

Oil Belt Christian Service Camp

2019 Summer Staff

Thank you for your interest in joining our team as Summer Staff at Oil Belt! Below you'll find information on expectations for our staff, your general responsibilities and position descriptions.

Summer Staff Expectations:

1. Summer Staff must be active, immersed Christians.
2. Summer Staff must have read and agreed to comply with Oil Belt Christian Service Camp's statement of beliefs and the child abuse protection policy.
3. Summer Staff must fill out a ministry background check to be approved by the camp management.
4. Summer Staff are expected to abide by the Oil Belt Summer Camp Rules.

General Summer Staff Guidelines

1. Oil Belt's Summer workers will share in the maintenance and service responsibilities for our summer camp program starting on May 20th and continuing until it ends on August 17th.
There are a few bonus opportunities on
 - Men's Night: February 8th
 - Ladies Day: March 16th
 - Big Overnigher: March 29-31
 - Minister's Conference: April 11th
 - Greater Retreat: May 17-19
 - Family Camp: Aug 30-Sept 2
2. Responsibilities will be divided into specific personal duties once the summer staff team is in place. These areas include: Dish room, Serving room, Girl's Dorm Custodian, Guy's Dorm Custodian, Canteen, Groundskeepers, Recreation, Lifeguards and Promotions.
3. You are expected to be on time each day.
4. You are expected to dress appropriately. (See Oil Belt's Dress Code)
5. You are expected to attend daily devotions with the camp staff.
6. Phone use is not allowed in the cafeteria during meals/work.
7. You are allowed 2 canteen items/day. Shirts or other Oil Belt merchandise are not included.
8. You are expected to be courteous and Christ-like in your interaction with our guests (campers and faculty). Your focus is to be 'Servants of Christ'.

9. You will need to reside here at the camp in our Summer Staff areas. You are not allowed to stay off campus without permission of the Programming Director. You are expected to keep living area neat and clean.
10. Men are only to be in the women's house upon direct permission from the Programming Director, and then only in the living room/dining room. No men in women's bedroom area and no women in men's house. There is never to be only one man and one woman in the house.
11. Keep your socializing off-campus. Camp housing is for Camp staff only. The Programming Director must approve all exceptions.
12. You will be given regular time-off in a rotating order; which may be transferred among you to fit your summer schedules.
13. Staff usually eats before campers; however if we are running late, we will take care of campers first.

Lifeguard Guidelines

1. Lifeguards must have a current certificate of lifeguarding on file with the camp office.
2. Be at the pool ready for work 45 minutes before swim time is scheduled.
3. No phone usage while working.
4. All music played at the pool must be approved by management.
5. Swimsuits must be modest, one-piece, no bikinis. (See Camp Dress Code)
6. Lifeguards are expected to lead by a Christ-like example while on duty.
7. Lifeguards have authority over all swimmers, even the deans and faculty. You are responsible for safety in the pool area.

Lifeguard Discipline Procedures:

1. 1st Offense: Verbal Warning acknowledging and explaining the offense.
2. 2nd Offense: Verbal Command then having swimmer sit for 5 minutes near a faculty or lifeguard.
3. 3rd Offense: Verbal Command and swimmer sits with faculty the rest of session.

When students, faculty or dean criticize or question your judgement, your response should simply be: *"Oil Belt has hired me to enforce safety. I choose to make this decision for that reason. We can talk about this with them after today's swimming session."*

Lifeguard Responsibilities

Before swim time:

- Check Locker Rooms:
 - picking up trash
 - sweeping floors
 - mopping floors: both locker-room floors must be disinfected each day
 - disinfecting showers
 - clean toilets
 - clean sinks
 - Stocking toilet paper dispensers
 - Stocking paper towel dispensers
- Lock North Locker-room doors
- Safety check dive, slide and mushroom
- Clean pool of debris
- Spray off pool deck, especially at pool entrance, ladders, dive and slide.
- Be at station before campers arrive

When campers arrive to swim:

- Go through rules the first three times that campers come to the pool and whenever you feel they are needed. Be thorough.
- Carry rescue tube at all times.
- Have CPR Mask at your side.
- Campers will wait for your whistle to get in pool.

After swim time:

- Check Locker Rooms:
 - picking up trash
 - squeegee floors
 - empty showers from lost and found
 - leave wet towels on outside rack
 - take lost and found to outdoor serving counter
 - Empty trash
 - Lock south locker room doors
 - Lock pool entrance gates

Pool rules to enforce:

1. Swimmers must stay in fenced area. If someone is not swimming, they must also stay in the fenced area.
2. Only lifeguards or camp management approved people are allowed in lifeguard chairs.
3. NO using the pool as a bathroom, use the bathroom as a bathroom.
4. NO diving into the pool except from the diving board.
5. NO running on pool deck or in locker rooms.
6. NO horseplay near edges or in dive/slide tanks.
7. One at a time going down the slide. Three or less people on the slide steps at one time.
8. Feet first going down the slide only.
9. NO backflips on diving board.
10. Swim test must be taken to jump off diving board.
11. Jump straight off the diving board.
12. NO jumping into dive tank unless using diving board.

