HIAWATHA YOUTH CAMP

2019 STAFF MANUAL

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WHO WE ARE

**HIAWATHA YOUTH CAMP** is a camp ministry dedicated to *seeing young people get excited about a relationship with Jesus Christ.*

* We are a **place** wherein campers are made aware of this beautiful world designed by their Creator.
* We actively incorporatea **plan** wherein Christ is intentionally included in every activity.
* We facilitate a **program** wherein youth are confronted with their need for *salvation*, *separation*, *scriptural direction,* and *service*.
* We seek a **standard** wherein all we do is in line with the call of I Corinthians 10:31 as we strive to fulfill our mission.

Hiawatha Youth Camp works in conjunction with the **LOCAL CHURCH**,which lies at the heart of Christianity. We largely fail our mission unless it relates the camper and their decision to faithful attendance at, loyalty to, and participation in the local church.

THE STAFF

The **STAFF** exists as part of the ministry of HYC for Christ and His call to evangelism; we are charged with the task of pursuing our vision with all servant-mindedness and humility. We have a responsibility to each of these individuals.

We give our campers attention, provide activity, and offer assistance.

We’re responsible for their child whom they’ve entrusted to us.

As a ministry, we exist to preach and teach the Gospel in accordance with biblical authority and direction.

He depends on us to reflect his input, to serve and respect him with humility, and to perform our jobs to the best of our ability.

All that we do is for His glory, His renown, and for the sake of His Gospel.

Staff members are responsible to Hiawatha Youth Camp and each other to perform their responsibilities and weekly assignments with all due diligence and excellence. To be a part of the staff is to recognize the opportunity it provides to serve both campers and fellow staff members, and to be fully aware that being on staff is both a job and a ministerial position.

Our first priority, no matter the specific job, is the camper. We are all tasked with spending time with campers and engaging in personal contact. Make an effort to learn as many names as possible, and go out of your way to meet their needs. Campers should always have more of your free time than staff members.

We believe that the staff should exemplify the following **CHARACTERISTICS**.

Our **BEHAVIOR** in all contexts is critical to our mission as a staff. The camper sees each of us operating in various contexts, and if our behavior is not consistently Christ-centered, they’ll notice the inconsistencies. For example, counselor responsible to the camper for their spiritual development at HYC should never be seen exhibiting unsportsmanlike conduct during Morning Games; this applies to all activities for all staff. We are role-models to every kid who enters the grounds. Our attitudes should be the same as that of Christ Jesus (Philippians 2).

No matter how you feel, always strive for grace, restraint, compassion, and truth. If you are upset about something, please do everything in your power to avoid making that apparent to campers. *Our own emotional dispositions should take a backseat for the sake of the campers’ experience at HYC.* Assume someone is always watching you and can hear what you say. Please avoid gossip and any form of negative speech about any individual, no matter their relation to HYC. This kind of speech can be a stumbling block for campers as well as fellow staff members, and it can get in the way of our mission to reach them with the Gospel. *Instead, always seek positive speech, edifying each other with word of encouragement and consideration.* Be mindful of Ephesians 4:29, Ephesians 5:4, and Colossians 4:6. If you ever have a problem with another staff member or camper, please honor the chain of command and speak to your respective head counselor. Humble cooperation is key to the wellbeing of the staff.

GENERAL GUIDELINES

We traditionally abide by the principle “the staff is a **FAMILY**, not a series of couples”. While there are a great number of successful relationships and marriages from years past, we ask that you exercise restraint in your feelings during your time on the grounds for the summer. If you weren’t a couple when you applied for staff, then please don’t become an active couple whilst serving together during the summer.

During **SERVICES**, please sit in the rows with campers. Avoid sitting by other staff members unless it’s inevitable due to that week’s situation (the general rule of 3 to a row applies). Be willing to move if requested by other staff members. Please be *attentive* to what’s being said, *respectful* to whoever is on stage, and *engaged* whether in worship or a message.

An understanding of the **CHAIN OF COMMAND** is essential to the fluid and efficient performance of every individual and the staff as a whole. There are contexts wherein the chain of command is broken (and those specific instances are specifically addressed in this manual), but in any other situation, please abide by the following principles.

* All staff are responsible to the Programming Staff member overseeing their job assignment during the week.
  + If a situation or need falls outside of a specific job, staff are responsible to the Assistant Directors.
  + Counselors are responsible to the Assistant Directors.
  + The Head Counselors are responsible to the Assistant Directors.
* Programming Staff members are responsible to the Assistant Directors, and then to the Director.

When it comes to **CABINS**, guys must stay out of girls’ cabins and girls must stay out of guys’ cabins. Unless there is a reason explicitly stated by the Director, this rule always applies.

**THE DINING ROOM**

* Be aware of your manners
* Maintain courteous conversation
* Chivalry is not dead
* Don’t play with your food
* Allow the kitchen staff to perform their tasks

**MISC. REMINDERS**

* The only person with the authority to excuse you from staff meetings is the Director.
* If you need to be excused from meals, obtain direct permission from the Director or the Assistant Directors
* At night, please get to your cabin on time and stay there.
* If you must leave the grounds, obtain direct permission from the Director (if you’re unsure of the camp boundaries, see a map or ask an experienced staff member).
* Please do not enter the kitchen, office, sound booth, or Sweet Shop back room without direct permission from the individuals responsible for each.
* Please be on time to all services, meetings, and activities.
* Intentionally avoid spending all of your free time with the same people.
* Conserve electrical energy whenever possible. If you see a light on that doesn’t’ need to be on, turn it off. If you’re leaving your cabin, make sure the lights are off.
* Please park your vehicle on the far side of the Sweet Shop at the tree line and leave them there during the week (unless given permission otherwise).
* Mail can be sent out from the office as long as it is stamped. If you need a stamp, you can purchase one from the office. Mail leaves each morning.
* Regularly check your staff mailbox.
* It is imperative that the staff office stays clean. Please do not leave personal items lying around.

**GENERAL RULES**

* No smoking
* No swearing
* No public displays of affection
* Always wear shoes when walking across the grounds
* Never take anything from the nurse’s cabin without approval from the nurse or Director
* Do not remove furniture from the Fellowship Center
* Do not throw trash into the woods or lake
* Show preference to the campers in regards to camp equipment

THE CABIN

The **CABIN** is a place of great fun and immense importance. It is here that counselors and co-counselors have the closest and most consistent personal interactions with campers. Each counselor and staff is responsible to the campers in their cabin for upholding the values of HYC and exemplifying biblical morality whilst facilitating an environment that is *restful*, *edifying*, and *fun*.

**CABIN GUIDELINES**

* When the music plays after the final activity, go directly to your cabin and stay there
* Discourage campers from using phones and media devices while at camp; HYC cannot be held responsible for any lost or stolen items, but do your best to look out for campers’ belongings
* Please only play Christian music and/or instrumental music in your cabin
* Ensure your campers are participating in Cabin Cleanup; you are responsible for keeping your belongings neat, the cabin and cabin entryway clean, and the room aired out
* Remember to conserve energy when possible
* Only staff and registered campers can stay in cabins; adults and any other visitors should never be allowed inside
* You are assigned to a cabin and that is the cabin you should stay in; please don’t move from cabin to cabin on a nightly basis (unless instructed by the Director or Head Counselor)
* If you know you won’t be back to your cabin before the end of the night, leave your front light on so that it’s easier for the campers to see where they’re going
* Ensure your campers know where they can and cannot go in the cabin and around the grounds
* Please keep your cabin quiet at night for the sake of others
* Be respectful of those in your cabin trying to sleep
* No watching of movies or television shows during camper weeks
* If a camper has the need to call home (only for emergencies or unique situations), the counselor must be present in the office with them for the duration of the call
* Make every effort to ensure that each camper in your cabin feels loved and welcome; never play favorites or give reason for campers to feel excluded

STAFF ROSTER & QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | JOB TITLE | NAME | JOB TITLE |
| Affholter, Zachary | Staff | **Hobson, Bo** | **Athletic Director** |
| Antoun, Austin | Staff | Kasprzak, Drake | Staff |
| Brandel, Peter | **Athletic Director** | **Ketelhut, Hannah** | **Executive Staff** |
| Brandel, Rebekah | **Head Girls’ Counselor** | **Malochleb, Blaine** | **Executive Staff/ Maintenance** |
| Carlyon, Drake | **Lifeguard/ W.S.I.** | Routledge, Lauren | Service Coordinator/ Drama |
| Carlyon, Montgomery | Staff | **Routledge, Raegan** | **Trek Program** |
| Cherry, Andrew | **Head Guys’ Counselor** | Russo, Caitlyn | Staff |
| Clester, Mallory | **Worship Coordinator** | Sefcheck, Emily | Staff |
| Derderian, Noah | Staff | Slocum, Tommy | Staff |
| Fix, Jennifer | **Counselor** | Wiler, Colton | Head Kitchen |
| Fix, Mary | **Assistant Director** | **Hall, Tamra** | **Offica Administrator** |
| Gamache, Jhenna | Staff | **Hall, Jacob** | **Kitchen Assistant** |
| Gilmer, Joshua | Staff | **Hobson, Ellen** | **Head Kitchen** |
| Hartman, Tyler | Staff | **Marske, Joy** | **Head Cook** |
| Herrmann, Kayla | **Media Coordinator** | **Walker, Billy Jr.** | **Administrative Assistant** |
| Herrmann, William | Staff | **Walker, Craig** | **Director** |
| Herter, Ben | Staff | **Walker, Laurie** | **Administrative Assistant** |
| Herter, Vaughn | Staff | **Walker, Lora** | **Administrative Assistant** |
|  |  |  |  |

*(****bold*** *denotes Programming Staff)*

**STAFF QUALIFICATIONS**

* Must be a committed Christian with a personal faith in the person and work of Christ
* Must be an active member of a local church
* Must be sincerely pursuing a Christ-exalting life
* It is preferred that the staff applicant have had previous HYC experience as a camper
* Must have completed staff training materials
* Must be willing to humbly serve the Director with true loyalty
* Must be loving towards others
* Must be a leader for Christ and for the growing of His Church
* Must be recommended through 3 confidential reference forms including a member of their church staff, teacher, and/or employer prior to arrival on grounds
* Must have competed staff application form and health form and been officially accepted

**PROGRAMMING STAFF QUALIFICATIONS**

* Must meet qualifications listed above
* Must have previously exhibited leadership ability previously whether at HYC or another capacity in their field of involvement
* Must be respected and admired by their peers
* Must be approved by the Director who maintains the right to remove any Programming Staff member at any time
* Must be loyal to the Director and exercise discretion in any private conversation, willing to honor anything said as confidential

FEMALE STAFF ESSENTIALS

Hiawatha Youth Camp believes in a strong standard of **MODESTY** to be respected by both men and women on staff (as well as campers). It is important to remember that visitors, parents, church leaders, and youth are looking at us as representations of HYC and what we believe as followers of Christ. Please be respectful of HYC’s clothing standards and dress codes, and we very much appreciate your cooperation.

