



## STAFF RESPONSIBILITIES AND GENERAL POLICIES

### Staff Responsibilities

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A heart-to-heart relationship with Jesus – a close and growing friendship with God – is the place where each staff member at Sunset Lake belongs. This is what God craves. This is what we crave. God created every person to yearn for this intimate relationship with him. Nothing else will do. And without it, nothing else matters.

This relationship must be each staff member's first priority. You can have fun at camp. You can work hard at camp. You can make friends at camp. You can even change lives at camp. But if you never experience Jesus for yourself, you've missed what camp is all about. For Sunset Lake to be a place where each camper belongs, Jesus must be at the center of everything we do.

Out of this mission flow four important responsibilities as we seek to draw others into a growing relationship with Jesus.

#### Learn the Art of Making Friends

If Sunset Lake is to succeed at bringing campers to the feet of Jesus, we need to excel at basic friend making. That begins with simple introductions.

1. Practice a friendly smile at all times with our guests as well as among our fellow staff members.
2. Learn people's names. It sounds simple, but it makes a huge difference. Start with the people you work with and then branch out to the campers and guests and parents who arrive each week.
3. Use friendly courteous phrases. "May I help you?", "Thank you", "We hope your camper enjoys his/her stay", "I appreciate having your child in my cabin". Above all use "please" when giving any suggested directions to our guests.

#### Make Sunset Lake a Warm and Inviting Place

Building relationships happen best when we're in a pleasant, safe environment. From the moment a camper or guest arrives on camp they must feel comfortable in their surroundings.

1. Treat every camper as a special guest. No matter how challenging a parent or camper might be. You must always respond with grace, patience, and understanding. Make them feel special and valued. Take time to answer questions, to help a lost camper find his way, to offer to snap a family picture on registration day so Dad can be in it too. One personal experience, good or bad, usually makes the greatest impression.
2. Maintain a fun environment. It is important that you enjoy what you do and you have fun doing it. Although you should take your role seriously, don't take yourself too seriously. Keep your sense of humor, even when it's been a tough day and everyone is exhausted.
3. Keep safety first. There is no budget for safety. Next to our commitment to Christ, it is our number one priority. No activity should be undertaken with out first considering the safety of everyone involved. When in doubt NEVER proceed.



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4. Zero tolerance for bullying. The rights and feelings of every camper and staff person must be respected at all times. Campers and staff must know that this is a safe place for them to be. Physical and emotional bullying or abuse will not be tolerated and will result in immediate disciplinary action.
5. Affirmation is the fuel that keeps the camp running. Nothing energizes the staff and campers better than affirmation. Instead of always looking out for areas to criticize or correct others. Try to catch others doing something good and affirm them for it. Kind words, notes of encouragement, and simple compliments can transform the environment of the camp.

### Make Conversation

Friendships develop when people talk in an atmosphere of give and take. Nobody grows a real relationship when one person does all the talking. As we seek to connect the campers to their "Forever Friend." It is important that we learn how to make conversation.

1. Sharing Christ happens best through conversation. The communication of the gospel should not be a one-sided transaction. You have not been hired to be a preacher. Look for ways to enter into conversations with the campers. Talk about anything, not necessarily spiritual things. Then watch how God can use those conversations. Look for open windows that you can use to plant seeds of truth.
2. Take time to listen. In order to have a conversation you must spend at least half the time listening. In the middle of a busy day, it's easy to overlook this important skill. Look for campers that need to talk. Sit down with them look them in the eye, and give them your full attention. Be slow to respond or give answers. Often all they really need is to be heard.
3. Make Time for Prayer. Good relationships require plenty of time to talk. It's no different when developing a relationship with God. This is the most important conversation you can have this summer. Set aside time each day to dialogue with your Savior.

### Do Things Together

Friends grow closer together through shared experiences. It is easy to give campers information about God. Our task this summer is to help campers experience Jesus in every activity of camp.

