

Expectations for Full Time Staff

Our staff is here to glorify God and minister to our campers. We, like Christ said, are not here to be ministered to, but to minister! As a full-time staff we have an *incredible opportunity* to make an impact. These expectations are thought out and may not be the best for each individual person, we believe that for the whole it will assist with our staff's success.

DAILY TIME IN GOD'S WORD is a must for our staff. Plan your mornings accordingly! Love the Word, it is God's love letter to you! More importantly, fall deeply in love with the Author. Christ modeled the importance of spending time with His Father (Mark 1:35). Each morning please use the devotional book & be prepared to share what you learned from the Word. We will start this book the Sunday morning before Junior Boys Camp.

CLOCK/TIME— We will use Universal Cell Phone Time - We will try to have the Clock in Staff Eating area match this time. Know the time - This allows us to serve our campers well. In the morning, the expectation is that everyone is arriving 3-5 minutes before staff devo's. Please assist our part time staff with time in the mornings as well as time to be back in the dorms.

CLOTHING STANDARDS are the same for our staff as they are for the rest of our campers. Modesty is a must for our staff. ***"Modest, not tight fitting. Shorts at least mid-thigh in length. Skirts at least to the knee. No leggings or tank tops."*** Clarification: Mid-thigh is halfway from the inseam to the knee.

Our staff will work hard and at times play hard, but we will do our best to look nice as well. Guys need to have their hair trimmed neatly above the collar. Full time staff may have facial hair, if kept neat, no whiskers, long side burns, or jewelry. We will look sharp as a staff in chapel (shorts are ok, but gym/athletic shorts are not). You will set the tone for the part-timers, thanks for your example!

NO R.A.S.H.

No **R**omantic **A**ffection **S**Hown! (Or PDA) We are serving at camp, and that should be our focus. Please be cautious of isolating yourselves as a couple. Private conversations are fine, but only in public, well lit areas. Our testimony as a camp staff is just as important during weekends as it is during the week. Use wisdom by not making this the dominating topic of discussion with our staff (full or part-time). Full time staff will not date part time staff, this is not an option. (no flirting, etc.)

Note: "Dating Couples" dramatically change the atmosphere of the staff. Wait until the end of the summer (God is sovereign).

MEALS

You need to be on time. Know the time designated for the staff meals. If you are going to be late or are late to meals or other scheduled times for any reason, contact the Directors with your reason. Meals are required for staff.

Vitamins C and Zinc are available at breakfast (Zinc is best taken after meal).

STAFF DORMS

A place of Rest, Refreshment, Fellowship and Edification! The dorm can be an amazing place of encouragement or unfortunately discouragement. Crude discussion and bullying are not acceptable.

Beds are to be made and rooms straightened **before** breakfast each day. *This discipline will be a good one to bring home for you and our part-time staff.* Dorm advisors are to be obeyed and respected. All need to attend Dorm Devotions at night. Times for getting up, being in the dorm and lights out are set by Director/Supervisor. Lights out means no showers, etc. Decorum: Appropriately dressed when in dorm. If two or more are on a bed, please sit up.

ILLNESS OR INJURY

All staff are required to see the nurse if sick/injured, help your part timers with this. Let the office know if you're not able to continue working. Permission from the nurse & the office must be given to go to the doctor.

Medication: Should be stored out of sight (not sitting on a dresser). Part time staff meds need to be turned into the nurse.

CONCESSION STAND

Each staff member may have one item free (\$1.50) at the concession stand each day. A discount is also given for the Coffee Shop. These are not transferable to a later date or to other people. This begins Jr. Boys week and is available M-F of Youth Camps and M-Th of Family Camps. You must be trained to make items in the coffee shop. Do not enter unless you are on duty. Campers go first in line!

WATERFRONT

Lifeguards, be to your designated post at the times given by the head lifeguard. No swimming without a lifeguard present. **Foot covering is advised at the lake front for working but is required for lifeguards.** Swim attire is the same as written in the brochure. The directors may designate times for staff activity at the waterfront (Blob, Jet Skis, Etc.)

ARRIVING AND LEAVING THE CAMP

- During camp no one may leave the camp without permission from the Camp Directors.
- Each Friday/Saturday we will dismiss everyone when all the work is completed, this varies based on # of rooms, as well as our speed and precision. (Paycheck at meeting)
- Please be back to the camp by 10:30 pm if you are staying at the camp. Be in the dorms by 11:00 pm at the latest. Be considerate of others need for rest.
- Special permission must be given to bring a younger staff sibling. (this is discouraged)

VISITORS - Visitors will be very limited this summer.

- If you have guests who wish to come see you, please okay it with the Director in advance. You may be asked to have them visit a different time. They need to come in appropriate camp attire. Visits are best on weekends during time off.
- Upon arrival they need to sign in at the office (during camp).
- Meals need to be purchased from the office.
- **Focus on those who are here, not on those who are not!**

TIME OFF

- Some weekends we will have more time and some less time off. Please use discretion in your actions, driving, etc. with those who are part-time. You are the example. You are representing the Lord and our camp.
- On weekends there may be an occasion when you may wish to watch a movie at the camp. Thank you for thinking ahead, even asking a couple days beforehand.
- **You need to be fresh for the next camp! Get your rest, and show respect for those who need to rest.**

KITCHEN/OFFICE

You are only to be in the Kitchen or Office when invited or your job requires it. These are not "hangouts", or passageways. If you need something, please go to one of the windows.