When packing for the summer, try and avoid packing too much. Take time to plan ahead and pack only what you will need and honestly expect to use. Please avoid bringing expensive items that could be stolen or lost easily. Hiawatha Youth Camp will not be held liable to any lost or stolen cell phones, multimedia devices, jewelry, clothes, etc.

MALE STAFF ESSENTIALS

Hiawatha Youth Camp believes in a strong standard of **MODESTY** to be respected by both men and women on staff (as well as campers). It is important to remember that visitors, parents, church leaders, and youth are looking at us as representations of HYC and what we believe as followers of Christ. Please be respectful of HYC’s clothing standards and dress codes, and we very much appreciate your cooperation.

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SERVICE COORDINATOR

The service coordinator is accountable to the Director and serves on the Programming Staff. The service coordinator is also responsible for leading and directing the worship team as well as any and all other service music. They are responsible for the following:

* Determine pre-service music
* Rehearse with the worship team before the camp season begins
* Determine set lists for each service
* Responsible for order of service as well as communicating this with those who are a part of the service
* Ensure services begin on time
* Ensure tech team is prepared before service
* Responsible for all sound system equipment, lighting equipment, visual media software, service recordings, and platform organization.
* Ensure any special services are properly planned and coordinated with participating individuals beforehand
* Coordinate any special services specifically for the staff at the beginning and end of the summer at the instruction of the Director

SOCIAL MEDIA COORDINATOR

The Social Media Coordinator is responsible to the Director and serves on the Programming Staff. They must be approved by the Director and Assistant Directors to ensure they possess the maturity to manage their position. The Social Media Coordinator possesses the following responsibilities:

* Possession and management of all HYC social media accounts
* Any and all social media posts must fully reflect the camp’s values whilst appealing to our camper demographic
* Must post to each account regularly and with variety (update accordingly)
* Coordinates with any camp photographer as needed
* Does not give any account information to another staff member unless given permission by the Assistant Directors
* Only engage others on social media after consulting with the Assistant Directors

ACTIVITIES COORDINATOR

The Activities Coordinator reports to the Assistant Directors and is a member of the Programming Staff. They oversee all camper activities and ensure scheduled activities are adequately staffed. The Activities Coordinator is responsible for the following:

* Manage and finalize the camp schedule for each camper week
* Coordinate with the Athletic Director for all athletic activities
* Create staff teams to manage camper activities
* Make schedule changes as necessary
* Create an itemized list of material needs at the beginning of the summer

ATHLETIC DIRECTOR

The Athletic Director reports to the Activities Coordinator and is a member of the Programming Staff. The A.D. facilitates all athletic camper and staff activity throughout the summer. The Athletic Director must meet the following **QUALIFICATIONS**:

* Must have served at least 2 summers on the HYC staff
* Must meet all qualifications for serving in Executive Leadership
* Must be athletically inclined and familiar with athletic activities
* Must be willing to invest time in pre-camp planning and preparation
* Display the following **CHARACTERISTICS**:
  + Promote enthusiasm at all times
  + Consider safety as the top priority
  + Willing to communicate the final decision of the Director
  + Be willing to have the final say when the Director and/or Service Coordinator is not present
  + Be well respected by fellow staff and camp leadership
  + Readily find an assistant if and when needed

They are also responsible for the following:

* Ensure HYC possesses and/or acquires the necessary equipment and supplies before the start of camp
* Coordinate and announce the team captains and co-captains
* Coordinate all needed umpires needed for each week of camp
* Keep track of team scores throughout each week
* Direct all team competitions throughout the week
  + Coordinate and prepare tournaments
  + Direct and coordinate Morning Games
  + Coordinate and manage all afternoon activities
  + Coordinate judges if needed
* Make daily announcements during lunch; announcements will include the following:
  + Team scores
  + Birthdays
  + Provide directions for afternoon activity
  + Relay any other necessary information on behalf of the Director or Programming Staff
* Responsible for providing enthusiasm in all activities
* Report scores and winners to the Director at the end of a week
* Coordinate and prepare for any activity involving the obstacle course
* Supervise the Rec Hall
  + Maintain Rec Hall equipment and supplies
  + Supervise staff
* Responsible for setup and storage of all HYC sporting/athletic equipment
  + Maintain a running inventory of HYC’s sporting/athletic equipment (to be checked at the beginning and end of the summer)
* Responsible for maintaining the appearance of all athletic fields and activity areas
* Responsible for checking with the Nurse if the safety of an activity is in question
* Communicate daily with the Director and/or Service Coordinator on the day’s activities
* Announce the winning team at the end of the week to the Director and campers

GROUNDS MANAGER

The Grounds Manager (also known as “camp manager”) is responsible to the Assistant Directors and the Director, and serves on the Programming Staff. The Grounds Manager oversees the upkeep and maintenance of the HYC grounds and buildings throughout the course of the summer. They are responsible for the following as well

1. Oversees all staff working in buildings or on the grounds
   * Miracle Building Staff
   * Grounds Staff
   * Any staff responsible for cleaning camp buildings
2. Oversees all camp equipment and vehicles
3. Keeps Powerhouse clean
4. Keeps Miracle Building close clean
5. Keeps trailer clean
6. Responsible for trash cans around the grounds
   * Keeps dumpster area organized
   * Empties trash after each meal
7. Responsible for mowing of grass
8. Assists the Director as needed
9. Oversees packing for busses leaving grounds
10. Assists Athletic and Waterfront Directors as needed

REC HALL STAFF

All Rec Hall Staff are responsible chiefly to the TNG Leads and secondarily to the Assistant Directors. They are responsible for the following:

* Upkeep of the Rec Hall
  + Sweep off the steps
  + Sweep/vacuum floor
  + Replace any burnt-out light bulbs
  + Keep restrooms cleaned, stocked, and aired out
    - Always use latex gloves when cleaning the restrooms
  + Remove any trash in and around the building
  + Ensure all pop cans and bottles make it to the Sweet Shop recycling bins
  + Ensure equipment room stays organized
* Distribute equipment as needed (ensure it gets checked out and back in)
* Make an inventory with the Athletic Director at the beginning and end of camp
* Encourage campers participating in Rec Hall activities
* Participate with campers
* Do not leave the building when on duty
* Do not nap when on duty
* Be willing to assist the Athletic Director if and when activities take place in the Rec Hall
* Close the Rec Hall at the end of each night
  + Turn of all indoor lights
  + Ensure outdoor lights remain on
  + Put all equipment away
  + Close and lock doors
* Report any broken or lost equipment to the Athletic Director (if necessary, the Grounds Manager)

The following **SCHEDULE** applies unless directed otherwise:

* Open every day from the *end of afternoon activity – 5:30 PM*, and the *end of evening service – close*.
* Open Sundays from the *beginning of registration – 6:00 PM*.

GROUNDS STAFF

All members of the Grounds Staff are responsible to the TNG Leads, assisting them as assigned in all work around the HYC property and inside buildings. They are specifically responsible for the following:

* Work hours are during afternoon free time on a daily basis (vary by assignment)
* Responsible for the Fellowship Center
  + Vacuuming
  + Organization
  + Cleaning kitchen area
* Responsible for mowing grass
  + Front of Connected Cabins (including The Directors’ cabins, Cook’s cabin, and laundry room)
  + Around Miracle Building (be sure to cut away from the building)
  + Across athletic field
  + Around basketball courts
  + All of Kahuna Hill (road to beach around the Fellowship Center)
  + Around Sweet Shop, Nurse’s cabin, and Rec Hall
  + Around Billy and Sharon’s cabin
  + Clean off the mowers when done
  + Check oil regularly
  + Check gas (use only regular unleaded fuel)
* Ensure equipment is put back where it belongs
* If any equipment breaks down, report it directly to the Grounds Manager (do not try and fix it yourself)
* Be ready to accept any special assignments from the Director
* Ensure that in all things, safety is the top priority
  + As a part of safety, wear sunscreen

NIGHT WATCH STAFF

The Night Watch Staff are utilized as needed and is responsible to the Grounds Manager. The Watch Staff’s primary responsibility is to inspect the grounds after staff and campers have been sent to their cabins for the night. They are to ensure no one is out. Their responsibilities and directions are as follows:

* Makes several rounds of the campgrounds and buildings until 2:00 AM (unless otherwise specified by the Director)
* Turns off building lights as needed
* Makes sure doors are closed and locked as needed
* Reports any staff out of their cabins past curfew to the Director
* Reports any camper out of their cabin past curfew to their counselor and Director, and accompanies said camper to their cabin
* Checks on any unusual disturbances (if something appears dangerous, contact the Director immediately)
* Reports any uninvited non-staff or non-camper seen on the grounds past curfew to the Director

MIRACLE BUILDING STAFF

The Miracle Building Staff are responsible to the TNG Leads. They are chiefly responsible for all upkeep and cleaning of the Miracle Building. These shared duties are not necessarily to be done at a specific time of the day, but each team of M.B. Staff should create an organized schedule so each member has clear direction. Their responsibilities are as follows:

1. Maintains lobby/dining room fireplace
   1. Lights fires as needed
   2. Refills fireplace log compartment as needed
   3. Keeps area around fireplace clean
   4. Remove ash and debris from fireplace every afternoon using metal can
2. Maintains auditorium (esp. before evening and Sunday morning services)
   1. Spot vacuum as needed
   2. Remove all non-service related materials and trash from stage
3. Maintains hallway and its adjacent rooms (staff office, library, nursery, and main office)
   1. Remove all trash and replace trash bags
   2. Vacuum
   3. Straighten furniture as needed
4. Maintains bathrooms *always* using latex gloves (esp. before evening and Sunday morning services)
   1. Mop the floors once a day
   2. Refill toilet papers and needed
   3. Refill soap dispensers as needed
   4. Refill paper towel as needed
   5. Clean bathroom sinks and counters
5. Maintains kitchen floor and bathroom
   1. Sweep and mop every night
   2. Refill supplies as needed
   3. Remove trash from bathroom
6. Maintains front porch, steps, and walkways into the Miracle Building (esp. before evening and Sunday morning services)
   1. Use blower as needed
   2. Remove any trash or debris
   3. Straighten any furniture
7. Maintains dining room
   1. Spot vacuum after major meals
   2. Ensure chairs and tables are organized
8. Puts any misplaced items into the lost and found
9. Ensures the lobby closets and hall closet are kept clean and easily accessible
10. After evening activity, ensures all Miracle Building interior lights are off, exterior walkway lights are on, and auditorium equipment is off
    1. M.B. Staff are always the last out of the Miracle Building
11. Opens and closes windows as needed
12. If there is a guest for a Saturday evening event, the M.B. Staff should be ready to assist in whatever needs they may have

OFFICE MANAGER

The Office Manager is responsible solely to the Director. They will have the following responsibilities:

* Most have printed and posted a weekly schedule in the office
* Never a captain or co-captain and does not participate in Morning Games
* Responsible for all mail going out or being delivered
* Responsible for handling of all camper forms
  + Ensure that every camper registered has filled out their form
* Ensure that Counselors have handed in all necessary forms
* Responsible for all offerings taken at HYC (should be taken to the office immediately and put in the safe)
* Responsible for distributing Sweet Shop and Shirt Shack money boxes
  + Responsible for their return to the office when not in use
* Ensure there is a maintained sense of professionalism in all personal conduct and appearance

OFFICE STAFF

The Office Staff are responsible to the Office Manager and the Assistant Directors. In their position, they possess these responsibilities:

* Responsible for answering the office phone
  + Always have a warm and positive response
  + Always review your message with the caller
  + Always deliver any messages
  + Manage the use of the phone and time of calls
* Responsible for sending out mail and receiving mail (assist the Director in these)
* Responsible for managing the camp-wide sound system
  + Understand when and for how long music should play
  + Turn off the sound system when it is not in use
  + Ensure it is only used with permission
* Responsible for assisting all camp guests and campers with a warm and positive demeanor
  + Assist guests as you are able
* Ensure the office is kept clean and well organized
* Dress appropriately
* Must not leave the office during your scheduled time
* Ensure the office is properly locked when you leave
* Never leave any funds “visible”
* Responsible to the Office Manager to be aware of weekly hours

SWEET SHOP STAFF

All Sweet Shop staff are responsible to the TNG Leads and Assistant Directors. They are also responsible to the Office Manager for management of Sweet Shop funds and cash box. Sweet Shop Staff are responsible for the following:

* Upkeep of the Sweet Shop
  + Removal of all trash from the building
  + Cleaning and sanitizing of tables
  + Vacuuming floors
  + Cleaning of microwaves
  + Opening of windows as needed
  + Restocking as needed
  + Bagging of pop cans
* Ensure games and all other Sweet Shop equipment are maintained and put where they belong
* Do not leave the Sweet Shop when on duty
* Do not invite others (staff or campers) to the back room unless given explicit permission by the Director or Grounds Manager
* Do not leave the cash box unattended
* Responsible for opening the Sweet Shop
  + Turning lights on
  + Getting money from the cash box
  + Turning music on
  + Ensuring any other equipment is ready for use
* Responsible for closing the Sweet Shop
  + Turning lights off
  + Closing any windows
  + Making sure all doors are tightly locked
  + Returning all money to the office

SHIRT SHACK STAFF

The Shirt Shack Staff are responsible to the Office Manager. They possess the following responsibilities:

* Management of HYC apparel and accessories for sale
* Stocking and restocking as needed
* Keep an active inventory of all HYC stock
* Ensure all items are properly paid for
* Keep the Shirt Shack clean

The Shirt Shack **SCHEDULE** is typically *immediately preceding the evening service through the beginning of the post-service activity*.

CABIN MANAGEMENT ASSISTANTS

The Cabin Management Assistants are responsible primarily to the Office Manager and secondarily to the Assistant Directors. Their chief responsibility is the cleaning and service of guest cabins and the Directors’ cabins. Their responsibilities are as follows:

1. Cleans cabin rooms and bathrooms
2. Ensures laundry is done
3. Cleans countertops and bathroom surfaces
4. Dusts any non-bathroom surfaces
5. Removes trash and replaces trash bags
6. Ensures lights are working
7. Opens windows
8. Vacuums floors

KITCHEN COORDINATOR

The Kitchen Coordinator is responsible to the Head Cook and Assistant Directors, and serves in a position on the Programming Staff. They report directly to the Head Cook and for their Kitchen Staff. It is imperative that they see themselves as part of the Kitchen Staff and operate in a mindset of teamwork. The following responsibilities and standards must be obeyed and enforced:

* Responsible for cooperating in all things with the Head Cook and Kitchen Staff
* Responsible for enforcing kitchen **DRESS CODE** regulations including the following:
  + No open-toed shoes whilst in the kitchen
  + Hats and/or hairnets must be worn when serving food
  + Food service gloves must be worn when serving food
* Ensure dishwashers are complying with dishwashing methods and procedure
* Ensure the Kitchen Staff follows the proper order for clearing tables and storing food
* Responsible for the opening and closing of the dining room for the season
* Ensure the Kitchen Staff properly serves, cleans, and settles every meal
* Responsible for communicating to the Kitchen Staff when a camper or guest requires a special diet
* Responsible for assisting campers in finding seats for meals
* Responsible for giving an accurate number of people for each meal to the Kitchen Staff ahead of time
* Ensure staff and campers **BEHAVE** appropriately during meals
  + Campers should not leave the dining room without permission
  + Campers are never allowed in the kitchen or behind the serving tables
  + Guests and campers are always first in line (staff follow)
* Responsible for preparing the winning team ice cream party on Friday nights; ensure the following are ready
  + Ice cream
  + Toppings and candy
  + Paper goods and silverware
  + Water
* Assist the Kitchen Staff in the following ways:
  + Manage the Kitchen Staff weekly schedule
  + Communicate each job assignment for the week
  + Supervise the setting up and cleaning up of each meal
  + Ensure Kitchen Staff are readily available for babysitting as needed
* Assist the Kitchen Staff as needed throughout meals
* Greet any special guest with a warm and welcoming demeanor
* Responsible for the overall appearance and cleanliness of the dining room in the following ways:
  + Tables should be centered beneath lights
  + Chairs should be set at an evenly distributed number around each table
  + Rows of tables should be straight
  + Fireplace should be cleared of any items (Building Staff)
  + Ensure lights are turned on and off
  + Carpet must be swept and/or vacuumed after each meal (Building Staff)
  + Open or shut the windows and ensure the screens are clear of cobwebs
  + Make appropriate call on need for fire in fireplace (Building Staff)
  + Ensure dish stacking area is kept clear
  + Ensure coffee area is restocked in cleaned
* Responsible for the overall appearance and cleanliness of the kitchen in the following ways:
  + Countertops must be thoroughly cleaned
  + Sinks must be emptied and drains cleaned
  + Ensure the kitchen restroom is kept clean (Building Staff)
  + Storage area should be cleaned and organized daily
  + Ensure all trash is removed after meals (Grounds Staff)
  + Ensure windows are opened and shut as needed
  + Kitchen floors should be swept and cleaned each night (Building Staff)
  + Remove all wet towels from kitchen and ensure they have been washed
* Ensure that all Kitchen Staff report on time to their jobs
* Ensure that all Kitchen Staff are dismissed at the same time once jobs are completed

KITCHEN STAFF

All members of the Kitchen Staff are responsible to the Kitchen Coordinator, Head Cook, and TNG Leads. Kitchen Staff should always work in the mindset of a team, looking out for each other and assisting each other as much as possible. They are to follow any and all instruction given by the Kitchen Coordinator and Head Cook.

* The Kitchen Staff is also responsible to obey the following **DRESS CODE**:
  + No open-toed shoes whilst in the kitchen
  + Hats and/or hairnets must be worn when serving food
  + Food service gloves must be worn when serving food

The following **SCHEDULE** is followed unless otherwise stated by the Kitchen Coordinator or Head Cook:

|  |  |  |
| --- | --- | --- |
| MEAL | ARRIVE | LEAVE |
| Breakfast | 7:30 AM | 9:15 AM (return after staff meeting until dismissed) |
| Lunch | 12:10 PM | When dismissed |
| Dinner | 5:30 PM | When dismissed |

Kitchen Staff are responsible for the following:

* Reporting to jobs on time
* Wearing proper attire
* Preparation of dishes
* Serving of food
* Serving of beverages and water jugs
* Salad bar preparation and maintenance
* Washing and drying of dishes
* Hand-washing dishes (according to posted instructions)
* Assisting in food storage
* Cleaning tables
* Keeping kitchen surfaces sanitized

HEAD COUNSELORS

The Head Counselors are responsible to the Assistant Directors and are members of the Programming Staff. While they do not possess authority, they serve as leaders for Counselors and function as a guiding resource as needed for assistance.