13. NO walking on island between dive tank and slide tank. Only Lifeguards may use this area.
14. NO walking or sitting on dividing wall.
15. Don't pick flecks off the deck.
16. Smile a bunch! Splash a lot, but don't splash lifeguards.
17. Hang towels up in locker room or on hooks provided.

POOL EMERGENCY ACTION PLAN

1 Long whistle signals need for emergency action.

When a lifeguard determines a situation to be an emergency in the pool or lockerroom area, they are to blow one long whistle communicating to the other lifeguards on duty that they need to begin the emergency action plan.

This emergency plan is:

- Get all swimmers out of the pool, quickly and safely. Have them orderly line up along the fence placing an adult faculty in charge of supervision.
- This faculty member will be responsible for evacuating the swimmers from the pool deck in an orderly manner.
- Send another adult to bring the camp nurse to the emergency area and communicate with emergency personnel by calling 911.
- Then have this adult communicate with camp management.
- Assist with the emergency as it corresponds to the training you have received. The camp nurse is the authority as it pertains to emergencies during a camp session. If a camp nurse is not available, the lifeguard is to take initiative to provide emergency care.

An emergency consists of:

- Excessive bleeding
- Unconsciousness
- Unresponsive swimmer or person in the pool area
- Heart attack
- Vomit in the pool or immediate pool area
- Anything that causes immediate danger to the rest of the swimmers.

GROUNDSKEEPER

The groundskeeper will maintain a clean, functional, safe facility for all guests.

Specific Responsibilities:

1. Maintain a well-groomed camp by mowing and weed-eating.
 - Keep Trees from poison Ivy.
 - Rake up dead grass if too heavy.
 - Don't weed eat or mow anywhere close to where classes are meeting.
 - Water flowers, trees, etc as needed.
 - Clear leaves, grass clippings, etc out of landscaping and sidewalks.
2. Maintain mowers and equipment.
 - Sharpen blades of mowers regularly.
 - Clean after each use (not in parking lot).
 - Do not park mowers in parking lot.
 - Wash Camp truck weekly.
3. Maintain a safe, clean, and organized equipment area (sheds). Clean weekly.
4. Oversee cleaning of woods bathroom, grounds and chapel daily.
5. Serve campers at Supper.
6. Assist with clean up after Supper.
7. Prepare campfire for lighting each evening.
8. Switch kitchen grease out at least once a week (Friday).
9. Assist with minor building or repair projects as requested.
10. Help with canteen times (afternoon and evenings).
11. Keep camp looking clean by cleaning up, putting away and organizing recreation equipment.
12. Correct unsafe conditions and repair damage to facilities.
13. Safely perform duties (safety goggles, ear protection, etc.).
14. Ensure that no one (campers or staff) rides as a passenger in or on vehicles not designed for passengers (i.e. tractors, mowers, pick up beds, etc.)
15. Maintain a positive Christian attitude and example.
16. Mornings are good for projects and getting mowers ready, afternoons for mowing.
17. Run scrubber through cafeteria Tuesday, Thursday and Check-Out day. Rinse Scrubber out after each use. Charge the night before each use.
18. Perform other duties as assigned by programming director.

LAST DAY OF CAMP WEEK DUTIES:

- Clean Lost and found out of dorms.
- Pick up/sweep floor as campers have missed.
- Shut and secure all windows and doors.
- List all broken items on worksheet.
- Clean cafeteria floor, empty scrubber.
- Close Chapel doors.
- Lock all doors of buildings.
- Wash lost and found clothes. Store them in upstairs room of MP Building.
- Set up Registration Area.

SUNDAY RESPONSIBILITIES:

- Be at camp at 2 pm
- 4 staff in canteen –please do not sell food/drink
- Make sure canteens cards are prepared beforehand.
- Unlock dorms promptly at 3

CANTEEN AND SUPPLIES

The Canteen person will maintain a clean, functional, safe facility for all guests.

