

Policies and Positions

Our policies and procedures exist to communicate and provide structure, boundaries and clear direction for staff members, campers and visitors regarding the administration and management of the 8Mile camp program, appropriate interpersonal interaction, conflict resolution, safety management, and emergency readiness, and are designed to procure the overall physical, mental, emotional, and spiritually safety and security of all staff members, campers and visitors. Non-adherence to any of the stated policies and positions will result in disciplinary correction by Camp Administration.

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I. General Policies & Instruction

General Rules

1. Campers and Staff are not permitted to leave the campus.
2. Campers and Staff are not permitted to checkout or depart early.
3. Campers and underage staff are not permitted to ride in any vehicles. All vehicles driven to camp must be parked in the designated area. Students must submit their keys to the Camp Directors
4. Treat everyone with respect and obey all of the rules. Have fun, meet new Friends, and enjoy the experience.
5. Food deliveries to campus are not permitted.
6. Always stay with the group at all times. During chapel and evening services staff and students will not be permitted to leave early before service has been dismissed. Staff and students should arrive on time to all services and activities.
7. Indicate and check in all personal medications during registration on opening day
8. Stay in your dorm rooms after curfew/lights out.
9. Boys are not permitted in girl's dormitories and vice versa. Sleeping quarters will be pre-assigned to all campers and staff. Each person will lodge there throughout the entire camp.
10. Always wear your name tag.
11. Wear appropriate clothing
12. Public Displays of Affection (PDA) is not allowed by staff and campers. Boundaries set forth by the Camp Directors will be followed by all campers and youth workers
13. Cigarettes, alcohol, narcotics, weapons and any other illegal drugs are prohibited on the campground. If these items are found in your possession the Camp Directors will address the situation to you, your pastor/youth pastor, and guardians, and you will be dismissed from the campground at the expense of your guardian.
14. Knives, firearms, weapons, or fireworks of any kind are permitted on the grounds.
15. Electronics of any kind are not permitted on the grounds. This includes but is not limited to cell phones, video game consoles, media players, iPods/Pads, stereos, and / or radios of any kind. If these items are brought onto the camp ground they will be confiscated by the Camp Directors, and the Indiana PCG District and its affiliates are not responsible for any damage to these items during your stay on the camp ground. Staff is permitted to bring their personal and business cell phones, Ipads, Ipods, Iphones and laptops as long as they are for camp and local church ministry purposes only. Personal business and work should be left at home.
16. Out of respect for those around you, profanity and vulgar language are not allowed.

Attire

1. **Day Wear:** Please choose modest tops, capris, and/or shorts. Shorts should be to the knee and no shorter than 2 inches above the knee. Come prepared for a hot summer day. Parents and Leaders should assist in clarifying camp clothing expectations to campers before departing for camp.
2. **Encounter Sessions:** modest casual dress clothing.
3. **Swim wear** is permitted for water sports/ modest one piece suit covered with shorts and darker colored tshirts. irt.
4. **Clothing Not Permitted:** Immodest clothing of any kind is not permitted. Mid-drift, transparent, low cut, spaghetti strap shirts is not permitted. Clothing should not have foul or crude language, insinuations, or graphics on them. Pajamas and loungewear are not to be worn in common areas. If a staff member feels your attire is immodest or inappropriate, the staff member will address the concern with the Head Dorm Leader and you may be asked to select a more appropriate item. If you are attending with a local church group, please discuss local church preferences before departing for camp. Direct any questions to the Directors via email 8mile@indianapcg.org

Opening Day and Registration

Camper Registration begins at 3:00pm, closes at 5:00pm. Vehicles will not be permitted onto the campgrounds until 3:00pm on opening day. Please no early arrivals. Upon arrival at 8Mile you will be directed by the parking attendant where to park. Please keep luggage in your vehicle until you have completed the entire registration process. You will need to make sure ALL of the following items are taken care of before campers are allowed to unload their luggage:

1. Any forms not yet turned in
2. All required signatures
3. Completed medical, paintball and activity release forms
4. Tuition/ Registration money due

8Mile staff members should arrive between 12:00pm and 2:00pm to complete Staff Registration. Staff members leading any of the areas of the Opening Day process must be on site and ready to begin by 2:30pm.