* Responsible for being present at camper registration
* Review counselor devotional plans prior to beginning of the summer
* Handle all discipline problems that involve campers and refer them to the Assistant Directors as necessary
* Keep Assistant Directors informed as to the performance of each counselor
* Be prepared to handle camp-wide counseling responsibilities on Tuesday nights and whenever else it is needed

COUNSELORS

**COUNSELORS** are responsible to the Assistant Directors. You possess what could be considered the most demanding and important position on staff, yet it is also considered the most potentially rewarding. Counselors’ fundamental responsibilities are as follows:

* Responsible for their campers and to a lesser degree, their cabin staff members
* Assist other counselors in any and all areas of need and difficult
* If counseling assistance is needed, refer to the Head Counselors as a resource for guidance
* Serve as role-model for campers in attitude and behavior

The **COUNSELING COMPOSITE OF DUTIES** has been prescribed for the Counselor by the Assistant Directors and Director.

* The state requires a 1/10 ratio of staff to campers in each cabin, and this will always be met
* Responsible for welcoming all campers during registration and being insanely enthusiastic
* Responsible for explaining cabin and camp rules to campers
  + Set up cabin clean-up schedule
  + Give campers any necessary forms and have them turned in during the following morning’s staff meeting
* Ensure all medications have been turned in to the nurse
* Always aware of camper attendance to services and meals
  + If any are absent, then the counselor is responsible for finding their camper(s)
* Must participate actively in camp-wide activities
* Must ensure campers are participating actively in camp-wide activities
* Responsible for making sure rest period is properly facilitated
* Must include at least 1 **COUNSELOR TALK** with each camper in the cabin
  + Counselor Talks should last at minimum 30 minutes
    - Applies to all except Junior Camp
  + Ask open-ended questions that allow for more than a “yes” or “no” answer
  + Discussion topics can include devotional prayer life, family, friends, church, future plans, personal struggles, etc.
    - In these areas, provide biblically-supported guidelines for future spiritual growth
  + After Counselor Talks, you are encouraged to write down your immediate thoughts and any problems
* Responsible for planning and properly executing evening devotions within the parameters predetermined by the Head Counselors
* Ensure no campers leave the cabin after the final music of the night has played
* Ensure campers use proper personal hygiene
  + Campers should be required to shower at least once per day
* If a camper is ill or doesn’t feel well, the Counselor should take the camper to the Nurse
* Responsible to communicate and report any major camper issues (smoking, consistently poor attitude, bullying, etc.) with the respective Head Counselor
* Must detail the **CABIN EVACUATION PROCEDURE** at the beginning of each week
  + Locate the safest exit window in the cabin
  + Slide both window panes together to the center of the windowsill
  + Push out the screen
  + Hold the windows together and push up, then out, and remove the windows completely
  + Assist campers through the open window
  + Report to the beach unless otherwise directed

One of the seemingly mundane yet critically important responsibilities of the counselor is **CABIN CLEANLINESS**. If there are any issues such as burnt-out light bulbs or plumbing issues, check with the office. While many of these things are taken care of throughout the week by campers (Cabin Cleanup), staff are responsible for cleaning their cabin thoroughly after campers have left at the end of the week and before campers arrive for the following week. A clean cabin meets the following guidelines and standards:

* Swept/vacuumed floors
* Organized personal belongings
* Emptied waste baskets
* Clean toilet (Counselor/staff responsibility *only*; not for campers)
* Clean counter (disinfected)
* Clean sinks (disinfected)
* Clean shower (disinfected)
* Beds made
* Windows opened and cleaned
* Entryway rug is shaken and exterior cement swept

Counselors are responsible to their campers to assist in carrying and loading any **LUGGAGE** they’re unable to handle themselves. Counselors should also be ready to assist campers when they need help packing on Saturday mornings. Be sure to check around the cabin for any lost or misplaced items should the need arise, and do so especially before the campers leave. Always hold them responsible for taking care of their possessions and respecting their fellow campers’ belongings and space.

Counselors - in their time with campers for a week out of the year - participate in what’s considered **SHORT-TERM COUNSELING.** Counselors should always seek to maximize the impact and effectiveness of their ministry in the short time they have with each camper. There is incredible eternal potential in the short week of a camper’s stay at HYC, and we’ve seen God do incredible things in the lives of campers that last decades thanks to the effective work of a Counselor and/or staff member during a week of camp. As you counsel, keep these things in mind:

* Assist the camper to develop positive insights into their problem. Help them to be mindful the emotional and spiritual aspects surrounding their circumstances, encouraging them to consider the influence of past relationships and events for the current problem.
* Lead the camper into a deeper relationship with Christ so they can turn to the Word of God for continued assistance and edification.
* One of the primary goals of short-term counseling is to encourage the camper to seek further counsel. They should be readily referred to Christian mentors and (preferably) members of their church staff.
* Counselors often make the mistake of jumping into the well of a camper’s problems. Remain on solid spiritual and emotional footing so you can keep the high ground and lift them out of the well.
* Another primary goal of short-term counseling is instilling the absolute necessity of daily personal devotions. All staff should be role-modeling prayer and habitual devotions for each other and campers.
* Encourage the camper that every decision be turned into a public commitment for the sake of motivation and accountability. Help the camper prepare a testimony for the Friday night Fireside Service that will stabilize their decision whilst encouraging others. This service is a great barometer for a camper’s experience at HYC. (NOTE: Fireside testimonies are designed to reflect what God has done in this week at HYC - it does not exist for life testimony.)
* Camp evaluation is a hopeless effort if you rely on memory alone. Know what you are looking for. Be objective, personal, and keep personal opinions to a minimum. Make use of quotes and examples.
* You will not be able to fix problems in a week’s time that took an entire life to form. Use your time with your campers to guide, direct, and encourage their relationships with God to go deeper. Leave them with solid biblical examples and verses that they can hold to and reflect on at camp and at home.
* Give your campers your information so that they contact you throughout the year. Social media, address, and a phone number (do so sparingly) help facilitate a more long-lasting relationship with your campers.
* Never question the local church from which the camper has come. Be supportive of its work and its staff. Hiawatha Youth Camp is an interdenominational ministry and recognizes that all believers live under the umbrella of God’s grace warranting our support and prayers.
* Physical and emotional abuse will be reported to the state.
  + **CHILD PROTECTION PLAN**
    - Reporting Responsibilities – All camp staff are considered Mandated Reporters and are to report abuse or suspected abuse of campers to the Centralized Intake for Abuse and Neglect at (855)-444-3911. This applies to abuse that may occur on the campgrounds or abuse that is occurring at home. The Director of Counseling may assist any staff member who needs to make the call to report abuse, but will not serve as a screener for determining abuse. Staff members may make a call without the Director of Counseling if necessary.
    - Confidentiality – All information about abuse will be kept confidential and reported only to the Centralized Intake number.
    - Separation of Alleged Perpetrator – If the abuse occurs on the campgrounds, the alleged perpetrator will be immediately removed from contact with campers as long as necessary to protect the safety and welfare of campers.

Counselors also bear responsibility in the proper **DISCIPLINE** of campers. Discipline of campers should be done with great care for their wellbeing and follow these guidelines:

* Never punish a camper by keeping them from any meal or sleep.
* Never punish a camper through ridicule, threat, excessive restraint, or physical exercise.
* Never punish a camper by placing them alone.
* Never give a camper work assigned to a staff member.
* Never strike, slap, or push a camper.
* Do not give the camper a “hero” status in the process of disciplining them.
* Never allow for discipline to create a polarized relationship between the camper and staff member.
* Never cause a disturbance in a service or meeting by quieting the camper and creating a bigger problem than what was already taking place.
* The best way to control camper behavior is to be with them.
* Let campers know that you expect obedience and “take for granted” that they will follow rules and regulations.
* Remind campers of the importance of their total cooperation, that it is in the interest of everyone to have a good time.
* Enlist the help of the offending camper to help others. (An appeal to their pride and leadership often works.)
* If quick public rebuke is ineffective, take the camper away from others and speak sternly yet sincerely to them. Always end such moments on a positive note; pray with and for them.
* If you find yourself unable to reach a solution to the problem at hand, do not devote all of your time and energy to this one camper. See the Head Counselor.
* If a problem persists and the Head Counselor has talked with them, bring it to the attention of the Assistant Directors. If his advice and input is not successful, he may ask to see the camper in his office. A disciplinary measure agreed upon between the Director and the camper will be taken. If such measures are unsuccessful and no observable change has taken place, their local church and/or parents will be contacted and notified of the issue. There will be the understanding that a staff member of the same gender will accompany the camper to a predetermined meeting location where the church leader or family member will be waiting.

**CO-COUNSELORS** (any and all non-counseling staff in the cabin) are responsible for assisting the Counselor whenever possible and working with them in a spirit of cooperation. They must abide by all cabin rules and be in charge of the campers whenever the counselor is absent. They also serve as role-models for campers in attitude and behavior.

THE TREK PROGRAM

The **Trek program** is a Hiawatha specific program designed to orient and guide new staff and staff under the age of 18. The program consists of weekly one-on-one mentoring, intentional job placement and two senior staff members working as supervisors for the young staff members and a representative to the director and assistant directors. The Trek program also coordinates weekly lessons focusing on personal and leadership growth along with team building activities. Hiawatha's Trek program creates an intentional space for staff under 18 years old to learn and grow while providing the necessary supervision and advocacy.

LIFEGUARD / W.S.I.

