Discipleship Department

# Youth Camp Policy Guide

VIRGINIA CHURCH OF GOD YOUTH AND DISCIPLESHIP

# Youth Camp Policy Guide

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## ADMINISTRATION

*Everything rises and falls on leadership –  
John Maxwell*

**L**eadership is important to the operation of the camp system. Without a leadership presence there would be a deterioration of the environment which is necessary for conducting successful camps. Virginia Church of God Youth Camps are administered by the Church of God in Virginia. The Administrative Bishop serves as the chief executive officer for the Church of God in Virginia. Virginia's Administrative Bishop nominates an individual to the State Council to fill the position known as Director of Youth and Discipleship. The Director of Youth and Discipleship is responsible for planning and administering the annual youth camp program. Church of God ministers from throughout the Commonwealth gather biennially to elect a total of nine (9) credentialed ministers to assist the Director of Youth and Discipleship with many of the activities put on by the Youth Department. This elected body is called the Youth and Discipleship Board. The Youth and Discipleship Board meets regularly with the Director to develop plans and strategies for each year's camping program. Members of the Youth and Discipleship Board also commit themselves to volunteer in at least two (2) camps per year.

The current Director of Youth and Discipleship is Travis Gore and the members of the 2016-2018 Youth and Discipleship Board are Jacob Dunn, Lyndsey Dunn, Richard Dunn, Vanessa Gore, Paul Hollifield, Will McCarty, Mikie Talbert, Matt Temple and Tony Wudski.

## CAMP LEADERSHIP TEAM

The Youth and Discipleship Director shall be the Camp Administrator for all camps conducted. He will be assisted by the Camp Leadership Team to be comprised by the individuals filling the following positions:

- Camp Director
- Assistant Camp Director
- Business Coordinator

- Recreation Coordinator
- Residential Coordinator (Male)
- Residential Coordinator (Female)

The Leadership Team shall primarily be staffed by members of the State Youth and Discipleship Board. In the case when there are not enough members of the board present to fill the Leadership Team positions, the Camp Administrator shall seek to fill the Leadership Team with experienced pastors or youth pastors.

The Leadership Team will meet at least once in a joint planning session prior to camp and daily during the week of Youth Camp.

## Duties and Responsibilities

1. The Leadership Team will meet with the Camp Administrator each day during camp at a time set by the Camp Director for the purpose of reviewing the activities of the day and to make any decisions necessary for the smooth operation of camp.
2. The Leadership Team and the Camp Administrator will comprise the Disciplinary Board and will hear and decide upon major grievances involving either campers and/or staff.
3. It is the duty of the Leadership Team to work with the Camp Administrator to ensure that the Youth Camp runs smoothly in all facets. Each member is responsible for their particular area of work. At any time, they can ask the other Team Members for assistance. If at any time, a Team Member feels there is a need in an area outside of their responsibility, they can offer advice and help, or request a meeting of the Leadership Team to resolve the problem.
4. Since the highest goal of the Youth Camp ministry is the spiritual realm, all Leadership Team members and the Camp Administrator will put forth their greatest efforts to lead the camp in a good spiritual atmosphere. Each individual on the team will work to assist campers in developing a closer relationship with Christ.
5. All members of the Leadership Team and Camp Administrator will attend every major assembly and worship service except when an emergency makes it necessary to be elsewhere.

## ADMINISTRATIVE JOB DESCRIPTIONS

### Camp Director

The Camp Director is the individual responsible for coordinating and supervising the Leadership Team and insuring that all camp systems are operating smoothly. The Camp Director reports to the Camp Administrator.

#### DUTIES AND RESPONSIBILITIES

1. When it becomes necessary for the Camp Administrator to leave the premises, the Camp Director will assume all responsibilities of the camp and of the Camp Administrator during his absence.
2. Be alert to assist the Camp Administrator at any time.
3. See that the Residential Coordinators, Activity Coordinator, Business Coordinator and all others in a supervisory role adequately perform their assigned duties.
4. See that the daily schedule is well known and followed.
5. Work in conjunction with the Camp Administrative Assistant and Camp Secretary to complete a perfected list of all campers by Monday night's lights-out. This perfected list should be subsequently kept current throughout the duration of camp. Ensure that each camper is properly checked out upon leaving camp.
6. Responsible for daily account of all campers, especially at worship services and rooms at lights-out.
7. Responsible for organizing the evening worship experience. Assign responsibilities for opening, offering, closing or any other service element.
8. Organize altar workers and be responsible for altar services.
9. Organize, conduct and lead the daily staff meetings.
10. Be an example to fellow workers and campers in every situation.
11. Assist the Residential Coordinators in discipline problems.
12. Check all dorms at close of camp.
13. See that all activities function in an orderly and organized manner.

14. Compile statistics from spiritual results forms and report said results to Camp Administrator.
15. Remain on the campsite on the last day of the camping session until camp is officially over and all campers and staff are checked out.

## Assistant Camp Director

The Assistant Camp Director shall report to the Camp Director.

### DUTIES AND RESPONSIBILITIES

1. Familiarize themselves with all of the duties and responsibilities of the Camp Director.
2. Execute the duties of the Camp Director whenever instructed to do so by the Camp Director.
3. Insure that the seating area and stage of the worship area are clean and orderly both before and after each worship experience.
4. Assist the Recreation Coordinator, Business Coordinator and Residential Coordinators in the fulfillment of their duties as needed.
5. Remain on the campsite on the last day of the camping session until camp is officially over and all campers and staff are checked out.