Opening Day consists of a 3-Stage Process: Registration, Medical Check-In, and Dorm Check-In

1. Registration: Final camp fees / balances due and paperwork
2. Medical Check-In: Medications submitted to Nurses, Health form reviews & Lice Head Checks
3. Dorm Check-In: Campers will complete the Dorm Check In procedure with the Dorm Leaders help. Campers and staff should document any pre-existing damages in their dorm room on the Dorm Check In Form (see Dorm Leader Handbook). On Dismissal Day campers and staff will complete Dorm Check Out. Damages not listed as pre-existing on the Dorm Check In form will be assumed the responsibility of the campers/staff in that dorm room.

A record for each camper will be maintained by the Camp Director and held for a minimum of 2 years following the camp. Each record will contain the following:

1. The camper's name and address.
2. The name, address, and telephone number of the camper's parent, legal guardian, or designated adult emergency contact.
3. Authorization from the parent or guardian for emergency medical care.
4. A list of relevant health conditions that camp personnel may encounter.

Tuition

Camp Registration forms should have been submitted with a minimum \$15 nonrefundable deposit. All camp fee balances are DUE by 5pm of Opening Day. A late fee of \$15 will be assessed daily to all camper accounts not paid by 5:00pm on Opening Day. Checks should be made payable to Indiana PCG.

II. Food Service

Meals and Concessions

1. Dinner is provided at 5:30pm on Opening Day. Breakfast, lunch, and dinner are served Days Two, Three, and Four of each camp, and a breakfast grab bag on Dismissal Day.
2. Concessions are open 2:00pm – 4:00pm Days Two – Four, and immediately following each night session.
3. Food, drinks and food storage units are NOT permitted in the dormitories.
4. 8Mile Christian Camp adheres to all Indiana State Department of Health requirements for 501c3 non-profit religious organizations.
5. Dietary requirements, allergies, and needs should be addressed on the camper/staff applications, and noted to the Medical Team / Camp Nurses during Medical Check-In.

III. SAFETY AND SECURITY

Absentee Campers

Registered participants not present when the camp assumes responsibility of that camper will be considered absent. At this time the parent/legal guardian will be contacted as well as local authorities. Pre-registered campers departing the camp early or arriving late will be considered absent and the parent/legal guardian and group leader if applicable will be contacted immediately. Refunds will not be given for early departures, except in the case of family emergencies such as illness or death in the family, or due to the camper's health.

Counseling

We do not imply or publicize that our Dorm Leaders are qualified and certified counselors; however it is always a difficult boundary when working with students because as they build relationships with staff, they will begin to trust and share their personal thoughts and feelings. Problems arise when a student asks a staff member to maintain confidentiality on the issues they share with you. 75% of these one on one discussion will probably remain confidential, however, you are required to report IMMEDIATELY to the camp director if you are told or suspect any of the following:

1. A student is being abused in any form.
2. A student is threatening to hurt himself (i.e. suicide, cutting)
3. A student is threatening to hurt someone else (i.e. homicide, revenge)
4. Personal crisis/endangerment (i.e. Pregnancy, drug use, addictions)

When a student asks you to maintain confidentiality, our staff are instructed NOT to commit to this promise. Staff are asked to respond by saying "I may or may not keep what you tell me confidential depending on what you tell me; but hopefully you will trust me to properly handle the information you share with me."

Who do I refer them to?

Please report any the above areas of concern immediately to the camp director. Do not refer a student outside this policy (i.e. word of mouth, friend, experience).

Crisis Response

A crisis is defined as any situation where urgent attention and immediate action is required (natural disaster, injury, allegation, other crisis). If a crisis occurs please take action per the following steps;

1. Contact the Camp Director immediately
2. Isolate the camper(s) from the staff and campers who do not need to be involved. The scheduled activity should continue as planned if at all possible.
3. If necessary the Camp Director will contact the proper authorities, including local district and/or church leadership if he deems necessary.
4. The Camp Director will contact the parents of the camper(s) involved

Release of Minors

A camper who is under age 18 will be released to their parent or legal guardian by 10am on day of dismissal. Campers arriving with a group leader should have a permission form on file from the local group/church headquarters from the parent giving them authorization to transport the camper to and from 8mile Christian Camp. A camper under age 18 will only be released with another individual when the parent or legal guardian has provided written permission with an original signature on the request letter addressed to the Camp Director. The letter must state the name of the person picking the camper up and their relationship, as well as contact information for the parent/legal guardian.

Sexual Misconduct

In order to protect campers and staff from any accusation, whether true or false, a "Standard of Behavior" regarding sexual misconduct has been established in order to identify boundaries and guidelines while serving in the 8Mile Christian Camp Ministry. These standards are to be upheld at all times.