The **LIFEGUARD** is responsible to the Assistant Directors. They are responsible for all waterfront activities, management, and equipment. The Lifeguard is also responsible for the following:

1. Must be certified in deep water or beachfront lifeguarding, adult/child CPR, First Aid, and must have current W.S.I documentation
2. Must be at least 18 years of age
3. Supervises the weekly camper swim test and determines each camper’s ability to swim
   1. Keeps record of swim test results
   2. Distributes appropriate wristbands
4. Enforces all waterfront rules to maintain safety
5. Maintains sight and mindfulness of all swimmers whilst the beach is in use
6. Supervises use of all beach equipment and ensures it is taken care of
7. Straightens up the waterfront after use
8. Maintains and enforces proper Piatt Lake regulations on the waterfront
   1. No motor boat is allowed within 50 yards of the swimming area
   2. For every 20 swimmers, it is required for one lifeguard and one on-site observer to be present
   3. The maximum swimming area should be 25 yards in length
9. Always present on the beachfront from the end of the afternoon activity through 5:00 PM (unless otherwise instructed by the Director)
10. Maintains supplies needed for operation of boats
    1. A Coat Guard approved floating device must be available for each occupant of any boating activity
11. Maintains and possesses required waterfront equipment including a *whistle*, *assist pole*, and *rescue tube*
12. Maintains First Aid Kit located on the lifeguard stand
    1. Must know how to handle first aid needs and/or blood borne pathogen procedures

The Lifeguard is also responsible for ensuring all campers are aware of the **WATERFRONT** **RULES** as well as enforcing them.

1. It is a state requirement that anyone wanting to swim must first complete a swim test administered by the W.S.I.
2. Covering must be worn to and from the beach
3. Two-piece bikini-type bathing suits are not allowed
   1. NOTE: “tank-inis” are permitted but must be approved by the girls’ Head Counselor prior to leaving the cabin. If a problem is found, solutions include (1) borrowing a different bathing suit, (2) wearing a t-shirt over the bathing suit, and (3) not being allowed to swim.
4. Absolutely no swimming or use of any waterfront equipment without the lifeguard on active duty
5. A lifejacket must be worn when using a boat
6. Never swim outside the roped areas
7. No dunking, pushing, snapping towels, throwing sand, kicking sand, or misusing of beach equipment

In the event of a **LOST SWIMMER**,

1. Blow the whistle and clear the swimming area
2. Notify the Athletic Director, Nurse, and Director
3. Make a detailed and immediate announcement of the following
   1. All campers must report to the Rec Hall
   2. All counselors must report to the Rec Hall
   3. All co-counselors must report to the waterfront
   4. All other staff must report to the Rec Hall
4. Refer to the following “Lost Child Protocol” documentation

BLOB PROTOCOL

The following is the protocol for Junior Camp.

* Two staff members will volunteer to remain at the blob and be responsible for blobbing the campers as well as overseeing the smooth operation of proper procedure.
* At each cabin check, counselors will choose a camper with a green or yellow wristband to use the blob during that period of time and send them to a single file line at the lifeguard stand.
* Each camper in line will, at the instruction of the lifeguard on duty, obtain a lifejacket from the lifeguard stand.
* A staff member (or secondary lifeguard if applicable) will check the fastening of each lifejacket on the sand by the swim line nearest the blob before the camper begins waiting in line.
* One of the staff members operating the blob will call out two campers at a time to the blob stand.
* The camper being blobbed is to follow this procedure:
  + Climb up the stairs
  + Jump out to the yellow section on their rear end
  + Roll over to the stomach and crawl (do not stand) to the far blue section
  + Sit with legs outstretched or bent facing the swim area
  + Give the staff person, who is now atop the blob tower, a thumbs up when they’re ready to be blobbed
  + After being blobbed, swim parallel to the blob back towards the beach, where the waiting staff will verbally confirm the camper’s condition
  + Return lifejacket to the lifeguard stand
* If there are not very many campers being lobbed, the camper is to ask the staff running the blob for permission to go again. Multiple turns are allowed in this situation.
* At the cabin check, the counselors will choose new campers to be blobbed. If all campers from the first cabin check have not yet had a chance, they will receive priority.
* There is freedom to change staff members operating the blob stand during a cabin check.
* Campers always have first priority on the blob. Counselors may be blobbed, but they may never allow blobbing to supersede their responsibilities as aquatic observers.
* Campers are *not* allowed to blob other campers during Junior Week.

The following protocol is for Middle and High School Camp.

1. Two staff members will volunteer to operate the blob as swim time begins.
2. Campers who have attained a green or yellow wristband and wish to blob are to report to the lifeguard stand at the beginning of beach time (or at any time the waterfront is open during free time).
3. Any campers with a green wristband may go directly to the sand by the buoys of the swim line nearest to the blob and wait to be called out to the blob by a staff member. They do not need a lifejacket.
4. Any campers with a yellow wristband wishing to be blobbed must obtain a lifejacket from the lifeguard. This must be checked by the lifeguard or a staff member before getting in line.
5. The camper being blobbed is to follow this procedure:
   1. Climb up the stairs
   2. Jump out to the yellow section on their rear end
   3. Roll over to the stomach and crawl (do not stand) to the far blue section
   4. Sit with legs outstretched or bent facing the swim area
   5. Give the staff person, who is now atop the blob tower, a thumbs up when they’re ready to be blobbed
   6. After being blobbed, swim parallel to the blob back towards the beach, where the waiting staff will verbally confirm the camper’s condition
   7. Return lifejacket to the lifeguard stand (if applicable)
6. Multiple turns are allowed at the discretion of the staff operating the blob and the active lifeguard.
7. When the blob is not in use, campers and staff *must* remain inside the swim area.
8. Double-blobbing is allowed by staff when it is done safely and properly as long as appropriate weight limits are observed. Triple-blobbing is *not* allowed.
9. Flipping from the tower to the blob and climbing from the blob to the tower are prohibited.
10. Blob wars (people remaining on the blob after their turn is up or more than three on the blob in any situation) are strictly prohibited.

NOTE: If a problem occurs with the blob or blob tower during swim time, use will stop immediately. If there is more than one lifeguard on duty, it will be attended to and (if possible) reopened.

LOST CHILD PROTOCOL

**LOST CHILD PROTOCOL** is to be followed when a camper has gone missing from an activity, cabin, or otherwise expected location.

1. Staff is to divide into pre-assigned groups as indicated below and report to primary locations immediately with necessary equipment.
   1. WATERFRONT 1
      1. **Includes** lifeguard, boys’ co-counselors
      2. **Meet** at the lifeguard stand
         1. Be ready to get in the water with swimsuits, fins, goggles, underwater flashlights,
      3. **Directions** are to sweep the swim area holding hands, taking turns swimming under the blog, sweeping the lake floor, the blob stand, and the surrounding water/beach area
   2. WATERFRONT 2
      1. **Includes** secondary lifeguard (if applicable), girls’ co-counselors (or co-ed)
      2. **Meet** on the beach where the boat dock once stood
         1. Be ready to get in the water with swimsuits, fins, goggles, underwater flashlights
      3. **Directions** are to hold hands sweep the water between the boat dock area and the swim area
   3. REC HALL/GROUNDS
      1. **Includes** Assistant DIrectors (with full camper lists for the week), all counselors
      2. **Meet** in the Rec Hall, where all campers will gather
         1. If a camp-wide announcement must be made, notify the office
      3. **Directions** are to take a roll-call of all campers immediately and remain there until further instruction
2. An Programming Staff member from each group needs to obtain a walkie-talkie from the office before stationing at the indicated location (only one is necessary on the beach). If the camper is found and in healthy condition, the search is to be called off and all staff is to convene in the Rec Hall to resume regularly scheduled activities (if possible).
3. If roll is taken in the Rec Hall and the camper is still missing, counselors are to go out simultaneously and check cabins and the wooded areas surrounding cabins for the lost child. In the event of finding the camper, or finding nothing, all counselors should report quickly back to the Rec Hall once cabins are checked.
4. Once the camper is found and the situation is assessed, the counselor and Head Counselor of the same gender (as well as Assistant DIrectors) are to meet with the camper at the earliest convenient time to discuss the situation and reassure the camper, calling the parents and/or youth leader (if necessary).
5. If the camper is injured or in need of medical attention, dial 911 immediately. This should be communicated to the office via walkie-talkie as soon as this information is made available.

HEALTH SERVICE POLICY

Our **HEALTH OFFICER** will be a licensed R.N. or M.D. and will live on the campgrounds. The office must have a current copy of their license on file. The Health Officer will have been certified in CPR. Time off will only happen when covered by an administrative staff member with EMT certification.

Hiawatha Youth Camp will have capability to provide emergency transportation utilizing a camp-owned or staff-owned vehicle. Hiawatha also has arrangements to use emergency transportation with Strongs Ambulance Services.

The Health Officer is responsible to the Director and will report to him as situations require. The Health Officer will follow the standing orders as provided for the camp by the camp physician.

Upon campers’ arrival at HYC, the Health Officer will screen all campers during registration and note any special conditions. The Health Officer will will see counselors and kitchen staff immediately on the first day of camp to make them aware of anything to care or look for in regards to campers. The Health Officer will have a health form (with insurance information) for each staff member and camper.

A log will be kept of all visits by the staff and campers to the Health Officer. The Health Officer will note the date, cabin number, indicating need and response to that need.

All camper and staff medications must be turned in to the Health Officer. They must be in the original container with dosage and frequency clearly marked. The Health Officer is responsible for keeping all medications under locked storage unless medically contraindicated by parents. The Health Officer will make available the medication as necessitated by individuals.

An adequate supply of items needed for camper treatment will be kept in the infirmary. They will be kept under the supervision of the camp Health Officer. Items needed by the Health Officer will be made available prior to the opening of camp.

If the Health Officer believes the illness or injury requires greater medical attention, the camper will be taken to the War Memorial Hospital in Sault Ste. Marie or Helen Newberry Joy Hospital in Newberry.

The Health Officer and staff will watch for any signs of child abuse. All adult staff are mandated reporters and responsible for reporting any suspected abuse to the Department of Human Services. If abuse is suspected, it must be reported immediately to the Director. *Do not tell any other person.* Medical treatment might be given if necessary. A written report will be made for camp files, and the Department of Social Services will be immediately contacted by the Director with a report.

When leaving the grounds, the Health Officer will take health forms for all campers and staff with them so they may be referred to as necessary.