## Recreation Coordinator

The Recreation Coordinator is primarily responsible for the planning and execution of a daily program of events. The Recreation Coordinator is the first line supervisor to the Assistant Recreation Coordinator, lifeguards, Multimedia Manager.

### DUTIES AND RESPONSIBILITIES

1. Responsible for the recreation and elective program for the entire camp. He will lead a staff of supervisors assigned to recreation, pool, multimedia, and special events.
2. Insure that the staff assigned to him/her carries out their specified duties.
3. See that all equipment and supplies utilized are properly set-up each day by the staff, and, if necessary, collected each evening. See that all equipment is properly dismantled and stored at the end of camp.



4. Responsible for maintenance of the grounds, both daily and the final check on the last day.
5. Evaluate requests for purchases obtained from any assigned staff. Forward the request to the Business Coordinator if the purchase is warranted.

## **Business Coordinator**

The Business Coordinator shall oversee the cafeteria, canteen and the camp store. This individual will serve as the first line supervisor to the Assistant Business Coordinator, Cafeteria Manager, Canteen Manager and Camp Store Manager. He/she shall also serve as a liaison to the Maintenance and Custodial Supervisors.

### **DUTIES AND RESPONSIBILITIES**

1. Should it become necessary for the Recreation Coordinator to leave the grounds, the Business Coordinator will assume all responsibilities of the Recreation Coordinator during his absence.
2. See that the Cafeteria Manager, Canteen Manager, and Camp Store Manager adequately perform their duties.
3. Responsible for the purchase of all supplies for adequate functioning of the camp. All purchases should be scrutinized to insure that expenditures do not exceed the established budget.
4. Coordinate daily receipt of cash from Canteen Manager and Camp Store Manager. The Business Coordinator shall maintain this cash in a safe place until turning that cash in to the Camp Administrator or his designee.
5. Ensure that Cafeteria Manager and staff follow sanitary procedures in preparation and serving of meals.
6. Ensure that a record of all expenses, and that insurance forms are properly filled out for every camper (or worker) that receives medical attention at an offsite facility.
7. Work with the Camp Administrator in relation to camp needs and disbursements.
8. Ensure that a proper inventory is made in the kitchen, canteen and store at the conclusion of camp.

9. Submit a complete statement of income and disbursements to the Camp Administrator at the close of camp.

## **Assistant Recreation Coordinator**

The Assistant Recreation Coordinator shall be directly responsible to the Recreation Coordinator and serve as the first line supervisor to all Recreation Staff.

### **DUTIES AND RESPONSIBILITIES**

1. Develop a plan that allows all campers to have full opportunity to participate in all of the planned recreation activities.
2. Assign Recreation Staff to specific work areas and responsibilities.
3. Keep the campers on schedule as they proceed through the various recreation rotations.
4. Insure that adequate preparations are made and to insure that activities are planned that will fill each recreation rotation time slot.
5. Make sure that equipment and consumables needed for each recreation activity is available and placed in the appropriate area ahead of the time that it will be needed.
6. Ensure that areas are cleaned and picked up when activities are finished for the day.
7. Evaluate equipment needs and inform the Recreation Coordinator if items need to be purchased.

## **Residential Coordinators**

The Residential Coordinators are the first line supervisors of Cabin Leaders and the Camp Nurse.

### **DUTIES AND RESPONSIBILITIES**

1. See that the Cabin Leaders perform their duties in an adequate manner.
2. Responsible to see that Cabin Leaders and campers follow the camp schedule especially as it relates to wake up, meals, worship services, and lights out at night.

3. Assist the Camp Secretary in placing campers who are not pre-registered by reporting to the camp office all “no shows” by 5:00PM on the first day of camp.
4. Obtain the perfected camper lists from Cabin Leaders on first day of camp and forward to the Camp Secretary.
5. Make sure that each Cabin Leader records the spiritual results for each camper and at the end of the week collect these and compile the statistics from the Spiritual Results Summary Sheet.
6. See that each person properly cleans their room each day, and then check and assess them for cleanliness and neatness in order to award for the cleanest rooms. Present the award for cleanest room(s) if deemed appropriate.
7. Make periodical checks of dormitories throughout the day and evening making sure that no one is in the dorms during any period when they should be with the group. Make an evening check to make sure that everyone is in their room at bedtime and the schedule is followed for quietness and sleep.
8. Make sure that campers remain in the designated areas of the camp during special activities, canteen, etc.
9. See that all Cabin Leaders and campers attend the worship services and that all remain until they are properly dismissed. At the time of the altar service, at least one of the Residential Coordinators will position himself so that no person can leave the service without proper permission.
10. Report all major violations of duties or policies of Cabin Leaders or campers to the Camp Director.
11. Appoint groups to see that the restrooms and the general area of the dormitories are kept clean.
12. Report all injuries or sickness to the Camp Nurse immediately.
13. See that the checkout procedures are properly followed. The Residential Coordinators are to remain at camp until all campers and cabin leaders are checked out.
14. Since unity is one of the foremost requirements for spiritual blessings, the Residential Coordinators will especially strive to ensure that there is a good understanding and working relationship between Cabin Leaders, campers, and other workers in the camp.