1. Any verbal or nonverbal sexual innuendo with any student is inappropriate.
2. In order to avoid behavior being misinterpreted for inappropriate behavior, staff must use caution regarding physical contact. A side hug is considered appropriate between staff and campers, but stroking, massaging or an affectionate kiss will be considered inappropriate. Any type of affection (hugs) should be made in a public setting in front of other people.
3. "Three's company" rule should be exercised as much as possible when ministering with students on a one to one basis. The camp office and chapel is available for one to one camper/staff discussions. Also, an area on the campgrounds in visible sight from other staff members is also appropriate.
4. Staff will not take any campers on any approved errand runs. If a staff member makes an unapproved errand run with a camper, the staff member will be dismissed from the camp at the discretion of the Camp Director.
5. Any knowledge or suspicion of any camper or staff member having an inappropriate relationship with either a camper or staff member must be reported immediately to the Camp Director
6. Sexual gestures to a staff member by a camper should be reported to the Camp Director so that a discussion can be held with the camper.
7. Married Couples should never be alone with a camper
8. If a staff member must be housed in a room of campers, a minimum of 2 staff members will be housed in that dorm room.

Transportation

Qualified Drivers: An adult over the age of 21 or 25 when renting vans, based on the insurance coverage of the vehicle. All drivers must have a valid driver's license, with a copy of their license on file in the camp office, and should not have had any major traffic offenses on their record within the past 24 months.

Speed Limit & Traffic Violation: Drivers are to obey all posted traffic signs and laws. The Camp Administration will not reimburse the fine/fee for any driver receiving a traffic violation while in business status.

Seatbelts: Seatbelts are to be worn at all times by both staff and campers. This is a non-negotiable policy. Drivers should NEVER talk on a cell phone or text while driving.

1. Emergency transportation is available at all times
2. Speed limits, traffic and parking as well as delivery and pickup areas are posted
3. Vehicles should be parked in the designated area and guests unload and load in this area only
4. Transportation in non-passenger vehicles is prohibited
5. Leaders and parents are provided with pickup/drop-off times, procedures and rules in their application
6. Camp must obtain written permission from owners to use private vehicles to transport campers/staff

Visitor Policy

8Mile Christian Camp adheres to a “**no visitor/closed campus policy**”, **however the Camp Office is open daily from 9am – 4pm for phone calls and inquires at 765.490.5221**. You may also email at 8mile@indianapcg.org. Should you need to reach your child for emergency reasons only after regular office hours, you may contact the Camp Director on our Emergency Mobile Number at 765.490.0960. Pastors and their designated pastoral leaders desiring to visit should contact the Camp Director during normal business hours at least 2 hours prior to their desired arrival.

Please Note: The campus will close beginning at 5pm on opening day of each camp session and reopen from 9am – 10am on Dismissal Day. IF you need **to pick up your child before Dismissal Day you MUST inform the Camp Director IN ADVANCE**

Media Policy

Staff members using video/camera devices at camp do so with the understanding that **all photos and media procured of minors throughout the camp session should NOT be posted to personal** Facebook accounts, Twitter feeds, websites, or shared via any other means, but may be posted to their local PCG church website, Facebook, and/or twitter feed. Per the camper application form parents “*give permission for 8Mile Christian Camp and the Indiana District Pentecostal Church of God and entities to use photos or videos of {their} child in promotional materials only.*” (2011 Camper Application, page4) In regards to such media procured of adults 18 and up, please use discretion and be respectful to the individuals in such photos/videos. Campers and Staff should NEVER procure media of anyone in the lavatories or in sleep wear, or in any immodest situation/circumstance. We must exemplify Christ like behavior in everything that we say and do.

IV. Facilities and Grounds

Administration

The general care and daily maintenance of the facility is managed and administrated by the Indiana District Bishop and Secretary-Treasurer throughout the camp program. Campers and staff are required to maintain a clean living environment in all areas of the facility. Should staff need to access cleaning supplies or facility keys, please first check with the Head Dorm Leader, and then the Camp Director.

Chapel

Campers should not be in the chapel or on the stage unless they are part of the worship/drama teams, or are serving in some capacity. Campers are not allowed to use the instruments on the stage unless they are actively taking lessons, or participating on the worship team.

Damage or Theft

Any damage or theft to the camp and its property should be reported to the Camp Director immediately. If necessary, local authorities will be contacted to assess and process the situation. Parties deemed responsible in a situation will be held directly responsible. See camper/staff release forms as well as general rules/guidelines for additional information.