GENERAL HEALTH POLICY STAFFING

Our Health Officer, who holds licensure in nursing or medicine and is current in CPR, will be living on the campgrounds. The Health Officer, or other staff members designated by the Health Officer, shall be on duty at the camp at all times while camp is in session. This designated person will be a staff member who has had Red Cross Standard First Aid Training and CPR certification. The Health Officer shall indicate their whereabouts on camp property, preferably on a sign posted on the Health Center door and/or by letting the office staff know; they will always inform the Health Officer-designated staff of their whereabouts and if they’re leaving the campgrounds to ensure continuous coverage will be available for emergencies.

HEALTH OFFICER QUALIFICATIONS

**PHYSICIAN** – licensed to practice in Michigan and CPR-certified

**REGISTERED NURSE** – licensed to practice in Michigan and CPR-certified

**PRACTICAL NURSE** – licensed to practice in Michigan and CPR-certified

**EMT** – licensed to practice in Michigan and CPR-certified

**CAMP HEALTH OFFICER** – an adult with Basic Standard First Aid and CPR certification

**QUALIFICATION NOTES**

CPR = minimum 8-hour course and SFA = minimum 17-hour course

If group is more than 20% handicapped or non-ambulatory, the Health Officer with certification for First Aider must be an adult with Advance First Aid

Any course that is equivalent to the American Red Cross course is acceptable

**CONSULTATION SERVICES AND CAMP DOCTOR**

He/she has agreed to be our camp physician, to be accessible by phone to us, to see sick or injured campers in office, and to bill the patients directly. Our camp physician is as follows:

*Dr. Jack Pahn, M.D.*

550 Osborn, Suite 101

Sault Ste. Marie, MI 49783

Phone: (906) 632-0370

Office hours are M-F (call ahead)

EMERGENCY TRANSPORTATION AND SERVICES

In the event of an emergency or serious injury, the Health Officer or administrative staff will make the decision to call EMS or to transport the individual(s) concerned for medical treatment. EMS service is available from Strongs Ambulance Service by calling the Sherriff’s Department at 911.

Other emergency transportation may be provided by an administrative staff’s vehicle.

If advanced emergency services are required, we will take campers to War Memorial Hospital in Sault Ste. Marie or Helen Newberry Joy Hospital in Newberry. The hospitals’ medical staffs are available on a 24-hour basis. Attached are statements of emergency care for this season which has been agreed upon by both institutions. As stated in these agreements, a staff member will accompany any person sent by either car or ambulance to the hospital.

PARENT NOTIFICATION

Campers’ parents or legal guardians will be notified by the Health Officer or Director as follows:

* Immediately in the event of death
* Immediately following admission to the hospital
* The day following an overnight stay in the Nurse’s Cabin
* As soon as possible if the Health Officer and/or physician recommends that the camper returns home due to serious injury or illness
* At the Health Officer’s discretion, if other matters require their attention related to the health of their child

DAILY OBSERVATION

It is each cabin counselor’s responsibility to be aware of each of their camper’s physical condition on a daily basis. Any changes in appearance, appetite, activity level, behavioral patterns, or health habits are to be reported to the Health Officer. The Health Officer will investigate the situation further.

SCREENING OF CAMPERS

All campers will be screened by the Health Officer within 24-hours of their initial arrival at camp. This screening will include a review of the camper’s health history, a general physical assessment, a discussion of health needs with the camper, and a checking in of all medication(s).

The Health Officer shall be alert to the signs of communicable disease in the camper and take appropriate measures to prevent the transmission of the disease to others, including but not limited to hospitalization (if appropriate), contacting the parents of the camper to pick them up, and/or placing the camper in isolation.

FIRST AID AND HEALTH CARE SUPPLIES

Emergency first aid supplies will be located in the following areas: the Nurse’s Cabin, waterfront, and kitchen. First aid kits will be available for camp-outs and field trips, and will be stored in the Nurse’s Cabin when not in use. All medications will be kept in the health center in a locked place if it is not medically contraindicated to do so. An inventory of supplies is listed in later in this manual.

MEDICATION STORAGE AND ADMINISTRATION

All campers and staff medications must be turned in to the Health Officer. They should be in the original container with the dosage and frequency marked. The Health Officer is responsible for keeping all prescription drugs and medications under locked storage in the Nurse’s Cabin. When the Health Officer is off duty, the designated administrative staff will retain a key to the locked storage cabinet(s) and assume that responsibility. The Health Officer will prepare and dispense medications to the appropriate persons at designated times. Those campers who receive bedtime medications will come to the Nurse’s Cabin between 10:00 and 11:00 PM to obtain them. If the Health Officer is off duty, the designated administrative staff member or one appointed by the Director will assume the responsibilities under the direction of the Health Officer.

ANNUAL PHYSICIAN’S REVIEW

Dear Craig Walker,

This letter serves to confirm Hiawatha Youth Camp’s health service policy covering the following topics -

camper health screening

on-call services,

emergency care and transpiration arrangements,

health care supplies,

storage and administration of medications,

daily camper observations,

off-site procedures,

authorized person notification,

health care staffing,

exposure control plan,

- has been reviewed and is considered appropriate to the population served by the camp and for the environment and activities of the camp.

Sincerely,

Michelle A. Fontenelle-Gilmer, M.D., M.H.S.

EXPOSURE CONTROL PLAN

This information is provided to camp employees in partial compliance with OSHA’s Blood-borne Pathogen Standard. It is the intent of the camp to educate people about issues related to exposure to bodily fluids, to use management techniques and equipment to minimize exposure risks for staff, and to monitor individuals’ use of these techniques. The camp program recognizes universal precautions as an effective control measure. This describes the application and monitoring of potential sources of risk in the camp program, the steps taken by camp to protect staff, and the actions taken by camp if blood or body fluid exposure occurs.

*Job classifications which, by virtue of job description, incur the risk of exposure to blood and other bodily fluids:* ***Health Officer*** *and* ***Health Officer Designee****.*

*Job classification which, by virtue of job description, provide first aid care as an ancillary task rather than a primary task:* ***lifeguarding staff*** *when on-duty at the waterfront.*

*(All other job classifications are not expected to provide first aid but rather refer people in need of health care to the Health Officer.)*

Health Officers and Health Officer Designees can reasonably expect to come in contact with blood and other bodily fluids. The potential for exposure to transmitted diseases is greatest for these staff members. Consequently, the program follows these practices: members of the camp health care team are oriented to the potential for exposure by the camp’s Health Care Administrator. A record of who received the education and its content is kept for three years by the Administrator. Orientation includes:

1. Identification of risk areas:
   1. Contact with blood-borne pathogens (e.g. hepatitis, HIV)
   2. Contact with airborne pathogens (e.g. common cold, TB)
   3. Contact with surface-borne pathogens (e.g. staph infection)
2. Education about the nature of the risk:
   1. Method of transmission
   2. Virulence of pathogens
   3. Resistance factors related to potential host
   4. Symptoms and information sources which provide clues to potential risk areas
3. Work practices designed to minimize exposure:
   1. Availability of person protective equipment (PPE) including gloves, CPR mask, antimicrobial soap, eye/nose/mouth shield, bodily fluid spill clean-up kits)
   2. Double-bagging via red bag and disposal procedure for hazardous waste
   3. Screening individuals who come to the program
   4. Requiring participants to provide health information
   5. Use of universal precautions by staff
   6. Education for people working in risk areas (health care team members, lifeguards, housekeeping, kitchen staff)
   7. Hepatitis B vaccination for health officer (camp encourages non-vaccinated Health Officer to get vaccinated)
   8. Sharps container provided which has biohazard label affixed
   9. Resource personnel to answer questions – Camp Health Care Physician
4. Behavior Expected from employees to minimize risk:
   1. Use of PPE
      1. Gloves are used when in contact with bodily fluids or providing skin treatment (e.g. applying medication to poison, washing a rash)
      2. CPR mask is used to provide CPR/artificial respiration
      3. Minimum 15 second hand washing with antimicrobial soap after removing gloves, contact with potential risk, and unprotected contact with any bodily fluid
      4. Minimum 60 second hand washing with antimicrobial after blood splash
      5. Use of bodily fluid spills clean-up kit
      6. Vaccination to protect from hepatitis B
      7. Sharps disposed of properly
         1. No re-capping of needles
         2. All sharps (lancets, needles) placed in sharps container immediately after use
         3. Full sharps container given to Administrator for disposal through local hospital
      8. Participation in education about disease control
      9. Immediate reporting of suspected exposure (e.g. needle stick) to supervisor and Administrator
      10. Performing job tasks in a manner which minimize/eliminate exposure potential
      11. Evaluation of compliance with the camp Exposure Control Plan as part of the camp personnel management system

**CAMP COUNSELING STAFF**

While the potential for exposure to blood-borne pathogens is minimal for general counseling staff, it does exist. The camp health care plan vests authority in general staff to respond to emergencies at the level of their training while initiating the camp emergency response system. Since camp emergency response occurs within minutes, the potential for exposure is limited and most likely confined to initiating CPR/artificial respiration and slowing severe bleeding. In keeping with accepted practices, the camp Health Care Administrator educates camp staff during orientation about appropriate practices:

1. Staff are instructed to use a CPR mask for CPR and artificial respiration; masks are kept at the waterfront and infirmary
2. Staff are instructed to use gloves when potential for contact with blood or blood-tinged fluids exist. Gloves are in all first aid kits. Staff members who wish to carry a pair on their person may obtain from the health center
3. Staff are instructed to respond in emergency situations to the level of their training per State Good Samaritan regulations
4. Staff are instructed to initiate the camp emergency response system immediately
5. Staff participate in a discussion of “emergency” to establish the defining attributes of their response
6. Staff are educated to approach care of minor injuries from a coaching perspective and specifically directed to refer injured people to the camp health care team if self-care is inappropriate or impossible