1. Lead by example. Let others experience Jesus as they interact with you. In your actions and in your words model what it means to be a Christian. Let the campers see you pray, let them hear you say "I'm sorry," let them feel your encouragement and support. These simple actions are the foundation for a transforming week of camp.
2. Weave your faith into every moment of camp life. Don't compartmentalize the spiritual component of camp. Our spiritual impact isn't limited to morning worship, camp council, and the evening campfire program. It should be a part of everything we do. At the challenge course, at the waterfront, in the craft room, and everywhere in between we should be pointing campers to Jesus.
3. Create memorable experiences. Doing stuff together is best way to learn. A hands-on, interactive worship in the cabin can become a transformational moment in the life of a camper. Reaching the top of the climbing wall for the first time can be a landmark that you can use to cement that camper to Jesus.

The evening campfire dramas can also be anchor points in the life of the campers. Look for ways to create these memorable moments. Don't let them pass without drawing the camper's attention to Jesus.



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# General Policies

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A smooth running program requires some discipline and guidelines. These help us work together smoothly and with a minimum of misunderstanding. We all are expected to abide by these guidelines.

### Activities

All activity areas (waterfront, challenge, BMX, horses etc.) are the responsibility of the director / instructor of that area. Use of any of the activities is possible **only** with the director/instructor's prior approval and then only when there is adequate supervision by a trained staff member. Staff use is not to detract or hinder the use by our campers. Horse riding and waterfront activities after dark are not permitted.

### Announcements

It is the job of the office personnel to make all general announcements. These should be made in a professional and courteous way. Every effort should be made not to make announcements during meetings, quiet times and after campfire.

### Appearance

As representatives of Jesus Christ and His Church, it is important to dress modestly, cleanly and neatly. The staff is an example to campers and outsiders of the character of our ministry. Our appearance should never hinder our ability to point others to Jesus.

#### Ladies

- Cosmetics — Only natural make-up that corresponds with your skin coloring should be used. Any cosmetic which gives an artificial look, such as excessive eye make-up etc., are not permitted.
- Clothing — Clothing should be clean, kept in good repair and in good taste. Low-cut blouses, excessively tight clothing, tank tops, bare midriffs, T-shirts with inappropriate words or graphics, or clothing that is revealing or suggestive is not permitted. Modest shorts are permissible.
- Jewelry — Jewelry is not permitted. This includes rings, necklaces, earrings, and decorative or friendship bracelets. For married staff, a wedding band is permissible.
- Fingernails — Fingernails should be kept clean, and if polish is used it should be clear polish. Colored polishes are not part of the "Sunset Lake Look."
- Swimsuits — Only modest suits are permitted. No two piece suits or bikinis. Avoid low necklines and French-cut suits.

#### Men:

- Clothing — Clothing should be neat, clean, and in good repair. Shirts must be worn at all times. T-shirts with inappropriate words or graphics are not permissible. No tank tops or tight, suggestive, or revealing attire. Modest shorts are permissible.
- Hair — A neat, natural haircut.
- Jewelry — Jewelry is not permitted. This includes rings, necklaces, earrings, and decorative or friendship bracelets. For married staff, a wedding band is permissible.
- Swimsuits — Only modest, boxer-style suits are permitted.



## STAFF RESPONSIBILITIES AND GENERAL POLICIES

### Authority

The Administrative Director of Sunset Lake has final authority over all personnel and activities on the grounds. Further delegation of authority may be assigned to the Associate Director and the Boys' or Girls' Directors.

### Availability

All camp staff members are considered by the camp administration as being available for the total camp ministry needs, regardless of primary work assignments. Should a staff member be contacted by a member of the administrative staff for specific help, it is expected the staff member will, within reason, exhibit willingness to be used wherever needed.

### Bullying

Bullying is any intentional hurtful act, committed by one or more persons against another. Bullying occurs when there is an imbalance of power between a bully and a victim. The main types of bullying include:

Physical – punching hitting, shoving, stealing personal things, or getting into someone's personal space when asked not to.

Verbal – name calling, hurtful teasing, taunting, unwanted nicknames, gossiping

Relational – exclusion, humiliation, blackmailing, manipulating friendships

Sunset Lake has a zero tolerance for bullying. Any act of bullying between staff and/or campers is a serious offense and will be dealt with immediately.

### Cafeteria Conduct

Please no shouting, sitting on the tables, food or water fights, etc. Everyone must wear footwear while in the cafeteria. Swimwear is not to be worn into the cafeteria. Food should not be taken from the kitchen supplies except with the permission of the Food Service Director. Campers and staff are encouraged to take all they want during meals, but to eat all they take.