Off Campus Errands

Campers and staff are not permitted to leave the campgrounds. Staff desiring to leave campus for personal business are required to complete a "Request for Off Campus Leave" and submit to the Camp Director for review and approval.

Restricted Areas

All hazardous and private areas marked as restricted are off limits to campers and staff.

Waste Management

The Facilities Team Leader is in charge of securing and managing the removal of all waste materials throughout the camp program. Refuse, including garbage, shall be collected, stored, and disposed of properly so the camp is clean and litter free.

- Refuse shall not accumulate in a manner that could: result in rodent harborage or promote insect breeding; or cause a fire, safety, or health hazard.
- Garbage and refuse shall be collected at least once per week or more often when necessary. Staff should assist in disposing of FULL garbage cans and replacing the liners
- Burning of garbage and refuse is not permitted.
- Garbage and refuse shall be stored in watertight, rodent proof, fly proof containers. Unless plastic liners are used, garbage containers shall be cleaned when emptied.
- Dumpsters shall be located at least fifty (50) feet from sleeping areas.

V. Health and Wellness

Administration

A licensed physician or registered nurse shall be on site daily. Health care staff must be trained in role/responsibilities of health care. For times away from the main camp, a staff member must be oriented to provide routine health care for participants and handle emergencies.

8 Mile Camp possesses an original or a copy of an up to date medical log. The medical log shall be in permanent ink and be a record of the dates, times, patient names, ailments, treatments, names of attending staff, and signature of the person who made the entries into the log.

1. Medication prescribed for campers or staff members shall be dispensed from original containers.
2. Medications, except those a physician prescribed for self-administration, shall be locked in a cabinet, box, or drawer or stored in a safe place inaccessible to children.
3. Campers and staff shall not administer their own medication.
4. All medication and information is to be stored with the health care staff in the First Aid Center, and administered by the Health Care staff. This includes aspirin/Tylenol.
5. Medications must be stored under lock.

Health Screenings:

A member of the camp medical team shall conduct a medication review, health form review, and lice-screening of each camper prior to dorm check-in.

1. The screening shall occur not more than twelve (12) hours after arrival at camp; and
2. include a check of medications in use by each camper.

(b) A completed medical form for each camper and staff member are filed in the Lovell First Aid Center on site. A copy of these forms should be brought on ANY program or event, or scheduled trip off campus. If a camper does not have a medical form at the time of departure of an outing, they CANNOT participate in the activity. If

they are able to have the medical form faxed to the camp office, they may do so, provided it does not interfere with the schedule.

Medical Conditions

Camp Directors, Head Dorm Leaders and Dorm Leaders will be notified of a camper's medical condition. If there is a certain condition that requires an emergency medical response the Medical Team will administer the medication needed in that situation.

Medical Emergency

If a medical emergency should occur, and the student needs medical attention, the Camp Director will notify the parents ASAP. The Camp Director and a member of the health care staff will be responsible for transporting the camper to the local hospital. In some cases it may be deemed necessary to use local emergency transportation as well.

(a) First aid kits shall be available to camp staff at food service operations, beaches, the infirmary, the camp office, primitive camps, and readily available in a timely manner to all program areas. First aid may be administered only by properly trained staff. First aid materials must be wrapped/stored not to be contaminated

(b) As a minimum, each first aid kit must include the following:

1. One (1) watertight medication canister.
2. Thirty (30) adhesive bandages, each measuring one (1) inch by three (3) inches.
3. One (1) roll of adhesive tape measuring one-half ($\frac{1}{2}$) inch by ten (10) yards.
4. Nine (9) antiseptic towelettes.
5. Two (2) disposable gloves, such as surgical or examination type.
6. One (1) triangular bandage.
7. Six (6) sponge dressing pads, each measuring two (2) inches by two (2) inches.
8. Four (4) sponge dressing pads, each measuring three (3) inches by three (3) inches.
9. Two (2) sponge dressing pads, each measuring four (4) inches by four (4) inches.
10. One (1) instant ice compress measuring at least six (6) inches by four (4) inches.
11. Two (2) large fabric fingertip bandages.
12. Two (2) large fabric knuckle bandages.
13. Two (2) island bandages each measuring two (2) inches by three (3) inches.
14. Two (2) adhesive Telfa bandages each measuring two (2) inches by two (2) inches.
15. One (1) eye pad.
16. Three (3) providone-iodine pads.
17. Six (6) alcohol cleansing pads.
18. Three (3) tubes of triple-antibacterial cream.
19. One (1) conform bandage roll measuring two (2) inches by five (5) yards.
20. One (1) pair of scissors.
21. One (1) pair of tweezers.
22. One (1) emergency blanket.
23. One (1) refillable plastic case.