## YOUTH CAMP POLICY MANUAL

15. The Residential Coordinators should make a special effort to talk with each Cabin Leader individually each day of camp in order to see if there are any problems or needs that should be taken care of.
16. Endeavor to learn the names of all Cabin Leaders by the end of the first day, and to learn the names of as many campers as possible throughout the course of the camp.
17. Even though it is important that the Residential Coordinators allow each Cabin Leader to carry out his or her own responsibilities, the Residential Coordinators should try to be aware of any problems of individual campers in order to be a source of help whenever needed.

## SUPPORT STAFF

All successful camps require the participation of dedicated individuals who give their time and talents to the team. All support staff are extremely important to the accomplishment of the goal of the camp. In order to properly function as a team, the individuals who comprise the staff must realize that their role is integral. There is no unimportant or minimal role.

### SELECTION OF SUPPORT STAFF

Youth Camp workers are to be recommended by their local pastor and appointed by the State Youth and Discipleship Director. All pastors and former Youth Camp workers are encouraged to submit names of possible workers for consideration.

### QUALIFICATIONS FOR SUPPORT STAFF

1. Attend a Church of God congregation (A special exception to this qualification can be made by the Camp Administrator).
  2. Be at least sixteen years of age (Cabin Leaders must be at least 18 years of age).
  3. Must be at least 19 years of age to work Extreme Camp.
  4. Complete an application packet and be recommended by the pastor of their local church.
  5. It is mandatory that workers complete the pre-camp training as outlined by the State Youth & Discipleship Board.
  6. All teenage workers must complete the pre-camp training and must attend the youth camp of their age group as a camper before working as staff in the other camps.
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## OVERARCHING SUPPORT STAFF EXPECTATIONS

All support staff, regardless of their position, are expected to adhere to the following expectations.

1. Constantly remember that camp is for the campers. The goal is for every camper to leave the camp having had 1) an encounter with God, 2) fulfilling relational development and 3) a positive overall experience.
2. Be an example in conduct, speech and attitude to all campers.
3. Be present at the appointed time for staff orientation.
4. Attend all worship services and actively engage in worship. All staff is encouraged to sit with campers and should refrain from congregating in small groups.
5. Practice good personal hygiene.
6. Respect and operate within the chain of command.
7. Adhere to the lights out and wake up times that are publicized on the schedule. Exceptions must be approved by the Camp Director or his assistant.

## SUPPORT STAFF JOB DESCRIPTIONS

### Assistant Business Coordinator

The Assistant Business Coordinator shall report to the Business Coordinator and shall be familiar with the duties and responsibilities of the Business Coordinator. Specific duties performed by the Assistant Business Coordinator will be assigned by the Business Coordinator.

### Assistant Cabin Leader

Assistant Cabin Leaders are assigned to cabins based upon availability of staff. While the Assistant Cabin Leader partners with the Cabin Leader to provide leadership for the students assigned to the cabin, the Assistant Cabin Leader is directly responsible to the Residential Coordinators. Assistant Cabin Leaders should realize that any member of the Youth Camp Leadership Team has the authority to direct all campers and staff in certain circumstances and should always endeavor to follow such directions as closely as possible.

## DUTIES AND RESPONSIBILITIES

- I. Familiarize themselves with the duties and responsibilities of the Cabin Leader.
2. Be prepared to fulfill the duties and responsibilities of the Cabin Leader should the Cabin Leader be unavailable or be required to leave the camp early.
3. Assist the Cabin Leader in fulfilling the Cabin Leader's duties and responsibilities.
4. Stay with group when scheduled to be together, and know the location of their campers at all times.
5. Reside in the dormitory with his or her assigned group.
6. Work with the Cabin Leader to see that the room is properly cleaned each day and encourage the campers to take responsibility for maintaining a tidy housing environment. Verify that the group cooperates when assigned special cleanup duties.
7. Familiarize themselves with all camp policies and procedures.
8. Become personally acquainted with every camper in their group and know them by name by lights-out on the first day of camp.
9. Discourage roughhousing, pranks, and petty arguments between campers.
10. Encourage spiritual growth of campers. Throughout camp Assistant Cabin Leaders should prayerfully guide their campers towards definite spiritual experiences.
- II. Serve as an altar worker during the services.

## **Cabin Leader**

Cabin Leaders shall report directly to the Residential Coordinators. However, the Cabin Leader should realize that any member of the Youth Camp Leadership Team has the authority to direct all campers and staff in certain circumstances and should always endeavor to follow such directions as closely as possible.

## DUTIES AND RESPONSIBILITIES

- I. Validate the fact that each camper who reports to the room on the day of registration has the appropriate paperwork for admittance.