VEHICLES

- Driving is a privilege, not a right. Remember we desire to have a testimony both on and off the grounds. Obey all speed limits and be particularly careful to give pedestrians confidence that you are a safe driver. This generally means driving slow! Always stay on the roadways unless it is necessary for your job to be on the grass - **please stay off Jensen playing field**. Do not cut across to the dock because it is closer.
- Any damage done to any vehicle or property because of recklessness or carelessness will be the responsibility of the driver.
- If you have not been assigned a vehicle, don't ask to drive unless your job requires it.
- Cars and trucks: All drivers must have a valid driver's license. Drive only the vehicle assigned to you or if directed to by the authorized driver. Part timers should drive only when **needed**, generally full timers should drive.
- ATV/UTV – Your job does not require you to drive ATV unless instructed by Directors.
- Golf Carts – Don't ask, rarely assigned. Explanation will be given at training for #riders and safety. Program Director will give permission for Activity Golf Carts.
- Tractors, etc. – Drive only after you have been cleared to operate that specific machine and when directed to by maintenance.
- Boats – Drive only after you have been cleared by Pastor Dave.
- **Personal Vehicles** are to be parked by shop or the Retreat Center. Permission must be obtained from the Directors before using your vehicle when camp is in session.
- Drivers are responsible for riders safety. Horseplay is a big no-no. Riders are not allowed to sit on side of pick up truck. Use caution with sudden starts/stops.
- Do not ride on tractor draw bar or hang feet in front of trailers.
- You may drive on the walking path, be cautious!
- **As Full Timer, you are responsible for safety of riders, pedestrians and bikes.**

FOOD ON WEEKENDS

- Feel free to use any identified left over food in the kitchen. Do not use something that will mess up our menu for the next week. Do not open new packages.
- The kitchen should be left cleaner than when you found it. Spray/wipe/off all plates, containers and utensils and stack neatly. We will wash/sanitize them at next camp.
- If there are no leftovers, you are on your own.
- Do not open 2 liters or use pop cans.
- During camp, only kitchen staff are allowed in the kitchen unless requested by the cooks to assist, it is not a hangout or **walkway**.

STAFF LOUNGE

The staff lounge is available for use by our Full Time Staff & Volunteers. It can be accessed with a S or S1 key. Please maintain an appropriate noise level. Thank you for keeping it locked. Please keep it clean (Ladies: Vacuum & Guys: Garbage)

EXERCISE Running/Biking/Lifting/Swimming/Stairs/Etc

There are opportunities in mornings for exercise. Communicate with others if exercising off campus. For safety in swimming, you must have at least three people, one of which must be a lifeguard. Lap swim only.


TECHNOLOGY - Camp is a great place for campers AND STAFF to get away and UN-PLUG from the distractions and noises of life! Slow down and listen ...

"Be Still and Know that I am God." Psalm 46:10

Let's use this summer at IRBC to **PLUG in to our relationships with God and Staff and grow together!**

Technology used with purpose can be helpful in our communication as a staff and help us serve our campers better. To assist with this we have these guidelines for technology.



- **Internet Usage:** WiFi is available for Full Time Summer Staff in the staff lounge. The hidden network is staffonly; password: unplug25. It is not available to campers, do NOT share passwords with others.
 - **Cell Phone/Smart Watch:** View as a tool not a master.
 - ◇ **Primary usage is for camp work.** We will use What's App for staff group communication, it is your responsibility to check your messages. Personal conversation should be limited during the work week.
 - ◇ **Music:** There are occasions where music (a gift from God) can bring a benefit to our staff. Our use of music throughout the day will look different with each scenario, though generally we are not just "turning it on", its use will be the exception rather than the rule. Choose to focus on a conversation with a part timers, listen to nature, be silent or break out into a group song. More explanation will be given. Phil. 4:8
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**DEVICE FREE
ZONE**

- ◇ Staff will not use phones as a Bible in chapel settings.
 - ◇ **Something new (take 2):** When we come in for evening dorm, all staff will put their devices in a personal locked pouch for the night. The goal is that our dorm time will be uplifting and focused on our dorm relationships, the part time staff love this! You will be able to charge your device at night and use it as an alarm. We will give full details at training.
 - ◇ **Part timers will know when you are abusing cell phone usage.** They will recognize whether your focus is on others or on yourself. Part time staff who need to contact a parent may use the Dorm Supervisors or Camp Director's Phone.
- **Social Media:** If you choose to utilize S.M, catch up/post at conclusion of workweek.
 - **Outside of Camp:** Communicate to friends and family that you are all in at camp and will utilize your weekends for catching up. If you need to respond immediately, be discreet - Staff Lounge is a great spot.
 - **Look at UNPLUGGING as a gift** for this summer - Embrace these guidelines and help our whole staff serve together better! Determine to focus on those that are at camp, not those who are not.

OTHER

- Any damage to camp property will be paid for by the person(s) at fault.
- No initiations, water or shaving cream fights.
- 20% off at gift store for current staff.
- Jet Skis/Boats – Please do not ask. We may give opportunities to use them during the summer.
- **Helpful Hint:** If you have a "request" - please do not ask in front of others.