Lice Policy

We have a no nit policy (<http://www.headlice.org/downloads/nonitpolicy.htm>) Campers and staff will be checked for headlice in a discreet area at the Camp Medical Station during the registration process. Campers and staff will not be checked into the dormitory until they have completed this portion of the registration process. Health care staff will be responsible for managing and administering this area of registration.

VI. Personnel

Conflict

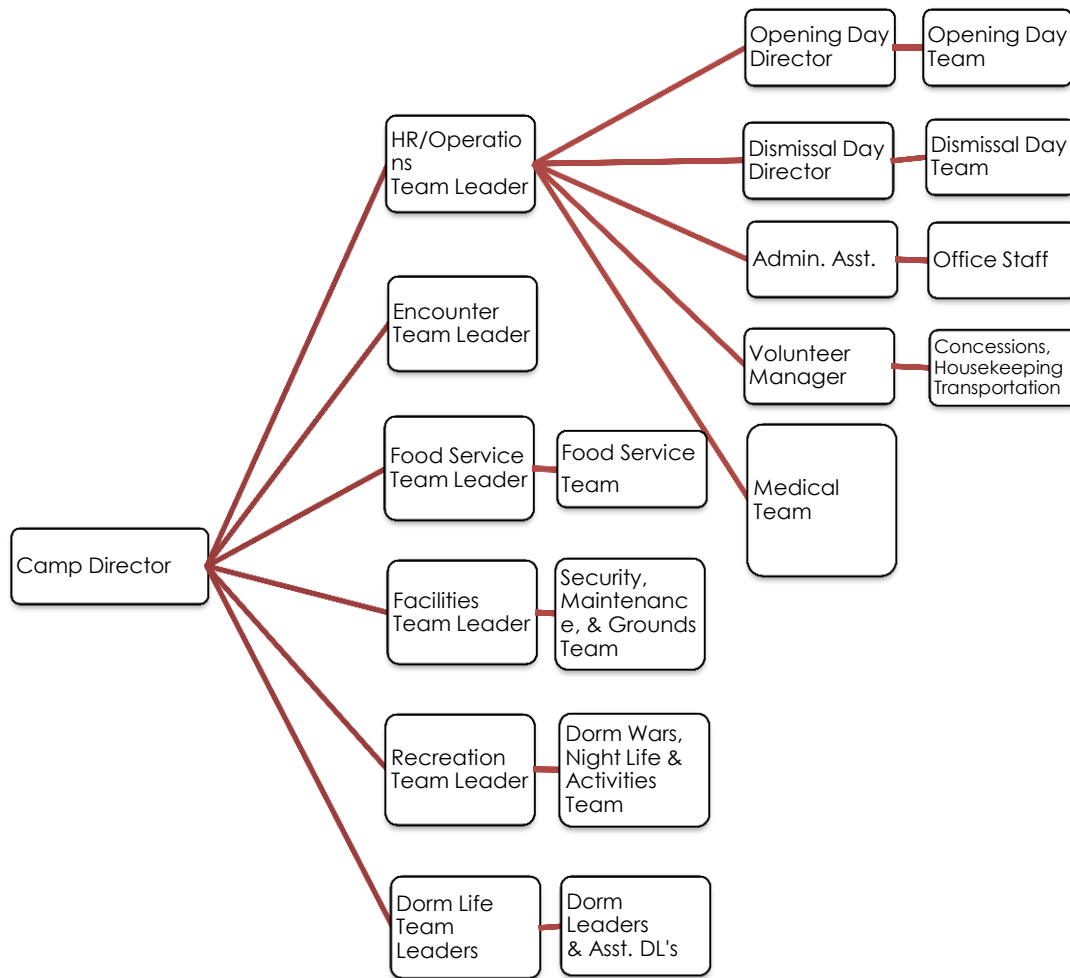
When you are in conflict with another staff member, go and try to work out your issue with that person (Matthew 18). If the issue is ministry related, and you are unable to resolve your issue, both you and the person you are in conflict with should speak with the Camp Director. Do not discuss your issue among other staff members or campers.