## YOUTH CAMP POLICY MANUAL

2. Responsible for the safety and welfare of all campers in his or her assigned group throughout the entire camp.
3. Ensure that all campers assigned to them abide by the camp policies and schedules and that they follow good habits relating to eating, personal hygiene, dress, talk, behavior, etc.
4. Stay with group when scheduled to be together, and know the location of their campers at all times.
5. Reside in the dormitory with his or her assigned group.
6. See that the room is properly cleaned each day and encourage the campers to take responsibility for maintaining a tidy housing environment. Verify that the group cooperates when assigned special cleanup duties.
7. Familiarize themselves with all camp policies and procedures.
8. Become personally acquainted with every camper in their group and know them by name by lights-out on the first day of camp.
9. Complete a list of all campers in his/her group and give that list to their Residential Coordinator by 4:00 on Monday.
10. Discourage roughhousing, pranks, and petty arguments between campers.
11. Encourage spiritual growth of campers. Throughout camp Cabin Leaders should prayerfully guide their campers towards definite spiritual experiences.
12. Serve as an altar worker during the services. Campers should be informed that they are expected to remain in the service in a reverent attitude of worship until dismissed. If they should leave for any type of emergency, they should see one of the Residential Coordinators if the Cabin Leader is praying.
13. Conduct a devotional time each night with the campers once they have retired to the room. During this time the Cabin Leader should talk with each camper individually and go over the spiritual results form, filling it in as experiences occur.
14. Follow the appropriate checkout procedures as their campers depart. Early departures must be processed by the Residential Coordinators and the Camp Director.



## Camp Nurse

The Camp Nurse shall report to the Residential Coordinator.

### DUTIES AND RESPONSIBILITIES

- I. 1. Take an inventory of medical supplies before the campers arrive on opening day.
2. Whenever supplies are needed, fill out a requisition form and give it to the Business Coordinator.
3. Check the Nurse's Station immediately upon arrival to ensure that it is as clean and sanitary as possible and will be responsible for its cleanliness throughout the camp.
4. Keep a detailed log of all medical actions taken and medications dispensed.
5. Collect all medicine from the campers and establish a schedule for administering them.
6. Be on call from the opening of camp until the closing. When the Camp Nurse leaves the Nurse's Station, the nurse's aide should stay behind or a sign should be left on the door telling where he/she can be found.
7. Examine all injuries and illness to determine if a person should be sent to a doctor, clinic, or emergency room.
8. When the Camp Nurse feels that a person needs more medical attention and treatment that cannot be administered at camp, he/she will fill out the insurance form to be taken with the injured person.
9. Call the parents of the injured and will keep them posted as to their treatment and progress. Maintain a telephone log detailing all conversations with parents.
10. Make a thorough report of all injuries or illnesses that require a trip to the hospital, doctor, or clinic. If the doctor has not filled out the insurance claim form in an adequate manner, the nurse will be responsible to see that it is completed, either by phone or a personal visit back to the doctor.
- II. If an injury seems to have been caused by negligence, the Camp Nurse will immediately inform the Business Coordinator who will take steps to correct it or take the issue to the Leadership Team for consideration.

12. Reside in the Nurse's Station and provide a room for any camper that might require isolation.
13. Make sure that the campers pick up all medication before they leave for home.

## Camp Pastor/Guest Hospitality

The Camp Pastor shall report to the Camp Director.

### DUTIES AND RESPONSIBILITIES

1. Be available to assist the speaker and ministry team in any way necessary.
2. Transport campers to offsite care facilities (clinic, hospital, etc.) if the need arises.
3. Be available as a resource to the Camp Director for dealing with camper discipline.
4. Assist the Camp Director in any way requested.

## Camp Store Manager

The Camp Store Manager shall report to the Business Coordinator and serve as the first line supervisor to all Camp Store Staff.

### DUTIES AND RESPONSIBILITIES

1. Verify that there is sufficient stock, supplies, and change to effectively operate the camp store throughout the camp.
2. Meet with all Camp Store Staff on opening day, in order to review the policies and procedures of the Camp Store and make sure that everyone on the staff is familiar with the schedule for the week.
3. Order supplies and stock as needed after consultation with the Business Coordinator or his assistant.
4. See that the camp store is kept clean and neat at all times.
5. See that the moneybox has sufficient change to operate but check regularly throughout the day to collect any excess money and store it in a safe location.

6. Count the money at the end of each day and ensure that the money is kept in a safe place during the night. Submit the previous day's proceeds to the Business Coordinator each morning.
7. Make sure the camp store is secured when it is not in use.
8. Be present at least fifteen (15) minutes before the camp store is scheduled to be opened.
9. Be familiar with all policies and procedures regarding the camp store and make sure they are carried out in a business-like and efficient manner.
10. Schedule and manage all Camp Store Staff.

## Camp Store Staff

All members of the Camp Store Staff shall report to the Camp Store Manager.

### DUTIES AND RESPONSIBILITIES

1. Function at the direction of the Camp Store Manager.
2. Meet with the Camp Store Manager on opening day in order to review the policies and procedures and to plan the work-schedule for the week.
3. Be present and prepared to work as scheduled by the Camp Store Manager. Report for duty at least ten (10) minutes before scheduled to begin work.
4. Treat all campers and staff with respect when they come to the camp store.
5. Ensure that all customers are charged according to the prepared price list. No one, regardless of their position, shall be given product from the camp store without issuing proper payment.
6. Keep the camp store as clean as possible.
7. Advise the Camp Store Manager as to when stock is getting low and needs to be reordered, or when items are selling slowly and consideration should be given to dropping it from inventory.

## Canteen Manager

The Canteen Manager shall report to the Business Coordinator and serve as the first line supervisor to all Canteen Staff.