Specific Responsibilities:

1. Keep canteen in organized/functional order.
2. Distribute canteen/paper goods/supplies as they arrive.
3. Get drinks for canteen.
4. Help out with recreation as needed.
5. Clean Girls dorm lobby and wings
6. Make sure trash is emptied around canteen.
7. Wash out canteen and chapel trashcans weekly.
8. Serve campers at each meal.
9. Assist with cleanup after meals.
10. Assist cook (if needed).
11. Organize truck deliveries.
12. Disassemble and get rid of boxes.
13. Help in afternoon and evening canteens.
14. Maintain a positive Christian attitude and example.
15. Perform other duties as assigned by the programming director.

LAST DAY OF CAMP WEEK DUTIES:

- Clean Lost and found out of dorms.
- Pick up/sweep floor as campers have missed.
- Shut and secure all windows and doors.
- List all broken items on worksheet.
- Close Chapel doors.
- Lock all doors of buildings.
- Set up registration area.
- Wash lost and found clothes. Store them in upstairs room of MP building.

SUNDAY RESPONSIBILITIES:

- Be at camp at 2:00 pm
- 4 staff in canteen –please do not sell food/drink
- Make sure canteens cards are prepared beforehand.
- Unlock dorms promptly at 3

DISHROOM

The dishroom worker will maintain a clean, functional, safe facility for all guests.

Specific Responsibilities:

1. Follow directions given by the cook.
2. Wash dishes (dish room) according to procedures.
3. Keep track of number of washes.
4. Serve campers at each meal.
5. Clean dish room after each meal. Mop floor.
6. Assist cook (if needed).
7. Be available for truck deliveries.
8. Clean Boys Dorm Lobby and Wings.
9. Help with recreation as needed.
10. Help in afternoon and evening canteens.
11. Maintain a positive Christian attitude and example.
12. Perform other duties as assigned by the programming director.

LAST DAY OF CAMP WEEK DUTIES:

- Clean Lost and found out of dorms.
- Pick up/sweep floor as campers have missed.
- Shut and secure all windows and doors.
- List all broken items on worksheet.
- Close Chapel doors.
- Lock all doors of buildings.
- Set up registration area.
- Wash lost and found clothes. Store them in the upstairs room of the MP Building.

SUNDAY RESPONSIBILITIES:

- Be at camp at 2:00 pm
- 4 staff in canteen –please do not sell food/drink
- Make sure canteens cards are prepared beforehand.
- Unlock dorms promptly at 3

Girl's Dorm Custodian

Girl's Dorm Custodian will maintain a clean, functional, safe facility for all guests.

Specific Responsibilities:

1. Oversee cleaning in the girl's dorms during camp cleanup. (Lobby, Wings, Bathroom)
2. Check toilet paper supply and disinfect toilets in dorms during camp cleanup.
3. Keep inventory of cleaning items.
4. Check and empty trash around daily – as it's missed by cleanup crews.
5. Pick up recreation equipment and maintain organized recreation closet.
6. Help out with recreation as needed.
7. Deep clean showers, sinks and toilets weekly, to go over what campers do.
8. Serve Campers at each meal.
9. Assist with cleanup after meals.
10. Help in afternoon and evening canteens as assigned.
11. Check lounge, lobby and dorms daily and clean as needed.
12. Be available for truck deliveries.
13. Maintain a positive Christian attitude and example.
14. Perform other duties as assigned by the programming director.

LAST DAY OF CAMP WEEK DUTIES:

- Clean Lost and found out of dorms.
- Pick up/sweep floor as campers have missed.
- Shut and secure all windows and doors.
- List all broken items on worksheet.
- Close Chapel doors.
- Lock all doors of buildings.
- Help set up registration area
- Wash lost and found clothes. Store them in the upstairs room of the MP Building.

SUNDAY RESPONSIBILITIES:

- Be at camp at 2:00 pm
- 4 staff in canteen –please do not sell food/drink
- Make sure canteens cards are prepared beforehand.
- Unlock dorms promptly at 3

Boy's Dorm Custodian

The Boy's Dorm Custodian will maintain a clean, functional, safe facility for all guests.

Specific Responsibilities:

1. Oversee cleaning in the Boy's dorms during camp cleanup (both wings, lobby and bathroom).
2. Check toilet paper supply and disinfect toilets in dorms during camp cleanup.
3. Keep inventory of cleaning items.
4. Deep clean shower, toilets and sinks weekly, to go over what campers do
5. Pick up recreation equipment and maintain organized recreation closet.
6. Help out with recreation as needed.
7. Serve Campers at each meal.
8. Assist with cleanup after meals.
9. Check and empty trash around camp daily – as it's missed by camp cleanup crews.
10. Empty kitchen trash at the end of each day.
11. Check lounge, dorms, and lobbies daily and clean as needed.
12. Be available for truck deliveries.
13. Help in afternoon and evening canteens.
14. Maintain a positive Christian attitude and example.
15. Perform other duties as assigned by the programming director

LAST DAY OF CAMP WEEK DUTIES:

- Clean Lost and found out of dorms.
- Pick up/sweep floor as campers have missed.
- Shut and secure all windows and doors.
- List all broken items on worksheet.
- Close Chapel doors.
- Lock all doors of buildings.
- Help set up registration area
- Wash lost and found clothes. Store them in the upstairs room of the MP Building.