### Camper/Staff Relationships

There must always be a professional relationship between staff and campers. Your role is to be a mentor, never a boyfriend or girlfriend. Either actual or the appearance of developing a dating and/or boyfriend/girlfriend relationship between campers and staff is not permitted and will result in immediate dismissal.

Appropriate physical touch (such as a hand on the shoulder, a high five, or a shoulder to shoulder hug), can be a powerful means of affirmation. But in this day of sexual abuse and sexual harassment cases, it is imperative that you use the utmost caution in your relationships with members of either sex.

### Campfire

All staff members are to be present at and participate in each campfire program. Please be prompt and on time for campfires. Counselors will sit in the *middle* of their unit. Support staff will also sit with the campers. Cabins should stay seated until dismissed. After campfire, all counselors must return with their campers and assist them in preparation for bed. Counselors may not leave their area during this time except by special permission from their division director.



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### **CD players, Radios, TV's, Videos, Walkmans, MP3 players**

These items will not be permitted unless specific permission is given by the Director. Walkmans, CD or MP3 players with head phones may be used only in staff quarters and only in a manner which will not be offensive to neighboring guests, staff, or the camp program. Counselors wishing to play recorded stories or quiet, Christian music in their cabin may receive permission from their division directors to do so. Electronic equipment is brought to camp at the staff members own risk. The camp is not responsible for loss or damage.

Because this is a Christian camp, all staff members are expected to use good taste in their listening habits. Music which in either style or substance is contrary to the values of Sunset Lake or the Adventist Church should be left at home.

### **Camp Office**

The office will be staffed from 8:00am until campfire except during meals. Please use the camp office for official business only. The office is not a gathering place. Visitors should find a business atmosphere at Headquarters.

### **Camp Store**

Purchases may be made during store hours and paid for at time of purchase or placed on a store "charge account". All store charges will be deducted from your final paycheck.

### **Camp Vehicles**

Due to insurance requirements, only authorized drivers with proper permission may use camp vehicles. Each authorized driver must fill out a Driver's Questionnaire and complete the Driver Orientation. An authorized driver is a person over 21 years of age who has received clearance from the Camp Director/Camp Manager. For those under 21 a special clearance must be received from the Insurance Company and Director. Vehicles must be operated in a safe manner at all times. Camp speed limit is 10 MPH on the grounds and posted speed limits when off the Sunset Lake grounds.

### **Cell Phones**

While phone coverage is spotty on camp, cell phones remain an important communication tools. At no time during the day should a cell phone become a distraction to your job. Cell phones should not be carried with you while you are working. You may use your cell phone on your day off or while you are off duty.

### **Computers, DVD Players, Video Game Systems**

Sunset Lake provides staff with access to a computer for sending and receiving email and appropriate web surfing. Staff members are discouraged from bringing their own computers to camp. For those staff that need a computer for work purposes only they will be allowed to bring it after receiving approval from the camp director. The following policies apply to all computer usage on camp.

1. Personal Computers must be used for work purposes only.
2. Personal Computers must be kept and used in the office workroom or Mac Shack only, unless permission is received from the Camp Director.
3. Sunset Lake is not responsible for any loss or damage to a personal computer.



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4. Computers cannot be stored or used in staff or camper quarters.
5. The use of any computer for watching movies or playing video games is forbidden and will result in the loss of computer privileges.
6. Any staff member using a personal or camp computer to access inappropriate or pornographic content on the internet will place their employment with Sunset Lake in jeopardy.

Dedicated DVD players and video game systems are not allowed on camp at any time.

### Communication

Philosophy: Communication is the oil which keeps the camp machine running. In the middle of a hectic summer it is easy for this essential ingredient of camp life to be pushed aside. It is important that we establish clear lines of communication at the start of the summer and maintain these through the summer.

Policy: Below are listed the primary communication channels of the camp.