## DUTIES AND RESPONSIBILITIES

- I. Verify that there is sufficient stock, supplies, and change to effectively operate the canteen throughout the camp.
2. Meet with all Canteen Staff on opening day, in order to review the policies and procedures of the Canteen and make sure that everyone on the staff is familiar with the schedule for the week.
3. Order supplies and stock as needed after consultation with the Business Coordinator or his assistant.
4. See that the canteen is kept clean at all times and that at the end of each day all machines, tables, equipment, etc. are washed thoroughly and the floors swept and mopped.
5. See that the money box has sufficient change to operate but check regularly throughout the day to collect any excess money and store it in a safe location.
6. Count the money at the end of each day and ensure that the money is kept in a safe place during the night. Submit the previous day's proceeds to the Business Coordinator each morning.
7. Keep a constant check on all equipment in order to ensure that it is operating properly. Report any malfunctions to the Business Coordinator immediately.
8. Make sure the lights are out and doors and windows secured when the canteen is not in use.
9. Be present at least fifteen (15) minutes before the canteen is scheduled to be opened.
10. Be familiar with all policies and procedures regarding the canteen and make sure they are carried out in a business-like and efficient manner.
- II. Schedule and manage all Canteen Staff.

### **Canteen Staff**

All members of the Canteen Staff shall report to the Canteen Manager.

## DUTIES AND RESPONSIBILITIES

- I. Function at the direction of the Canteen Manager.

2. Meet with the Canteen Manager on opening day in order to review the policies and procedures and to plan the work-schedule for the week.
3. Be present and prepared to work as scheduled by the Canteen Manager. Report for duty at least ten minutes before scheduled to begin work.
4. Maintain all water stations on Rec fields, tabernacle, canteen, and any other locations. Refill both water and cups. Remove any trash from water station(s).
5. Treat all campers and staff with respect when they come to the canteen.
6. Ensure that all customers are charged according to the prepared price list. No one, regardless of their position, shall be given product from the canteen without issuing proper payment.
7. Refrain from eating or drinking items from the Concession Stand except those that are paid for in the same manner as all other workers and campers.
8. Follow proper hygiene practices including hand washing and hair containment while serving in the job capacity.
9. Keep the canteen as sanitary as possible. Staff is expected to keep facilities clean throughout the day and assist in the washing, cleaning, and sweeping after the canteen closes.
10. Strive to be efficient in as many different operations of the stand as possible.
11. Know how to perform a particular job or operate equipment before attempting it.
12. Advise the Canteen Manager as to when stock is getting low and needs to be reordered, or when items are selling slowly and consideration should be given to dropping it from inventory.

## **CTV Producer**

The CTV Producer shall report to the Multimedia Manager.

### **DUTIES AND RESPONSIBILITIES**

1. Work with the Multimedia Manager and the CTV Staff to produce a daily video that captures the events of the day.

2. Strive to make sure that the daily video is ready for viewing at the time designated by the Camp Director.
3. Oversee the CTV Staff and assign specific tasks to be accomplished each day.

## CTV Staff

The CTV Staff shall report to the Multimedia Manager.

### DUTIES AND RESPONSIBILITIES

1. Carry out tasks assigned by the Multimedia Manager and/or the CTV Producer.
2. Assist with staging, filming and editing video footage for the daily Camp Television production.

## Dining Hall Coordinator

The Dining Hall Coordinator shall report to the Business Coordinator.

### DUTIES AND RESPONSIBILITIES

1. Insure that the duties and responsibilities of the Dining Hall/Cafeteria Staff and Dish Room Staff are carried out.
2. Manage the Dining Hall/Cafeteria Staff and the Dish Room Staff.
3. Carry out the duties of the Dining Hall/Cafeteria Staff and Dish Room Staff whenever needed.

## Dining Hall/Cafeteria Staff

All members of the Dining Hall/Cafeteria Staff shall report to the Dining Hall Coordinator.

### DUTIES AND RESPONSIBILITIES

1. Report to the cafeteria fifteen (15) minutes prior to mealtime.
2. Make sure that the dining hall is clean and prepped before each mealtime.
3. Monitor the dining hall during mealtimes and respond to spills and other mishaps that need to be cleaned up.

4. After the mealtime concludes wipe down all tables and chairs, sweep and mop dining hall floors, and take trash to dumpster.

## Dish Room Staff

All members of the Dish Room Staff shall report to the Dining Hall Coordinator.

### DUTIES AND RESPONSIBILITIES

1. Report to the cafeteria fifteen (15) minutes prior to mealtime.
2. During mealtime assist campers in the disposal of leftover food.
3. Rinse, wash and sanitize any dishes that are soiled.
4. Assist the Cafeteria Manager in cleaning pots and pans.

## Lifeguard

The Lifeguard shall report to the Recreation Coordinator.

### DUTIES AND RESPONSIBILITIES

1. Check the pool each day prior to any swim sessions to insure that all equipment is functional and water quality is acceptable.
2. Have the authority to administer swim tests and issue appropriate identification to those who pass the test.
3. Monitor all swimmers who use the pool.
4. Enforce all posted pool rules.
5. Be alert to changing weather conditions and take appropriate measures whenever necessary due to inclement weather.

## Multimedia Manager

The Multimedia Manager shall report to the Recreation Coordinator.