One major way to avoid conflict, confusion and loss of focus is to embrace the current philosophy of the camp ministry rather than try to reinvent it. We would expect any incoming staff person to understand the camp philosophy before they sign on.

Recruitment and Training:

All potential staff members will submit an official application including a health/medical screening form, referral/recommendation form and complete required team training to educate them on the mission, philosophy, policies, procedures and regulations of the camp, and prepare them to serve as camp staff. Team members will be required to demonstrate the following via a post-training evaluation.

1. level of proficiency in activity
2. ability to assemble, use, maintain, and store equipment efficiently and effectively
3. ability to handle hazardous equipment in appropriate manner
4. ability to set up and maintain course or program area
5. ability to give clear and accurate directions
6. ability to problem solve and find appropriate solutions
7. ability to understand and implement operating procedures
8. ability to monitor safety of participants
9. ability to respond appropriately in emergency situations
10. ability to deliver clear orientation to participants
11. ability to plan and deliver instructional program
12. ability to demonstrate appropriate techniques in a clear and logical manner



Positions and Descriptions

All positions and their qualifications are recruited and determined by the Camp Director.

Camp Director

Directs, manages, oversees, and leads all aspects of the camp ministry, personnel, schedule and campers. Hosts the camp speaker and communicates all policies and aspects of the camp to staff, campers, pastors leaders, parents and the public. Leads and provides covering for the overall camp philosophy, mission and ministry. He is directly responsible and accountable to the Indiana District Pentecostal Church of God for the overall operations and outcome of the 8Mile Christian Camp ministry.

1. Plan and promote camp
2. Draft and enforce camp schedules, policies, mission, and philosophy, ensuring the camp operates on time, effectively, and fulfills it's purpose.
3. Arrive at camp as early as possible to prepare the facility for the arrival of staff and campers
4. Serve as MC for all camp activities and sessions
5. Recruit and host the camp speaker
6. Recruit, support, and manage camp staff
7. Pray with your staff and campers at the altars
8. Devise and implement an alternative schedule for bad weather and Emergency Alert System if needed
9. Conduct camper orientation

10. Accompany the head nurse in transporting any camper for hospital emergency room or other medical services. Two adult workers must accompany campers in any such event. You may assign another adult to this duty as needed to remain on the campground
11. Maintain a healthy and productive relationship with staff
12. All other duties as deemed necessary

HR/Operations Team Leader

Assists the Camp Director, serves as the Director of Human Resources, Camp Registrar, and Event Planner for the camp ministry; serves as the liaison between him and camp staff. Oversees and ensures all teams are prepared, orientated, and functioning properly during the camp. Problem solves and fields minor complaints, questions, problems, and understands all camp policies, procedures and personnel requirements. Help the Camp Director administer the daily schedule and conduct staff meetings, as well recruit, orientate, and follow up with each individual staff member.

1. Recruit, orientate, train, supervise and assist all staff. Assign lodging when needed
2. Ensure all staff has received and understand the camp policy manual , and are performing their duties
3. Supervise Opening Day, Dismissal Day, Team Leaders, and all volunteers.
4. Answer questions and make decisions in keeping with camp policy concerning discipline, procedures, and other matters. As necessary, the HR/Operations Team Leader will take these matters to the Director
5. Observes all activities and operations throughout the camp to ensure staff placement and supervision

Administrative Assistant

Reports directly to the Camp Director and assists in the management of the camp's daily operations and serves as the liaison between the Indiana District Pentecostal Church of God office and the camp program.

1. Direct and manage the Registration process on Opening Day
2. Process registration packets and housing assignments for campers and staff
3. Cooperate with all Team Leaders and Camp Director to meet any needs
4. Provide help with distribution of all resources provided to Staff, Counselors, and Campers.
5. Maintain all financial records and administrative records during each camp.
6. Assist in processing financial transactions with the District Secretary-Treasurer Provides Camp Office help. Takes care of receiving and distributing voice mail messages, lost and found, give general information, handbooks, makes copies, and keeps in touch with HR/Operations Team Leader on all needs.

Medical Team

Made up of health care staff; a licensed physician, registered nurse, licensed practical nurse, certified lifeguard, and/or certified emergency medical technicians that are currently practicing and CPR certified.

Health care staff works under the direct supervision of the Camp Director, and work as a unit/team to administer and adhere to the camp's health and wellness policies and overall onsite health needs of campers and staff.