SUNDAY RESPONSIBILITIES:

- Be at camp at 2:00 pm
- 4 staff in canteen –please do not sell food/drink
- Make sure canteens cards are prepared beforehand.
- Unlock dorms promptly at 3

SERVING ROOM

The serving room worker will maintain a clean, functional, safe facility for all guests.

Specific Responsibilities:

1. Follow food service directions given by the cook. Such as: tying back long hair, using gloves, etc
2. Set tables; serve campers, and clear tables for each meal.
3. Prepare napkins, salt/pepper, ketchup/mustard, butter, etc.
4. Clean counters and steam table after each meal. Empty steam table water (after it cools).
5. Clean serving room. Mop serving room each evening.
6. Prepare drinks for meals. Keep coffee/cappuccino neat. Clean tea spigots once/week.
7. Keep serving room fridge clean and organized.
8. Serve campers at each meal.
9. Maintain cafeteria bathrooms.
10. Assist cook (if needed). Be available for truck deliveries.
11. Help in afternoon and evening canteens as assigned.
12. Maintain a positive Christian attitude and example.
13. Perform other duties as assigned by the programming director.

LAST DAY OF CAMP WEEK DUTIES:

- Clean Lost and found out of dorms.
- Pick up/sweep floor as campers have missed.
- Shut and secure all windows and doors.
- List all broken items on worksheet.
- Close Chapel doors.
- Lock all doors of buildings.
- Help set up registration area.
- Wash lost and found clothes. Store them in upstairs room of MP Building

SUNDAY RESPONSIBILITIES:

- Be at camp at 2:00 pm
- 4 staff in canteen –please do not sell food/drink
- Make sure canteens cards are prepared beforehand.
- Unlock dorms promptly at 3

Promotions

The promotions worker will maintain a clean, functional, safe facility for all guests.

Specific Responsibilities:

1. Serve campers at each meal.
2. Assist with cleanup after meals.
3. Help in afternoon and evening canteens as assigned.
4. Take the weekly camp picture, edit, develop and print it off for campers at the end of their camp session.
5. Take pictures and videos throughout camp sessions. Organize them in files by camps.
6. Create social media and promotional material and content.
7. Maintain a positive Christian attitude and example.
8. Perform other duties as assigned.

LAST DAY OF CAMP WEEK DUTIES:

- Clean Lost and found out of dorms.
- Pick up/sweep floor as campers have missed.
- Shut and secure all windows and doors.
- List all broken items on worksheet.
- Clean cafeteria floor, empty scrubber.
- Close Chapel doors.
- Lock all doors of buildings.
- Help set up registration area.
- Wash lost and found clothes. Store them in upstairs room of MP Building

SUNDAY RESPONSIBILITIES:

- Be at camp at 2:00 pm
- 4 staff in canteen –please do not sell food/drink
- Make sure canteens cards are prepared beforehand.
- Unlock dorms promptly at 3

Recreation

The Recreation person(s) will maintain a clean, functional, safe facility for all guests.

Specific Responsibilities:

1. Oversee, Run and Lead Recreation Games, Challenge Course, and other Equipment.
2. Maintain, Clean and Organize recreation closets, storage and equipment.
3. Work with Programming Director and deans to facilitate recreation and other activities.
4. Serve campers at each meal.
5. Assist with cleanup after meals.
6. Oversee cleaning in the dining room and cafeteria restrooms.
7. Assist cook (if needed).
8. Clean in Activity Building and Dorms.
9. Help in afternoon and evening canteens.
10. Maintain a positive Christian attitude and example.
11. Perform other duties as assigned by the programming director.

LAST DAY OF CAMP WEEK DUTIES:

- Clean Lost and found out of dorms.
- Pick up/sweep floor as campers have missed.
- Shut and secure all windows and doors.
- List all broken items on worksheet.
- Close Chapel doors.
- Clean and put away all recreation equipment.
- Lock all doors of buildings.
- Set up registration area.
- Wash lost and found clothes. Store them in upstairs room of MP building.

SUNDAY RESPONSIBILITIES:

- Be at camp at 2:00 pm
- 4 staff in canteen –please do not sell food/drink
- Make sure canteens cards are prepared beforehand.
- Unlock dorms promptly at 3