### DUTIES AND RESPONSIBILITIES

1. Manage the audio and video staff.
2. Insure that the appropriate audio/visual equipment is set up and ready to use in each location.

3. Work with the speaker and ministry team to assist them in meeting their audio/visual needs.
4. Oversee the production of the daily Camp Television video.
5. Produce copies of the Camp Television DVD for those who have preordered and additional copies for sale at the closing ceremony.
6. Coordinate the capture of a camp picture that includes all campers and staff.
7. Secure copies of the camp picture for those who have preordered and additional copies for sale at the closing ceremony.

## Nurse's Aide

The Nurse's Aide shall report to the Camp Nurse.

### DUTIES AND RESPONSIBILITIES

1. Be familiar with all of the duties and responsibilities of the Camp Nurse to be of the greatest assistance possible.
2. Be present at the Nurse's Station when nurse is required to be at another location. Should it become necessary for both to be gone, a note should be left on the door telling where the Camp Nurse can be found.
3. Familiarize themselves with the closest route to the clinic/hospital and be ready at all times to assist.

## Recreation Staff

All Recreation Staff shall be report to the Assistant Recreation Coordinator.

### DUTIES AND RESPONSIBILITIES

1. Responsible for setting up all recreation equipment before the beginning of activities.
2. Verify that there are sufficient supplies and equipment on hand in order to play the various games for the day's sessions.
3. Turn in a written order to the Assistant Recreation Coordinator when supplies or equipment items are needed.
4. Responsible for all equipment and its proper use and safekeeping.



5. Insure that groups have activities available for participation to cover the entire recreation rotation time slot.
6. Have a plan for activities in case of light rain or other inclement weather that would hinder regularly scheduled activities but would not completely force everybody inside.
7. Assist the Assistant Recreation Coordinator in whatever area he designates.
8. Be at their assigned area fifteen (15) minutes prior to the start time designated for activity.

## Security

Security personnel shall be report to the Business Coordinator.

### DUTIES AND RESPONSIBILITIES

1. Patrol the camp facility from lights out until 7:00AM each day.
2. Monitor the dormitory areas to insure that no camper or staff member leaves the area without authorization.
3. Keep watch over the entrance to the camp facility to insure that no unauthorized individuals enter the grounds.
4. Any time an individual or individuals are found outside of their authorized area during the overnight hours a call shall be made to the Camp Director who will be responsible for implementing the proper disciplinary action.

## Social Media Correspondent

The Social Media Correspondent shall report to the Recreation Coordinator.

### DUTIES AND RESPONSIBILITIES

1. Document as many camp activities as possible with photographs.
2. Post content on various social media sites maintained by the camp.
3. Obtain a daily video clip from the CTV staff for posting on the camp social media sites.

## Sound/Projection Staff

Sound/Project Staff shall report to the Multimedia Manager.

### **DUTIES AND RESPONSIBILITIES**

1. Set up sound and projection equipment in each location necessary.
2. Work with the speaker and the ministry team to provide quality audio feeds for both house speakers and monitor system.
3. Prepare projection material for sessions when necessary. This may include but is not limited to lyrics, sermon notes, videos, etc.
4. Secure all sound and projection equipment at the end of each camping session.

## CAMP POLICIES AND PROCEDURES

**P**olicies and procedures outlined in this section will serve as a guideline for the operation of Virginia Church of God Youth Camp. Adherence to these policies and procedures must be the commitment of all administration, leadership and staff. Noncompliance will lead to discipline and possibly removal. All workers should familiarize themselves with these policies and procedures.

### ATTENDANCE AT CLASSES AND WORSHIP SERVICES

1. All campers and staff members will attend worship services. Campers and staff will remain in the service until dismissed.
2. Campers and staff will remain at camp until dismissed. Only authorized personnel are permitted to leave the grounds before dismissal.
3. All campers and designated Cabin Leaders will attend their scheduled activities.
4. Any absence of a camper will be cleared with their respective Cabin Leader.
5. Any absence of a Cabin Leader will be cleared with the Residential Coordinators.
6. Any absence of any other staff member will be cleared with the first line supervisor.

### CAFETERIA POLICY

1. Campers and unauthorized persons will not be permitted in the kitchen area.
  2. There is to be no running or roughhousing inside the cafeteria.
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3. Breaking line will not be permitted. Sometimes, staff members are allowed to be at the head of the line because of responsibilities that need to be fulfilled. In such cases, they should be there before the serving line begins and should not break line that is already moving unless necessary.
4. Second portions of food will be offered only after first servings are completed. The goal of the camp is for everyone to have sufficient food without any of it being wasted.
5. Food, dishes, and utensils may not be taken from the cafeteria without proper authorization.

## CAMP VISITORS

1. All visitors will register with the Camp Director before visiting camp for worship service. Following service, ALL visitors will be expected to leave the grounds immediately.
2. Visitors will be informed of camp policies and will be expected to abide by them.
3. Visitors will refrain from interfering in normal camp operations.
4. Visitors are not allowed to stay the night on grounds.
5. When persons bring campers to camp or come to pick them up, they should realize that meals are only prepared for those registered in the camp, and consequently there are few excess meals.