1. General Staff Meetings – These occur every Sunday, Monday, Tuesday, Wednesday, and Friday. With the exception of Sunday it begins a half hour before reveille. On Sunday staff meeting is held at approximately 10 a.m. after campers have left. Staff meeting is required. The program director is responsible for taking record and reporting to the director those who are not present. Those who are habitually late or absent are subject to the three-stage discipline process. Staff meeting will be held in the dining hall to allow kitchen workers to be involved. Counselors will have to develop a rotation schedule so that each morning the supervision rate will not drop below 50% (one staff for every cabin duplex). It will be the responsibility of the village directors to communicate the day's news to the counselors on supervision duty.
2. Camp Administrative Committee (CADCO): This meeting occurs each Thursday morning in the Timber Lodge in lieu of the General Staff meeting. Other meetings may be called as needs arise. CADCO will handle personnel issues, financial matters, weekly camp operation, and the spiritual atmosphere of the camp. CADCO is the core leadership team of the camp; therefore, it is essential that this group be unified around the mission of the camp. This group will also meet before camp starts to lay the groundwork for a successful summer.
3. Staff Circle – This nightly meeting, set aside for affirmation and prayer, occurs at the end of each campfire program. While this meeting is not required it is perhaps the most important time of the day. Affirmation is the glue that holds the staff together. Those who willingly absent themselves from this time are cutting themselves off from the life-blood of the camp. The Village Directors will coordinate a time for their counselors to connect on a daily basis in a similar fashion.
4. The Camp Director will coordinate with the office staff to print a weekly news sheet with updated schedules and information that will be essential to the smooth operation of the camp. These will be distributed in the staff mailboxes.
5. The executive administration of the camp (camp director, associate director, administrative assistant, and facilities manager) should meet weekly to discuss any necessary issues. This time will need to be arranged.





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### **Curfew**

It is important for all staff members to get sufficient rest each day. Fatigue is the quickest way to demoralize and jeopardize the camp program. Therefore the camp administration will strictly uphold the evening curfew.

Each evening staff members should be in their quarters by 10:30 p.m. Lights out will be at 11:00 p.m. Permission to be out after curfew should be received from the staff member's village RA and communicated to the nightwatchman.

Village RA's will take record of who is missing after curfew. The nightwatchman will be notified of any missing staff members. If the staff member is not found within 20 minutes, the Camp Director or Associate Director will be contacted. Each morning the camp director will receive a written list of staff members who were out after curfew.

Staff members who are out after curfew without permission will be subject to the camp discipline process.

### **Dating**

All associations with members of the opposite sex must be kept within proper Christian standards. Staff should be sensitive to placing themselves in any situation, intended or not, that might be open to question or criticism. At NO TIME are male/female relationships to interfere with the assigned work responsibilities of the individuals involved. Those in a dating relationship should not be together when one or both of them are on duty, unless circumstances require it. As this is a co-ed camp, all must be very discrete and reserved in their relationships both in public and private. Every effort should be made to keep campers from knowing which staff members are dating. Staff dating should not become a camper spectator sport. Because of the influence staff members have on the campers there should be no PDA (Public Display of Affection). This includes hand holding, kissing, necking, and back massaging by members of the opposite sex.

Camp is not an ideal place to carry on a dating relationship. If you are involved in a relationship, your day off will be your opportunity to spend time together. While not excluded from building friendships with members of the opposite gender, staff members under the age of 18 will not be allowed to date. Your cooperation is anticipated.

### **Devotions**

The spiritual health of each staff member is vital to the mission of Sunset Lake. The summer camp program is intense and at times stressful. Don't let the pressure of the daily routine crowd out your time with the Lord. Each staff member should set aside time each day for prayer and Bible study.

### **Discipline and Dismissal**

*Philosophy:* Camps are best managed under a system of discipline based on responsibility and choice. Punitive measures can be effective in the short term, but over time erode staff morale and create a negative staff culture. Firing a staff member or making an example of them creates a climate where staff members serve the Camp Director out of fear. This creates a poor motivation for the camp to excel. It is the job of the Camp Director to help every staff member succeed. When a staff member leaves, it is because they have made a choice not to be a part of the staff family. In letting that staff member go, the Director is simply honoring his or her choice.

*Policy:* For routine discipline matters – issues surrounding staff attitude, work ethic, punctuality, or curfew violations – the discipline plan at Sunset Lake will be based on a simple three-stage process.