**POST-EXPOSURE PLAN FOR CAMP**

Camp employees who have a blood exposure incident are eligible for follow-up treatment. Follow-up is initiated by the employee who must immediately (within fifteen minutes) notify the camp health officer when a blood exposure incident occurs. The following plan is initiated. Records of the incident are maintained for the duration of employment plus thirty (30) years by the camp director and according to OSHA requirements (i.e. separate from personnel records). Camp administration debriefs each incident in an effort to identify ways to improve the camp’s exposure risk.

|  |  |  |  |
| --- | --- | --- | --- |
| TIME LINE | EMPLOYEE’S ACTIONS | CAMP NURSE’S ACTIONS | CAMP DIRECTOR’S ACTIONS |
| Within 24 hours | Exposure incident occurs. Report incident to Camp Nurse within 15 minutes of happening.  Begin prophylactic treatment.  Complete WkComp form and incident report with camp director. | Notify camp director.  Begin 15 second scrub of area with bacteriostatic soap followed by application of disinfectant.  Contact supervising M.D. and refer client for assessment.  Begin psycho-social support process. | Determine source of contamination, initiate request to have source screened for infectious diseases.  Notify insurance.  Create incident report file with supporting documentation.  Contact mental health professional for employee.  Complete WkComp and incident report with the employee. |
| Within next 48 hours | Continue medical follow-up per MD orders.  Begin counseling support. | Monitor client adjustment to situation; answer questions as needed.  Provide needed care. | Follow testing of source individual as warranted.  Consult with mental health professional to arrange post-camp therapy per need. |
| Beyond the first 3 days | Continue post-exposure prophylaxis as directed by M.D.  Participate in review of incident. | Participate in review of incident. | Maintain contact with employee to follow incident.  Lead review of incident.  Review incident, adapt camp practices as needed to manage risk and minimize chance for repeat of situation.  Maintain records for duration of employment plus 30 years. |

**INFORMATION ON UNIVERSAL PRECAUTIONS**

As part of an overall exposure control plan, mandated by the OSHA Blood-borne Pathogens Standard, “universal precautions” are part of infection control practices. They are specific guidelines which must be followed to provide every person protection from diseases which are carried in the blood. Since blood can carry all types of infectious diseases even when a person does not look or feel ill, knowledge of universal precautions is essential for anyone who might come into contact with blood or other bodily fluids. The following are sample guidelines, recommended by the Centers for Disease Control, to prevent cross-contamination from blood-borne pathogens.

1. All health care providers should use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or bodily fluid of any person is anticipated. Personal protective equipment such as latex or vinyl disposable gloves should be readily available in health care, housekeeping and maintenance areas, in all first aid kits, and in vehicles.
2. Any person giving first aid should always wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.
3. Gloves should always be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present. As examples, gloves should always be worn when cleaning up blood from a counter after a cut finger, but gloves do not usually need to be worn to handle urine soaked bedding unless blood is obvious. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic. Biohazard bags (“red bags”) are to be used for dressings or other materials used to soak up blood or other infectious waste.
4. Remove gloves properly – pulling inside out. Place gloves in bag waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other bodily fluids.
5. Masks, protective eye wear, gowns, or aprons should be worn during procedures that are likely to generate droplets or splashes of blood or other bodily fluids.
6. Needles should *not* be re-capped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After use, disposable syringes, needles, scalpel blades, and other sharp items should be placed in puncture-resistant “sharps” containers for disposal.
7. Mouthpieces, resuscitation bags, and other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
8. Health care workers who have draining lesions or weeping dermatitis should refrain from all direct care and from handling equipment until the condition resolves. All procedures should be specific to the staff and clientele served. All persons who might come into contact with blood or other bodily fluids must be trained to follow appropriate procedures.

**HEALTH FACILITIES (NURSE’S CABIN AND FIRST AID SUPPLIES)**

The following are lists of suggested supplies to have for your potential health care needs:

|  |  |
| --- | --- |
| IN THE NURSE’S CABIN | IN FIRST AID KITS |
| Adhesive strip  Adjustable wooden crutches  Alcohol  Analgesic ointment  Antibiotic ointment  Anti-fungal cream  Anti-diarrheal treatment  Antihistamine  Anti-inflammatory cream  Bleach (disinfecting, 1:10 sol)  Cardboard box splints  Chemical cold packs  Conforming bandage roll (assorted)  Cotton-tipped swabs  Decongestant  Dental rolls (nose-packing)  Disposable gloves  Ear drops  Elastic bandage roll (assorted)  Eye pads  Iodine skin cleaner  Non-adherent pads (assorted)  Paper towels  Safety pins (large)  Sealable bags (infectious waste disposal or ice bags)  Slings  Sponge rubber rolls  Sterile gauze pads (4x4, 2x2)  Tongue blades | Absorbent cotton  Alcohol swabs  Antibacterial soap  Adhesive strips (assorted)  Butterfly bandages (large and small)  Change for phone  CPR mask  Disposable gloves  Elastic bandage  Emergency phone numbers  Gauze pads  Gauze rolls (2”)  Insect sting kit  Instant cold pack  Moleskin  Needles  Non-stick pads  Note pad and pencil  Roll of adhesive tape  Safety pins  Sanitary napkin  Scissors  Sealable plastic bags  Sterile dressing (4x4, 2x2)  Triangle bandage  Tweezes  Zinc oxide  For out-of-camp trips, a first aid kid should include:  Epi-pens  Pain relievers  Antihistamines  Individual camper medication  Inflatable splints  Insect repellent  Steri-strips  Sunblock  Thermometer  Water-purifying tablets |

First aid kits are stocked and available at each cluster of cabins, the dining room, on the waterfront, the crafts area, the horse stable, by any pool, sporting locations, the archery range, and in camp vehicles.

Each time a staff member uses a first aid kit, they must check the supply level. It is their responsibility to turn in a note with information for health treatment details and a list of needed supplies to the Health Officer. This person will restock the first aid kits as advised.

FOOD SERVICE

The weekly menu will be established by Debbie Schlehuber and maintained in the kitchen with a running log of meals and supplies. All meals are to be served buffet style.

Three meals a day will be provided by the kitchen staff for each staff member and camper. No one will be forced to miss a meal due to disciplinary action. Campers are only allowed to skip a meal with direct permission from the Camp Nurse. The cooks in the kitchen will meet the particular menu requirements of individuals under a doctor’s care.

Campers are *not* allowed in the kitchen for any reason. Only staff who are working in the kitchen are allowed in the kitchen at any time. Closed-toed must be worn by all kitchen staff.

Food can be taken out of the kitchen or dining room only with expressed instruction from the Camp Nurse, Director, or Debbie Schlehuber. Under no circumstances is anyone to come into the kitchen after it is closed to take or cook food without direct permission from the Director or Debbie Schlehuber. All foods and leftovers are there for a specific purpose and to be preserved until needed.

Trash must be taken from the kitchen and dining hall after each meal and placed in the dumpster.

Meals will be served at the following times (subject to change as needed):

|  |  |  |  |
| --- | --- | --- | --- |
|  | BREAKFAST | LUNCH | DINNER |
| SUNDAY | N/A | 12:30 PM | 6:00 PM |
| MONDAY | 8:30 AM | 12:30 PM | 6:00 PM |
| TUESDAY | 8:30 AM | 12:30 PM | 6:00 PM |
| WEDNESDAY | 8:30 AM | 12:30 PM | 6:00 PM |
| THURSDAY | 8:30 AM | 12:30 PM | 6:00 PM |
| FRIDAY | 8:30 AM | 12:30 PM | 6:00 PM |
| SATURDAY | 8:30 AM | N/A | N/A |

TRANSPORTATION POLICIES

All drivers of camp vehicles must be at least 21 years of age and possess a valid driver’s license appropriate for the vehicle being driven. Preventative maintenance will be provided before each camping season. A weekly check will be made of the vehicle by the driver.

**BUS TRANSPORTATION**

The bus system utilized by Hiawatha Youth Camp will operate as follows:

* The camp bus will be sufficiently insured and provided by Trinity Transportation
* Two staff members will accompany each group of campers
* All riders will remain seated and refrain from disturbing the driver
* A head count will be made each time passengers enter or leave the bus
  + In the event of an emergency, the front half of the bus will exit through the front door (if safe) directed by the driver who will leave last
  + The back half of the bus will exit the back door (if safe) directed by the staff members present, who will leave last
  + All passengers will gather at an acceptable distance from the bus and await instructions from the driver
* Nothing is to be stored on the bus in a manner that would block the exits
* Rules for the bus are posted inside the bus and are to be followed

**CAMPER RELEASE FORM**

All campers are to be released *only* to an authorized adult (found on health form). If a custodial parent requests that a camper not be signed out by a non-custodial parent, the request must be in writing. When a last-minute change occurs in who will be picking up a camper, the new instructions are to be double-checked by the office staff. *Under no circumstances is a camper ever to be dropped off and left alone. If the parent(s) or guardian(s) cannot be reached, the camper must be returned to camp.*

HIGH ADVENTURE STATEMENT FOR SWIMMING

1. Leader Qualifications

The Waterfront Director must be at least 18 years of age and have W.S.I. Certification, Lifeguard Training Certificate, First Aid, and CPR certifications. Aquatic observers must be at least 16 years of age and have received training equivalent to American Red Cross Water Safety training.

1. Camper Limitations

Campers must pass a swimming test (swim 25 yards in advanced swim area) to swim in the advanced swimming section. Non-swimmers may wade in the shallow swimming area. Campers with injuries and severely limiting disabilities should not participate in swimming.

1. Activity Area

The swimming area is 25 yards wide and has a shallow and deep end marked by water ropes and orange buoys.

1. Activity Equipment

For recreational purposes, paddleboards, the floating island, and the blob are all located at the waterfront. For safety purposes, a whistle, assist pole, rescue tube, throwing assist device, backboard, and first aid kit will all be located at the lifeguard stand. Lifejackets are also available for campers wishing to use them.

1. Safety Precautions

A peg board check-in/out system will be used to monitor campers in the water. During Junior Camp, a cabin check system will be used every 10 minutes. All staff receives pre-camp water safety training from the camp W.S.I.