## CAMPERS AND WORKERS LEAVING THE GROUP

1. No camper or staff member will be at liberty to leave the camp site without proper authorization of the Camper Administrator or Camp Director.
2. When it becomes necessary to leave the grounds, the proper chain of command should be notified.
3. No one will be given permission for leaving the grounds without knowing specifically where the individual is planning to go and when they intend to return.
4. Should a parent come, send for, or otherwise authorize a camper to leave, the proper checkout procedure should be followed.

5. It should be understood that all campers and workers who are spending the night on the grounds are expected to be on the grounds in time to prepare for bed and have lights out by the publicized time.
6. At all times Cabin Leaders should send campers by pairs to the shower and bathroom areas.
7. At no time should staff be in the bathhouse or shower with campers alone. There should be at least two staff members present should entry to the bathhouse be required.

## CAMPERS AT PRE-CAMP SESSIONS

1. Campers should not arrive at camp site before the published registration time on the opening day of camp.
2. When a camper might not otherwise get to attend camp, he will be allowed to come on the grounds during the pre-camp training session, if permission is granted by the State Youth and Discipleship Director.
3. Any camper who comes to the grounds prior to the published registration time is the direct responsibility of the person who transports them to the camp site. If the camper is not old enough to be left on their own, or cannot be trusted, he will have to attend the sessions with the workers.

## CANTEEN POLICY

1. Only authorized personnel will be permitted inside the Canteen.
2. The general schedule for the opening of the Canteen will be published on the weekly schedule.
3. The opening and closing of the Canteen will be controlled by the Canteen Manager.

## CLEAN-UP POLICIES

1. All campers and staff members are expected to cooperate in keeping their individual rooms neat and clean and to cooperate when asked to work in cleaning the restrooms and general area of the dorm.
2. A person who sees another person throw paper, trash, etc. on the grounds may pick that piece of trash up and put it in the trashcan.
3. Recreation Staff will be responsible for the cleanliness of those areas utilized in the recreation activities.

4. Staff residing in non-dorm housing shall be responsible for returning their assigned rooms to a neat and tidy state.

## DESTRUCTION OF PROPERTY

1. Due to the efforts to continually upgrade and improve the camping facilities, it is imperative that all property and effects be treated with care.
2. In the unlikely event that property is deliberately destroyed, the camper and parents (or staff) will be held responsible for full retribution as determined by the Camp Leadership Team.
3. Pranks that infringe upon the rights or property of others, or that damages camp property, will not be tolerated. Potential items of a damaging nature include shaving cream, water balloons, etc.

## DISCIPLINE

1. In the event of minor violations of camp rules, it is the responsibility of the Cabin Leader and Residential Coordinators to correct the violation with love and prayer. Disciplinary action may include removal of privileges or minor work details (sweeping floors, picking up trash), but in no case include physical punishment.
2. All major disciplinary action is the responsibility of the Camp Leadership Team.

## GOLF CARTS

1. Certain members of the camp staff may be issued golf carts for the purpose of assisting them in executing their assigned duties.
2. Golf carts should always be operated in a safe manner.
3. Any damage to a cart should be reported to the Camp Director.
4. At no time should any cart be operated with more occupants than the seating arrangement allows.
5. The cart operator is responsible for insuring that the keys are removed from the cart whenever the cart is not in operation.
6. Carts should not be parked on the sidewalk or grass in front of the cafeteria at any time.

7. Carts should never be operated by individuals who do not have a valid driver's license.

## KEEPING A PERFECTED LIST OF ALL CAMPERS

1. All campers should be pre-registered and assigned to rooms. Prior to each camp opening, the Cabin Leader will be given their room assignment and the list of campers already assigned to their room.
2. The Residential Coordinators and Camp Director will be given a master list by Monday night that contains all of the campers in the camp along with the names of the Cabin Leaders assigned to each individual room.
3. As long as there are sufficient beds, other campers will be accepted on the first day of camp even though they have not pre-registered. The registrar will collect their money and give them a written room assignment, which they will take to the Cabin Leader, who will add that camper to his list.
4. On the first day of camp, the Residential Coordinators will collect lists from every Cabin Leader in order to establish a perfected master list of campers. The Residential Coordinators will give the list to the Camp Director.
5. The camp secretary will prepare the perfected list as soon as possible and make copies for the Camp Leadership Team.
6. Throughout camp, the Cabin Leader will immediately inform the Residential Coordinators if there is any change in the rooming assignment of campers. The Residential Coordinators will then inform the Camp Director so the master list can be updated.
7. Any request for room changes should be greatly discouraged. If a camper simply insists on being moved, all room changes will be made at bedtime Monday night.

## LIGHTS OUT POLICY

1. The lights out time for all camps is determined by that week's schedule and is determined by the camp's age group. The publicized lights out time shall be observed by all campers and workers.
2. Lights out means that every person should be in the room, in the bed, prepared to go to sleep.
3. Cabin leaders should encourage campers to refrain from using cell phones after lights out.

4. Staff whose job obligations require involvement after lights out shall move to their area of residence quietly and quickly once the work duties are complete.

## MAINTENANCE

1. A full-time maintenance staff person is available to address any issues that arise during the camping session.
2. Camp staff should notify their supervisor of any pressing maintenance issues. Notification should be made in writing.
3. The Camp Administrator or the Camp Director will communicate any maintenance issues to the maintenance supervisor.
4. The maintenance supervisor has been instructed to only respond to issues communicated to him by the Camp Administrator or the Camp Director.