They shall oversee all medical check in procedures during registration, dispenses medication as needed, and provide onsite first aid care. Should emergency care be required health care staff will contact local emergency authorities and assist the Camp Director in transporting campers/staff to the appropriate health care facility. Health Care staff should fulfill the following:

Arrive no later than 2:00pm on Opening Day of camp and serve the Medical Check stage of Opening Day. No campers will be registered until the Medical Team is on grounds and ready for service. The Camp Director will designate a Team Leader for each camp to ensure the team is functioning properly.

1. Upon arrival at camp, each camper will have their head checked for lice, and all medications will be collected.
2. Review and list ALL camper medical information forms, noting campers' prescribed medication and dispensing times.
3. Collect and keep on file the medical release and record form for each camper.
4. Collect and properly dispense and / or administer medication brought to camp by campers and workers. The nurse will log all medications dispensed.
 1. Dispense all medications, injections, etc., from the medical infirmary.
 2. Administer first aid, if needed.
 3. Refer campers for any necessary emergency room or other medical attention.
 4. Provide forms for Release of Child to leave the camp. Secure parental and camp director authorization with each release.
 5. Delegate duties to all medical staff.
 6. Be available, in case of an emergency, to go or send an assistant nurse to a camp activity to provide medical services.
 7. Perform other duties as assigned by the Camp Director as needed for camper health and welfare.
 8. Remain on the grounds and on call while camp is in session.
 9. Attend all activities and services during the camp program.

Volunteer Manager

Schedule and follow up to confirm the commitment of all concessions, housekeeping and transportation volunteers. These staff members make up the Volunteer Team, and are also Non-Resident staff. The Volunteer Manager is also responsible to direct the food preparation and service of the daily and evening grill and concessions stand. Manage concessions, housekeeping and transportation staff, setup and cleanup before and after concessions hours, pickup and return concessions petty cash to administrative assistant at the close of each day. Responsible for requesting restocks of concession and grill item inventory.

Encounter Team Leader

Often served by the Camp Director, and is responsible for recruiting the Camp Worship Leader, Media Technician, and Guest Speakers and Ministry Teams. Designs and develops the encounter environment, MC's the encounter sessions, and conducts follow ups after each session

Food Service Team Leader

Prepare and serve all camp meals. Maintain the cleanliness and organization of the kitchen facilities and insure the camp is adhering to all required health department standards. Plan the camp menu, purchase supplies needed, maintain food inventory, and recruit, supervise and organize the work of food service staff.

Food Service Team

Provide direct support to the FSTL. Help prepare, serve, and cleanup after each meal. Staff is often selected by the Food Service Team Leader, and/or HR/Operations Team Leader. Staff may also be supplemented with Day/Night Volunteers, Student Staff, and/or Interns as available or deemed necessary by the HR/Operations Team Leader.

Facilities Team Leader

Directs the security, maintenance, and conference center management team members; provides materials and equipment needed for conference center and grounds cleanup and maintenance. Empty garbage receptacles as needed on a daily basis and repair broken equipment and areas needing attention. Maintain lawn and grounds of conference center. Secure and oversee the removal of waste receptacle; should be cleared and reset between both camps. Provides security for campers and staff, and assists with crowd control during services, meals and activities, keeps an eye on the grounds after curfew, and helps the Camp Director maintain a secure and safe environment on the grounds.

Recreation Team Leader

Prepare, coordinate, and manage all dorm wars, individual and group activities, off campus outings, and night life events. Develop, design, and create a fun, high energy, well planned recreation plan and awards system and celebration. Maintain accurate team scores and running totals on a daily basis, review the daily schedule with the entire team and oversee all recreation team members.

1. Setup, MC, and cleanup all recreational events and activities
2. Ensure all games equipment and materials are checked out, in order, and in place on schedule.
3. Oversee all games and sports activities.
4. Keep team scores and regularly update teams throughout the daily schedule.
5. Generate enthusiasm and excitement for all recreational aspects of the camp ministry
6. Design, setup, MC and cleanup the final Awards Celebration at the last Night life of camp
7. Be sure all recreation equipment, supplies, and materials are clean and stored before leaving camp

Dorm Life Team Leader, AKA, Dorm Mom/Dad or Head Dorm Leader

Serve under the Camp Director to oversee all Dorm Leaders. He/she; acts as an extension of the Camp Directors heart into the daily dorm life of the Dorm Leaders and campers, generates and develops an environment/atmosphere of unity, enthusiasm, and love in the dormitories, provides a spiritual insight and covering for the overall care and ministry to campers. He/she is wise, able to identify problems/conflicts, and resolve these issues with patience and maturity while keeping an objective point of view. He/she is spiritually mature and understands the moving of the Holy Spirit in the personal life of a camper. In some cases a Dorm Leader may also need ministry as well. The Head Dorm Leader serves as not only a team mate, but as a spiritual mentor and mother/father to the Dorm Leaders and campers in the dorm.