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1. When it is ascertained that there is an event of sufficient concern or a pattern of negative behavior, the offending staff member will meet with their Department Director or Associate Director, as the circumstance warrants, and discuss the matter. Expectations and necessary changes will be clearly stated to the staff member. The meeting will be documented in writing.
2. If the behavior continues, the offending staff member will meet with the Department Director or Associate Director and the camp director to solve the problem. At this visit the problem will again be diagnosed, and the staff member informed that he or she is choosing not to be a staff member. Conditions will be clearly laid out for the staff member to turn things around. The Department Director, Associate Director, and Camp Director will commit to doing what it takes to help the staff members succeed. This meeting will be documented and a written copy of the conditions given to the staff member.
3. If the behavior continues or the conditions are broken, the staff member will have indicated his or her choice to withdraw from staff employment. The Director will regretfully honor that choice.

In more serious matters which include, but are not limited to, flagrant safety violations, physical or sexual abuse, or inappropriate male-female relationships, use of alcohol, tobacco or drugs, the offending staff member or members will be released immediately. By the seriousness of their action they will have indicated their choice to withdraw from staff employment. That choice will be immediately honored. The incident will be documented in writing.

### **Diversity**

Because we live in a society rich in cultural diversity, it is important to be respectful of each other and our cultural differences. Each summer Sunset Lake will host campers from a variety of economic, social and cultural backgrounds. Be respectful of these differences.

### **Emergencies**

Continuous ringing of the camp bell or an announcement over the public address system is the signal that we are having an emergency. Refer to the Emergency Procedure Section of the Staff Manual.

To be adequately prepared in the event of an emergency, each staff member will become familiar with Sunset Lake Camp's emergency procedures and be prepared to practice them during drills.

### **Emergency Leave**

In the event of a death or major crisis in the family of the employee, leave will be granted with respect to individual circumstances at the discretion of the camp director.

### **Environmental Issues**

As an employee of Sunset Lake you have been entrusted with the care and stewardship of the natural environment. The natural beauty of Sunset Lake is one of the most powerful tools we have to share Jesus with our campers. The greatest care should be taken to care for the landscape. If you see a piece of trash on the ground, dispose of it properly. Walk or drive only on maintained trails and roads. Camp vehicles should be driven on existing camp roads only. Don't trample or disturb the undergrowth. Do not remove or damage a tree for any reason without prior approval from the Camp Director or Associate Director.





## STAFF RESPONSIBILITIES AND GENERAL POLICIES

### **Fires**

No open flame is permitted except in program activities, under supervision, in designated sites. This includes all lighters, candles, matches, firecrackers, etc. It is against camp regulations to play with any fire equipment or fire fighting apparatus within the camp. All fire hoses shall be kept in the respective positions and shall not be used except by order of a Camp Administrative Council or in case of fire. It is very important that all of this equipment be kept intact in order to avoid any problems should a fire break out in camp. It is against regulations for any camper to have matches or fire arms in his/her possession. No candles will be allowed in the cabins. Note: FIRECRACKERS AND OTHER FIRE-WORKS ARE FORBIDDEN!

### **Firearms**

Possession of firearms by campers or staff members is prohibited!

### **Flexibility**

Flex-i-ble adj. 1. Responsive to change; adaptable; 2. Capable of being bent or plexed; pliable. It is very important that each staff member learn the definition of flexible. Flexibility will go a long way to making your summer a lot more enjoyable. However, if you feel the need to resign, a two-day notice prior to resignation would be appreciated.

### **Gasoline Purchases**

Gasoline for personal use must be purchased from a place other than at Sunset Lake.

### **General Consideration**

If you see a piece of trash, pick it up and dispose of it. If you see lights on in a building that is not being used, turn them off. Let us have consideration for each other and the camp property. Also, the Camp Administration assumes no responsibility for staff personal equipment and/or valuables.

At no time shall staff use personal equipment to 1) endanger the life or safety of another human being or wild life, 2) distract a staff member from his/her assigned duties, 3) violate any camp policy, 4) be annoying to another staff member or camper.

### **Gratuities**

Sunset Lake prohibits monetary and/or expensive gifts to camp personnel. Each camper has a right to be respected on his/her own merit. If someone is determined to give a gratuity, suggest that they donate to the worthy camper fund.

### **Guests**

Please inform the Director, in advance, if you are expecting guests. All guests must register with the office upon arrival. No guests may stay in your room. If guests are planning to eat at camp, they must purchase a meal ticket from the office.

