



# Volunteer Staff Policy

We are so happy to have you on the campus of Woodland Christian Camp. Your willingness to volunteer your time and efforts to the young people are greatly appreciated. While you are on campus, please use the following guide to help you better serve.

All volunteer staff are under the direct supervision of the Program Director and Director of Camp Operations. If you have any problems, please bring them to your Program Director.

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## General Policy

### Telephone Usage

Telephones are available in both camps for volunteer workers usage. Call coming in through the office are discouraged. Calls through the office should be emergency calls. These calls will be handled promptly and personally. Please do not give the out the office number for personal use.

**WOODLAND WEST (770) 562-0071**

**WOODLAND JUNCTION (770) 562-0070**

### Laundry

Because of the heavy use of the kitchen, the washer and dryer will not be available for personal use except by college PR teams. In case of an emergency, check with the Support Staff for availability.

### Automobiles

All automobiles brought on campus by staff and campers should remain parked. Cars should not be parked near or in front of the dumpsters. Campers are not allowed to ride in or on cars.

### Visitors

All visitors must check in with the Program Director upon arrival at camp. Visitors are discouraged because of the possible interruption of the program. Teen visitors may only stay one hour and should not interfere with the camp program. The cost for prior arrangement of meals is \$5.00. The Program Director should collect this money and turn it into the office.

# Volunteer Staff Policy continued

## Restricted Areas

These areas have restricted access because of health and safety concerns:

- Shop
- First Aid Rooms
- Kitchen and Annexes
- Pool Pump Areas

## Dining Hall

Staff should be represented at every table. Not only does this create interaction, but helps with discipline during meal times. We need for all staff to help clean tables before leaving the dining hall. Staff will be needed to help in the serving lines and to dispense drinks.

Staff and campers should stay out of the kitchen area unless invited or working. Night raids on the kitchen will not be tolerated due to health department regulations.

The kitchen staff is employed by the camp and any comments concerning food service should be directed to the Camp Director. Remember Woodland serves over 30,000 plates of food per summer. Be courteous and extend thanks to the workers.

## Pool Activities

The lifeguard is in control of all pool functions. Staff and campers should follow these basic rules:

- No pushing or shoving in pool area.
- No food or drinks in pool area.
- No "chicken fighting" or riding shoulders in the pool.
- No rocking the pool.
- Clean off dirt, sand or grass before entering pool area.

## Lake Activities

All campers in First Timers through Pre-Teen Camps must wear a life jacket and have an adult with them while in the canoes or Paddle boats. There must be a PFD in all canoes or boats. Campers should not use the boats or canoes without proper supervision.

Canoes and boats are not to be taken out after dark. Swimming is not allowed in the lake. Canoes and boats should not be flipped. Unsafe behavior will not be tolerated.

# Volunteer Staff Policy continued

The Boy's and Girl's Cabin Directors have the responsibility of the control of their respective areas. If major problems occur, the Program Director should be contacted. Please use the following list to guide you in your service:

## Cabin Directors

- Have oversight of cabin parents.
- Check cabins at light's out time.
- Inspect the cabins daily for cleanliness or damage.
- Check bath house for supplies and function.
- Watch for illness, health hazards or accidents.
- Be on the lookout for misconduct from staff and campers.
- Support the Program Director in his schedule.
- Check the cabin areas during program periods.

## Cabin Policy

Cabin parents play an important role in the Christian Camping environment. Use the time with your campers to have fellowship and create dialogue. Please use the following list to guide you in your service:

- If campers are in the cabins, a staff must be present.
- Assist the campers with clean-up.
- Be on the lookout for health and safety concerns.
- No food or drinks should be carried to the cabins.
- Staff should walk with the campers to the cabin areas.
- Noise after lights are out should be kept to a minimum (we have neighbors).
- Monitor the behavior of campers and staff.
- Improper activities will not be tolerated.

## Camper Policy

Campers receive a copy of the camp policy in their registration confirmation. Please be aware of the following camper policy:

- All sickness and accidents must be reported to the Nurse.
- Waterfront activities are only permitted with proper supervision.
- Concerning dress...the standards of the world are not the standards of Woodland. Please use modesty.
- Tobacco, alcohol, fire works are not allowed (illegal items).
- Radios, tape players and video games are not allowed.
- Automobiles must remain parked.
- In case of willful disobedience, the Camp Director reserves the right to dismiss and exclude such persons from Woodland without refund of fees. Campers leaving the cabin at night will be sent home.