1. Arrive at camp by 2pm on opening day to register and prepare for arrival of campers and staff
2. Lead the Dorm Check-In stage of the Opening Day Process. Be present in the dorms during registration to greet Dorm Leaders and campers and assist with any questions/problems
3. Meet with Dorm Leaders each evening after lights out and conduct a floor meeting.
4. Insure that all campers and Dorm Leaders are taking part in the daily schedule
5. Promote a sense of unity and pull your dorm leaders together as a team
6. Supervision of all Dorm Leaders communicating all necessary instructions and information.
7. Address any conflicts or issues with the Camp Director as needed.
8. Strive to maintain good relationships with Dorm Leaders and campers.
9. Sounding "Wake up Call" each morning and enforce the "Lights Out" policy each night in the dormitories as needed
10. Assist the Camp Director on closing day by supervising the Dorm Check-Out procedure.
11. Assist the Camp Director by assigning Dorm Leaders to patrol various areas during Night Life.
12. Manage Dorm Leaders by ensuring their participation, placement and duties as a team member during the camp
13. Gather the DLT group evaluation form, dorm follow up sheets, and other info from Dorm Leaders and return to the Director.
14. Inspect the dorms each morning to insure tidiness and cleanliness of each area.
15. Manage lost and found items for each dorm, and gather items from campers that are in that are "not allowed" such as cell phones, IPODs, etc. as listed in camp regulations

Dorm Leader

Role is to lead, organize, coach, manage, and provide spiritual, physical, and emotional care. He or she has direct contact with their dorm group on a daily basis. His or her responsibilities are continuous and ongoing. He/she; acts as an extension of the Camp Directors heart into the daily dorm life of the campers, generates and develops an environment and atmosphere of unity, enthusiasm, and love in the dormitories. He/she is spiritually mature and understands the moving of the Holy Spirit in the personal life of a camper. The Dorm Leader is a part of the team. He/she is not only a spiritual mentor/leader, but a mother/father as well.

1. Arrive by 2pm on opening day if at all possible. Otherwise arrive no later than 5pm for opening day
2. Make sure each camper in their dorm group is properly registered and assigned a bed.
3. Refer any room transfer requests to the Head Dorm Leader
4. Greet and introduce your campers to one another.
5. Be alert to special needs of your campers, such as, learning difficulties, abuse, homesickness, shyness, low self-esteem, and recent tragedies (i.e., divorced parents or death of a loved one).
6. Be fair to all. Do not show favoritism.
7. Generate enthusiasm, a team player attitude and lead by example by arriving early for all activities
8. Encourage participation and lead by example
9. Never send a camper out of the dorm alone; instead, arrange for an escort.
10. Network, connect and develop relationships with your campers during mealtimes, services, activities and night life.
11. Support and minister to your campers during services, group follow up times and throughout the day.
12. Express your complaints, disagreements, and problems to the Head Dorm Leader and/or Camp Director
13. Do not administer medication to any camper. (Be sure that all campers' medications have been turned into the Camp Nurse)
14. Help campers keep your area clean.
15. Respect lights out, and wake up times. (Do not wake up your dorm before 7:00am)
16. Ask for help before a situation gets out of hand.
17. Work in full cooperation with Head Dorm Leaders. Respect and follow all camp policies.
18. Know where each camper is at all times.

Team Member

A Team member is anyone who serves the camp ministry and is not the Director, a Team Leader or Manager of any kind. (Majority of all camp ministry volunteers, referred to as Camp Staff). Their role is to serve the overall mission and philosophy of the camp ministry, and function in a variety of roles and areas of service. They are asked to support the vision and heart of the Camp Director and the Indiana District PCG Youth Ministries. Their role is key to the camp ministry running smoothly and effectively on a day to day basis.

1. Assists their Team Leader in their role / responsibilities of camp operations.
2. Attends the staff meeting each morning for devotions, prayer, review of daily schedule and needs
3. Provides service and support in the areas of HR/Operations, Encounters, Food Service, Facilities, Recreation and Dorm Life and any other duties as assigned.