Camp guests are expected not to hinder staff members in any way with the regular fulfillment of their assignment. Staff members should not expect the camp administration to grant special time off to them due to a visit by a guest, either expected or unexpected. "THE SHOW MUST GO ON!" Staff must advise Director of expected guests.



## STAFF RESPONSIBILITIES AND GENERAL POLICIES

### Guest Lodging & Meals

Arrangements for guests' overnight stay must be made in advance with the office. Availability of rooms will determine possibility of guest accommodations. Regular meal rates are as follows:

Breakfast	\$5.00
Lunch	\$5.00
Supper	\$5.00

### Health Examinations

Should there be any question of physical fitness on the part of the employee, the camp reserves the right to require at any time during employment a health examination by the physician at a clinic of the camp's choice, at the expense of the camp.

### Hospitalization and Medical Coverage

Each employee is covered by Workman's Compensation. SSL is responsible for the medical expenses of any injury sustained when the employee is carrying out the responsibilities of his/her employment. Expenses related to illness or injury when not at work is the responsibility of the employee.

If you are sick or injured due to job-related work for more than 4 days, you will be put onto workman's comp, which pays 2/3 of regular pay. If you are sick for more than one day, the second day will automatically be considered your day off. If a staff member is sick three or more days due to illness, he or she may be requested to take a leave of absence. This is also at workman's comp pay. However, if sickness or injury is not job related, then the leave of absence would be without pay.

### Laundry Service

Camp laundry will post a schedule for regular laundry service. The Camp laundry is not available for personal use. Laundry service is provided only for garments that have been properly marked with your name on them.

### Leave Slips-- Off-Camp

Permission must be obtained from the Camp Director or Associate Director when leaving camp for activities other than your day off. Unauthorized leaving may result in immediate dismissal. Sign out slips are located in the office and should be filled out *any* time (including days off) you leave the camp property.

### Lodging

All staff will be expected to sleep in their respective areas unless specific arrangements have been made with the camp director.

Each staff member is expected to keep their quarters clean and neat at all times. Periodic inspection of quarters will be made. A \$25 dollar cleaning fee will be charged to those who have left messy areas at the end of the summer.

All sleeping areas are considered private and off limits to campers and other staff. At no time should a staff member be in the sleeping quarters of the opposite gender. Not even for jokes or pranks. Failure to abide by this will result in immediate dismissal. No exceptions.



## STAFF RESPONSIBILITIES AND GENERAL POLICIES

### Lost & Found

Counselors please help your campers retrieve as many of their items as possible before leaving camp as the time and effort put in to returning Lost and Found items is considerable and somewhat costly.

### Personal Conduct

Inviting campers to develop a personal, growing relationship with Jesus is the one thing that matters most at Sunset Lake. Each staff member's conduct must reflect this mission. By coming to work at Sunset Lake the employee agrees to adjust his or her personal habits and actions to the customs, policies and values of the SDA Church both on and off the camp grounds.

Each staff member has been selected very carefully, largely due to their loyalty to God and to the Church. Your attitude and loyalty will determine whether you have an enjoyable and meaningful summer or not. You may not understand everything and you may not agree with everything but your Director will do his/her very best to help you have a good summer. Your loyalty to the camp program and the Camp administration and to each other is valued as we work together as a team.

### Personal Effects

Camp Insurance policies **Do Not** cover loss of staff members' personal effects. Keep this in mind as you determine what to bring to camp. This applies to, but not limited to: sports equipment, computers and autos.

### Pets

No pets are allowed at Sunset Lake.

### Pranks and Practical Jokes

Practical jokes and pranks in any form are not permitted at Sunset Lake. Such actions often seem harmless but pose a serious risk to the safety, morale, and unity of the staff. Such a working environment has a trickle down effect on the campers themselves. Any staff member involved in activities which disrupt or hinder the camp program or alter, damage, or destroy personal or camp property will be held financially responsible and will be subject to additional discipline.

It is important for staff members to have a good time and enjoy the fun of camp life, but at appropriate times and places. Regular social activities will be provided for the staff. In addition staff members are encouraged to find ways to affirm their fellow staff. Secret cards, anonymous gestures of kindness, and other creative means of encouragement are appropriate alternatives to "laking," water-fights, cabin-raids, and other unwanted pranks.

