

This information will also be a part of your summer staff handbook. However, we think it is important to communicate this information now so that we have our expectations set before you arrive. If you have any questions about any of these and would like to ask me beforehand feel free to do so! -Paige

Staff Policies

Time off

Recognizing the special needs of our residential community, breaks and time off must be considered very carefully.

Counseling Staff

Volunteer and summer staff counselors will be free of responsibility of their campers roughly **one hour each day** when these two conditions are met.

1. There are two or more adults with your group (not including you)

2. One of these things is happening:

Your group is at crafts

Your group is swimming

Your group is under leadership of the nature leader, activities leader, or another staff member

** All counselors should be present when a group is at the cooperation course

You will be coordinating with your co-counselors as to when to take your breaks. These should be scheduled out before campers get here.

Non-Counseling Staff

Volunteer and summer staff support persons have busy but flexible schedules. They are expected to facilitate family groups as fully as possible but also schedule adequate preparation

Leaving Camp

All staff are committed in service from Sunday 10:00am Worship through Friday evening clean-up. Your responsibilities usually prevent you from leaving camp during this time. Should an urgent need evolve, the Managing Director or Assistant Director shall be consulted before plans are made.

Visitors

There are a lot of things that must come into consideration when thinking of visitors coming to camp because our situation is so unique. It is important that if a visitor is allowed that they add to our community and join the rest of us rather than pull staff members away from responsibility or interaction.

Campers - Campers are here for one week and profit from away- from-home time. A visit from parents or relatives often creates homesickness. Therefore, camper visits are permitted only with special permission from the Managing or Assistant Director.

Summer Staff - Counselors have responsibilities for their new family group. Building these new, strong relationships requires intentional time. Therefore, visits to counselors are discouraged. Support staff also have many responsibilities where visitors could be a distraction. That being said, we understand that summer is long and having an

occasional visitor to help you with duties or relax during free moments could be considered acceptable. This must be approved by Managing Director or Assistant Director ahead of time.

Weekend/Overnight Guest Policy

Overnight Guests are not permitted during the time camp is in session unless that person is an approved volunteer. During the weekend it is also not advised to have guests. One of the best parts of camp is the community of trust built by the staff. Having a guess in the mix could create an undesirable dynamic or make others feel uncomfortable. An exception would be the weekend before or after a former staff member volunteers and it makes the most sense for their safe travel if they were to stay.

Those wishing to have a family member or friend visit them on the weekend are welcome to speak with the program director for an alternative option. If one is approved, that staff member and guest will be responsible for their own food/activities.

Pets

Pets of summer staff are permitted ONLY with the special clearance from the Managing Director

Personal Items

Camp Overlook is not responsible for personal items or equipment brought to camp by staff. These items are brought to camp at your own risk and it is advised that you be careful of who you share them with.

Vehicle and Pedestrian Traffic

Vehicles are to remain on defined roads and parking areas (with the exception vehicles being used for maintenance). Pedestrians should move to the opposing traffic side of the road when approached by moving vehicles. Max travel speed is 15mph with some zones restricted to 5mph. **Only vehicles used for service and maintenance are to use the drive behind or in front of the Agape Hill Buildings.**

Harassment

It is our policy to promote a work atmosphere free of harassment of any form at all levels of employment. Any such behavior will not be tolerated and anyone who feels they've been subjected to this treatment should notify the Assistant or Managing Director immediately.

Use of Electronics

Counseling and Support staff are to refrain from the use of non-essential electronics while on duty. Campers should not see these at any time. If necessary these items can be used during daily break times IF out of sight/earshot of campers. These items should be stored where campers would not see them such as deep in the pockets of your backpack, your car, or in your things in your cabin.

Any movies or music played should not contain vulgar language or sexual innuendos. Please be conscious of what you are playing. Internet access MAY BE available during weekend off-time depending on groups at the lodge.

If you do need to have internet access during the week for any personal emergency make arrangements with the Assistant director so that your group has adequate supervision.

Social Media

Social media is an easy way for campers to find you outside of camp AND THEY WILL. Please be conscious that since you work at Camp Overlook, what you do reflects camp. Think about this as you post things on social media. It is recommended first, that you put all of your accounts on private. This gives you some sort of privacy from little eyes and lets you closely monitor who follows you. Second, please make sure that your posts reflect the Christian values you uphold and want to model for your campers. Every student that comes to camp looks up to you in ways you cannot imagine. Remember this when you are about to post and if you ask yourself “would my grandma approve of this?” and then answer is no then probably don’t post it.

If the way that you post reflects poorly on Camp Overlook know that you may be ineligible for rehire come next summer.

Alcohol/Tobacco/Drug Use

Counseling and support staff each have answered yes to the following question and signed an application stating the following:

“As a Christian leader at Camp Overlook, you will be a role model for children and youth and a member of a diverse Christian community. Are you willing and able to refrain from the use of tobacco products, alcoholic beverages, illegal drugs, sexual misconduct, abuse of any kind, offensive and noninclusive language during the on and off-duty hours off your commitment term at Overlook?”

Each staff person has also reiterated their compliance to this statement in their contract. Read this carefully so that you may uphold your contract. Staff who fail to follow these guidelines WILL BE ineligible for rehire.