## MEDICATION

1. All medication will be administered by the Camp Nurse only.
2. Upon arrival, the camper will inform his or her Cabin Leader of medical needs, if any, and all medicine will be delivered to the Camp Nurse, who will work out a schedule for administering the medicine.

## OFF-LIMITS AREAS

1. All dwellings (such as mobile homes, private homes, etc.), buildings, and wooded areas not directly involved with the camping program are off limits, unless authorized by the proper personnel.
2. Unauthorized persons are not permitted in the Camp Office.

## PERSONAL BELONGINGS

1. It is the responsibility of individuals present in camp to keep up with their personal effects. Care should be exercised to prevent misplacing and loss of belongings.
2. The State Youth and Discipleship Department cannot be responsible for the loss of personal property.



3. A Lost and Found Department will be provided in a designated area. This will house all articles found, and these articles may be claimed by giving a proper description of the article.
4. Campers are encouraged to purchase armbands to be used at the canteen and camp store. Cash may also be used but the armband is preferred.
5. Items that are left at camp cannot be mailed. They will be collected on Friday evening after camp is over and placed in a box that will be marked for that particular camp. It will be the individual's responsibility to contact the State Office in regards to the return of the items.

## PERSONAL CONDUCT AND HYGIENE

1. All workers will be an example in personal conduct and hygiene.
2. Cabin Leaders will be responsible for camper conduct and hygiene.
3. Use of tobacco, alcohol, or drugs is strictly prohibited.
4. All campers will be expected to adhere to a standard of modesty and decency in their attire at camp. The Camp Leadership Team shall determine any clothing that is deemed inappropriate and will take corrective measures to rectify the problem. Cabin Leaders should observe the clothing choices of their assigned campers and prevent the camper from leaving the dorm area while wearing inappropriate clothing.
5. Knives, weapons, or other potentially harmful items are not permitted. They will be collected and returned at the end of camp.

## PRE-CAMP TRAINING SESSIONS

1. All camp staff shall participate in the pre-camp training sessions. The schedule of these sessions will be provided to the staff in their confirmation packet.
2. The purpose of the training sessions are to (1) train staff in the areas of their respective responsibilities; (2) familiarize the staff with the camp's policies and procedures; and (3) prepare the staff spiritually to work with the campers.
3. Even though a worker may know the procedures and policies very well, it is still required that they attend the pre-camp orientation that is conducted in conjunction with every camp that they serve.

## RELATIONSHIPS

1. The Youth Camp program encourages the development of healthy relationships based on friendliness and courtesy among all campers and staff.
2. Exemplary Christian conduct will be expected of all campers and workers.
3. All campers and staff will remain within lighted areas during nighttime activity.
4. All campers and staff will use designated walking paths.
5. Boys are not allowed in the area of the girls' dorm, nor girls in the area of the boys' dorm.
6. Even though a healthy boy-girl relationship is positive, it should not at any time hinder either camper from participating in and enjoying the regular scheduled activities of the camp.
7. Staff members will abide by the same guidelines as campers during the pre-camp session and camp itself.
8. At no time should a worker let his friendliness with others become a hindrance to his fulfilling the responsibilities placed upon him.
9. Romantic relationships between staff and campers is strictly prohibited.

## SENDING A CAMPER HOME

1. Every effort will be made to make camp enjoyable and to retain each camper for the entire duration.
2. In the event that a camper is forced to leave camp (due to disciplinary action, homesickness, emergency, etc.), he will only be permitted to leave with the Pastor, parent, or legal guardian, or someone designated by the legal guardian. The Cabin Leader should make a full report (including the date, time, reason for dismissal and the person with whom he leaves) to the Residential Coordinator who will report to the Camp Director prior to the departure of the camper.

## STAFF MEETING

1. Staff meetings will be conducted according to the schedule produced. Non-scheduled staff meetings may also be called by the Camp Administrator or Camp Director.
2. All staff members will attend all staff meetings. The Recreation Coordinator and Residential Coordinators will work together to develop a plan that insures campers are left with appropriate supervision during staff meetings.
3. The purpose of the staff meetings will be to discuss and resolve any problems relating to the camp, such as scheduling, discipline, spiritual problems, etc., and to inform the staff of the various activities of the day. A time will also be given for prayer and meditation.
4. Any discussion of grievances or problems will be considered confidential and confined to the discussion in the staff meetings. These issues are not to be discussed with the campers.

## SWIMMING POOL POLICY

1. All campers and workers must go to the pool in proper attire (including shoes). This policy applies to all ages and at all times.
2. Boys are not to be in the pool area during the girls swim time, nor are the girls to be in the pool area during the boys swim time.
3. Campers are never to enter the pool area unless the lifeguard is present and in proper position.
4. All rules posted at the swimming pool must be adhered to by both campers and staff.
5. Extra swim times for both campers and staff will be decided upon by the Camp Director.

## USE OF VEHICLES DURING CAMP

1. Private vehicles are to be parked in the designated areas during camp.
2. Neither staff nor campers shall be allowed to drive personal vehicles during normal camp activities. The Camp Director must approve any exceptions.

3. Persons authorized to use private vehicles on campsite during the camp are: (a) Camp Administrators, (b) Camp Director, (c) Business Coordinator, and (d) Recreation Coordinator.