### Registration Day

This is **our camp's public relations day**. All staff members will want to make this day a success. Campers are sad to leave and they will need comforting. Other campers are glad to be at camp and they will need welcoming. Parents have mixed emotions and they will need information. Staff and counselors are to be in a clean full camp uniform. Lots of smiles and patience are a must. Your actions will represent Jesus and Sunset Lake to everyone you meet on this day.

### Staff Cars

All staff cars must be registered with the office. Staff cars must be parked in the Staff area. Personal cars are not to be used as camp/camper transportation.



## STAFF RESPONSIBILITIES AND GENERAL POLICIES

### Staff Uniforms

“The Sunset Lake Look” is important to the success of our program. Your total look is an important combination of cleanliness, clothing and personal groom. Whether you are “out front” dealing directly with our guests or “behind the scenes” the same policies apply. Take pride in your appearance by wearing clean clothing. Clothing should be kept in good repair at all times. Uniforms and the times to wear them are listed below.

Sunday	12:00pm	Staff Shirt* & clean jeans** (no ripped or faded jeans) and staff jacket* if cold.
Rodeo	7:00pm	Western shirt,** jeans**,boots** and hat** if you have them.
Friday	6:45pm	Nice clothes for Sabbath.
Sabbath	9:00am	Khaki pants**, Staff polo shirt*, brown shoes** & belt.
	8:30pm	Staff T-Shirt* & clean jeans** (no ripped or faded jeans) and staff jacket* if cold.

*\* These items will be available at camp. \*\*These items you will need to bring.*

### Sunset Lake Grapevine

One of the most incredible phenomena is the "Sunset Lake Grapevine." This method of communication is faster than any computer for sharing information. However, the "Sunset Lake Grapevine" is no more than a glorified web site. For those who might be uncertain what gossip is, it is "idle talk or rumors about others" with the intent to criticize or tear a person down or just be negative. Some of what is said may be true, but if it cuts a person down or in any way hurts another individual it is wrong.

In other words, let's be Christian to each other. If you sense the need to criticize or gossip about someone, pray for them instead. If you sense the urge to slander someone, pray for them. If you need to share that information with someone, according to scripture, the best person to share it with is the person it concerns.

### Support Staff

Non-counseling staff includes anyone who is not directly in charge of a cabin of young people at that time. Each non-counseling staff member will be assigned to a cabin group for the entire summer. They will function in a supportive and non-intrusive way. Their role is to get to know the campers, assist and support the counselor, be a prayer warrior for the group, and sit with the cabin during campfire. A campfire substitute list will be made up at the start of the summer to cover those involved in the evening program.

### Teamwork

One of the most important values for the summer staff to foster is a strong sense of teamwork. This is displayed in the following ways.

**Affirmation** – Staff members should look for ways to affirm, support, and build up other staff members. Affirmation is the glue that holds the staff together. Harsh words, critical attitudes, sarcasm, gossip and slander have no place in strong team. These behaviors will open the offending staff member to discipline.

**Working Together** – Staff members should be willing to help out when they see need, even if that need is outside of their department. This should be done with willingly and with a cheerful attitude.



## STAFF RESPONSIBILITIES AND GENERAL POLICIES

### Telephone Calls

In order to keep camp phones free for camp business, please use only the pay phones at appropriate times.

Campers are not allowed to use the phone without permission from a Division Director or Camp Director. A camp staff should be present when the camper places the phone call. Encourage campers to send cards and letters instead — (makes a great “Rest Period” activity.)

### Time Off

You will be allowed 1 day off, (23:45 hours) each week to be worked out by the Associate Director. Time off begins when dismissed at the supper line call. Know ahead of time where your post of duty will be. Make sure arrangements have been made! We will do our best to try to accommodate you.

A day off is given for you to rest and relax. Returning to camp exhausted from time off puts a strain on you and all of us. Do not misuse time off. Failure to return on time or meet scheduled work appointments such as worship, classes, campfires, etc., will be deducted from the next week’s day off.

During your time off, remember who you represent. Alcoholic beverages of any sort are not to be brought on the camp premises or used away from camp. Games such as the ouji board, dungeons and dragons and other games promoting spiritualism or the occult are not to be brought on the premises. These constitute the breaking of a camp policy. Your cooperation is expected.