1. Staff-Camper Ratios

There will be one W.S.I. and one Aquatic Observer for up to 20 campers, and there will be another aquatic observer for every ten campers after that. If there are over 50 campers swimming, a certified lifeguard will assist the W.S.I. in addition to the aquatic observers.

CAMP EMERGENCY PROCEDURES

1. Tornado, Severe Storm, etc.
   1. Siren will end all activity
   2. All staff and campers report to the Miracle Building hallway
   3. Counselors confirm that all campers are present
   4. Directions will be given by the Director or designated staff
2. Lost Camper
   1. Abide by procedures outlined previously in the Staff Manual
3. Serious Accident
   1. Contact the Camp Nurse immediately
   2. Do not move the individual
   3. Administer first aid
   4. If needed, take them to the hospital
   5. Contact the parent(s) or legal guardian(s)
4. Fire
   1. Use fire equipment in the building
   2. Use sand if nothing else is available
   3. Make sure all campers are away form and out of the building
   4. Have the office contact the Director (if not already notified)
   5. If necessary, contact the Strongs Fire Department
   6. Fire-fighting equipment is available from Piatt Lake but has limited range of 300’ from the lake
   7. All staff males should respond to any call for assistance and remain available until an “all clear” has been given by authorities or the Director
      1. All other staff remain campers and maintain order
   8. A fire drill will be done weekly at the camp and records will be kept
5. Cabin Evacuation Protocol (if doorway is blocked)
   1. Abide by procedure outlined in the Counseling section of the Staff Manal
6. Evacuation Protocol
   1. Evacuation will be announced over the camp speaker system
   2. All persons will report to the buses
   3. Counselors will be responsible for ensuring each of their campers are on a bus
   4. Assistant Directors will be responsible for making sure all staff has accounted each camper, and that every staff member has evacuated the grounds
   5. The evacuation rendezvous point is Brimley High School
   6. Everyone will be accounted for by the Assistant Directors
7. General Emergency Procedure
   1. If severe, campers will be summoned by the camp-wide alert system to a specified area
   2. Counselors will take roll of campers
   3. Should the need arise for us to vacate the grounds, camp transportation will be used
      1. Campers and staff would be taken to an area suggested by local authorities for the duration of the emergency
   4. Record will be kept at the infirmary of each camper
      1. Such records will show the campers’ release date from camp (normally Saturday mornings)



HIAWATHA YOUTH CAMP

STAFF APPLICATION

PERSONAL INFORMATION

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_

Alternate Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_

Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_\_\_\_\_

Physical Handicaps or Limitations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOCIAL MEDIA ○ Facebook ○ Twitter ○ Instagram ○ Snapchat ○ Other\_\_\_\_\_\_\_\_\_\_\_

SHIRT SIZE (MEN’S) ○ Small ○ Medium ○ Large ○ X Large ○ XX Large

MARITAL STATUS ○ Single ○Engaged ○ Married ○ Divorced

FAMILY BACKGROUND ○ Christian ○ non-Christian ○ Divided

High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Completed\_\_\_\_

College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Completed\_\_\_\_

Recognition or Letters Won in School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK & CHURCH INFORMATION

Where\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_ When\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_ When\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many years have you attended HYC? \_\_\_\_\_\_\_\_\_ How many years have you served on staff?\_\_\_\_\_\_\_

Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_

Church Ministries in which you’re involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if under 18) Have you discussed with your parents this matter of working on the HYC Staff? ○ YES ○ NO

If so, do you have their consent? ○ YES ○ NO

PLEASE INDICATE YOUR INVOLVEMENT IN THE FOLLOWING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | NEVER | ONCE | SOMETIMES | OFTEN | ALWAYS |
| Drugs | ○ | ○ | ○ | ○ | ○ |
| Alcohol | ○ | ○ | ○ | ○ | ○ |
| Attendance in church services | ○ | ○ | ○ | ○ | ○ |
| Attendance in youth/college group | ○ | ○ | ○ | ○ | ○ |

I HAVE ○ First-Aid Certification ○ CPR Certification ○ W.S.I. ○ Life Guard Certification

I SING ○ Bass ○ Tenor ○ Alto ○ Soprano ○ Not Sure

I PLAY ○ Piano ○ Acoustic Guitar ○ Electric Guitar ○ Drums ○ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BACKGROUND INFORMATION

Have you been convicted of a criminal offense other than a minor traffic violation? ○ YES ○ NO

Are there criminal charges pending against you at this time? ○ YES ○ YES

(If “yes” to either questions, please attach a statement of explanation.)

Drivers License Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(attach a photo copy of your license)**

Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(if 21 or older)**

HYC REQUIREMENTS

1. Please write a statement of your Christian Faith. (1st Year Staff members only.)
   1. Include your conversion experience and assurance of your Christian faith
   2. List 2 to 3 books that have influenced you the most (other than the Bible)
   3. Share your plans for the next 4 to 5 years.
   4. Tell us why you want to be on staff at HYC
   5. Include a recent photo of yourself
2. Suggested books before HYC 2017

“All In” (Mark Batterson)” ○ HAVE READ ○ WILL READ

“Follow Me (David Platt)” ○ HAVE READ ○ WILL READ

1. *Please put these dates on your calendar. If accepted on Hiawatha Staff, I understand that I will:*

Be at Hiawatha between 1-3 PM, Tuesday, June 21st ○ Yes ○ No **(Programming Staff are to arrive June 19th)**

Serve at Hiawatha through Wednesday, August 3th ○ Yes ○ No

If you cannot agree to the dates required above, please provide an explanation below:

Date to arrive/depart \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Explanation:

1. I understand that Hiawatha is a nonprofit organization and it pays NO salary. The following amounts are usually given each week to cover expenses.

1st Year: $30.00/week 2nd Year: $40.00/week 3rd Year: $50.00/week 4th Year: $60.00/week

5th Year: $70.00/week 6th Year: $80.00/week 7th Year: $90.00/week

Your Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature (if under 18) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE OF MICHIGAN REQUIREMENTS

1. 3 CONFIDENTIAL STAFF REFERENCES – (Included in this Staff Packet) Filled out by a member of your church staff, employer, teacher or mentor. Please have them mailed directly to: Hiawatha Youth Camp, P.O. Box 1456, Southgate, MI 48195. THESE ARE TO BE KEPT CONFIDENTIAL. These must be done before you arrive at camp.
2. BACKGROUND CHECK AUTHORIZATION – Age 18 or over - Michigan law requires Hiawatha Youth Camp to comply with the rules and regulations set forth by the Michigan Department of Human Services – Bureau of Children and Adult Licensing. Effective May 9, 2009, Rule 400.11109(7)(e) requires each staff member age eighteen (18) or over to have a criminal background check completed by the Michigan State Police or the equivalent law enforcement agency of the state of residency of the staff member.
3. BACKGROUND CHECK AUTHORIZATION – Age 21 or over - Michigan law also requires all staff members age twenty-one (21) or over to have documentation from the Michigan Department of Human Services (or the equivalent state or country agency of which the staff member is a resident/citizen) provide documentation that the prospective staff member “has not been determined to be a perpetrator of child abuse or child neglect.” Rule 400.11109(7)(f).
4. By signing this application, you acknowledge that you have given Hiawatha Youth Camp, including all of its officers and directors, express authority to submit your name to the applicable law enforcement agencies and state departments, for the purpose of those agencies and departments to provide Hiawatha Youth Camp with documentation establishing any criminal history, including but not limited to child abuse or child neglect proceedings. The documentation provided by the law enforcement agencies and state departments will be maintained in your personnel file at the administrative office(s) of Hiawatha Youth Camp throughout your service on staff at Hiawatha Youth Camp and for such time in the future that the State of Michigan or Hiawatha Youth Camp deems necessary to ensure compliance with all rules and regulations of the Michigan Department of Human Services.
5. STAFF HEALTH FORM ON FILE

I understand the above requirements by the State of Michigan and give permission to Hiawatha Youth Camp to obtain the needed documentation to complete my personnel file.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF STAFF MEMBER AGE DATE



HIAWATHA YOUTH CAMP

CONFIDENTIAL REFERENCE FORM

Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known the applicant and in what context? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the first words that come to mind to describe this applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is their relationship with Jesus Christ like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this person capable of teaching others about salvation and growth in the Christian life? Please provide an example.

Would they willingly submit to designated authority and the standards of the camp?

○ Yes ○ No ○ Not Sure

Please score the applicant on the following qualifications:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **POOR** | **FAIR** | **AVERAGE** | **GOOD** | **EXCELLENT** |
| Loyalty | ○ | ○ | ○ | ○ | ○ |
| Dedication | ○ | ○ | ○ | ○ | ○ |
| Character | ○ | ○ | ○ | ○ | ○ |
| Enthusiasm | ○ | ○ | ○ | ○ | ○ |
| Love for People | ○ | ○ | ○ | ○ | ○ |
| Sense of Humor | ○ | ○ | ○ | ○ | ○ |
| Cleanliness | ○ | ○ | ○ | ○ | ○ |
| Health | ○ | ○ | ○ | ○ | ○ |
| Leadership Ability | ○ | ○ | ○ | ○ | ○ |
| Task Completion | ○ | ○ | ○ | ○ | ○ |
| Athletic Ability | ○ | ○ | ○ | ○ | ○ |
| Musical Ability | ○ | ○ | ○ | ○ | ○ |
| Ability to Cooperate | ○ | ○ | ○ | ○ | ○ |

Would you want your children placed under the direction and influence of this individual for a week?

○ Yes ○ No

Would you recommend the applicant as a member of the HYC Staff?

○ Highly recommend ○ Recommend ○ Recommend with reservation ○ Do not recommend

How familiar are you with Hiawatha Youth Camp?

○ I know HYC well ○ I know something about HYC ○ I know very little about HYC

Thank you for your participation! Please do not return this confidential form to the applicant. Send it here:

HIAWATHA YOUTH CAMP, P.O. BOX 1456, SOUTHGATE, MICHIGAN 48195

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SIGNATURE DATE