### Wedding Policy

Wedding attendance will be counted as a day off. Plan accordingly. If more than one day is necessary then the extra days will be deducted from your wages based on 1/6th wage week. These requests must be cleared with Camp Director in advance.

### Work Ethic

*Philosophy:* Staff members work best and are most productive in an environment of respect, trust, positive reinforcement, and fun. The first job of a work supervisor is to be sure that he or she is providing their workers with a positive and balanced environment in which they can thrive.

While productivity is important the true measure of a supervisor is not how much was accomplished at the end of the day, but have the workers under him or her grown and developed in their skills, work habits, and personal life. We are not running a work camp, but rather a summer ministry program where the lives of both campers and staff can be transformed.

*Policy:* It is the primary responsibility of the department directors to make sure that the staff members under them have work to do and are performing their tasks in a timely and efficient manner. Issues of punctuality, work ethic, and attitude must first be addressed by the department director (see discipline policy).

If a staff member is not needed for a period of time in his or her department, the department director will communicate with the associate director to temporarily reassign that staff member to another area of responsibility. The associate director will partner with the facilities manager and other department directors to find available work.

The following work guidelines must be followed:



## STAFF RESPONSIBILITIES AND GENERAL POLICIES

1. Each staff member will have a set day off each week. Exceptions will be made for weddings, special family events, or other unavoidable circumstances. These exceptions must be made at least two weeks in advance with the Department Director and Program Director. From time to time staff members want to switch days off for a special outing with other staff members. Such exceptions will be rare and cannot be guaranteed. They must be arranged at least two weeks in advance with their department director and the associate director and cannot negatively affect the operation or morale of the camp
2. Each staff member will be given two hours off per day – outside of meal times. For counselors this will occur during the morning class time. For support staff this will most often occur after campfire. Kitchen staff will have to flex this time into other parts of the day. It is up to the Department Directors to coordinate this time off with their workers. In addition, the associate director will make arrangements with various activity areas such as waterfront, challenge course and horses to periodically have their areas open during cabin circle time or other times of the day for the staff to enjoy.
3. From time to time it is permissible for a department that has worked hard or completed a difficult task to take a short break as long as this is coordinated with their department director and associate camp director and does not negatively affect the operation or morale of the camp.

### **Worships**

We will meet Monday through Wednesday and Friday at 7:00 a.m. and Sunday at 10:00AM. Staff must be present for these worships. NO EXCEPTIONS. The Camp Administrative Committee will meet on Thursday mornings at 7:00 a.m.





## STAFF RESPONSIBILITIES AND GENERAL POLICIES

### How to Get Hired Back

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It is an honor and privilege to be on the Sunset Lake summer staff. Many hours, dollars, prayers and extra effort have combined to bring together and support a staff that will serve the Lord in this special place. Here's how to maximize your chance to return next year.

1. Follow directions, guidelines, and the leadership.
2. Be a doer.
3. Share in the vision and ministry of the camp.
4. Have a servant's heart. Put others before yourself.
5. Avoid complaining, comparisons, and sarcasm.
6. Make every effort to build positive, life-changing relationship with the campers.
7. Maintain a growing relationship with Christ.
8. Make safety your top priority.
9. Work to affirm and build up others.

### How to Get Fired

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A firing is a disappointment to all concerned. It is an occasional reality. There are two basic ways to get fired from the summer staff – the fast way for a major act or incident, or the slow way for a pattern or attitude or action that is unacceptable.

#### **The Fast Way (This is a Partial List)**

1. Any action jeopardizing the safety of a camper or other staff.
2. Reckless operation of any vehicle or machine
3. Sexual misconduct
4. Child Abuse
5. Use of tobacco, alcohol, or illegal drugs
6. Misuse of safety equipment.
7. Entering the sleeping quarters of a member of the opposite gender for any reason.
8. Developing a romantic relationship with a camper.

**No additional warnings will be given.**

#### **The Slow Way (This is a Partial List)**

1. Negative comments about food, program, staff or decision except through proper channels.
2. Tardiness or absenteeism.
3. Negligence toward camper comforts and needs.

**One or two written warnings will be given before action is taken.**