



# CAMP — of — the — WOODS

## **2019 Summer Staff Guidelines**

**Staff Member Name** \_\_\_\_\_

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## OUR PURPOSE

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CAMP-of-the-WOODS is a Christian family resort owned and operated by Gospel Volunteers, Inc. (GVI). We are dedicated to serving Jesus Christ by providing quality facilities and programming for individuals and families of all ages, races and church affiliations in a beautiful Adirondack setting.



The Mission of CAMP-of-the-WOODS (Gospel Volunteers, Inc.) is to:

- Present the Biblical truths of Jesus Christ
- Develop Christian leaders
- Strengthen the faith of individuals and families
- Promote global evangelism.

*In short, we want every guest and staff member who comes to CAMP-of-the-WOODS to see Christ.*

These Summer Staff Guidelines are designed to explain policies, procedures, and expectations for those employed by CAMP-of-the-WOODS. They have been established to help make CAMP-of-the-WOODS a more effective ministry.

**The Staff at CAMP-of-the-WOODS are here to serve God by serving our guests!**

## DOCTRINAL STATEMENT

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CAMP-of-the WOODS believes the following Essentials of the Christian Faith:

Essential Doctrines of the Christian Faith of CAMP-of-the-WOODS

**1) We believe in the divine authority of the 66 books of the Bible alone.**

We believe that the Bible is the written Word of God, and that the 66 books of the Old and New Testaments are verbally inspired of God. They are without error in the original text, and they are the final authority for faith and conduct.

Joshua 1:8; 2 Samuel 22:31; Psalm 12:6; Psalm 19: 7-11; Isaiah 40:8; Jeremiah 23:29; Matthew 4:4; Matthew 5:17-18; Matthew 24:35; Luke 21:33; John 17:17; Romans 15:4; 1 Corinthians 2:12-13; 2 Timothy 3:15 – 17; Hebrews 4:12; 1 Peter 1:24-25; 2 Peter 1:20-21

**2) We believe in one God, eternally existing in three distinct persons: Father, Son and Holy Spirit.**

We believe in one God, and that the Godhead eternally exists in three distinct persons: the Father, the Son and the Holy Spirit; and that these three are one God, having precisely the same nature, attributes, and perfections, and worthy of the same honor and obedience.

Deuteronomy 6:4; Psalm 90:2; Matthew 28:19; John 1:1-3; John 10:30; John 14:9b & 11; 2 Corinthians 13:14; Hebrews 1:1-3; Revelation 1:4-6

**3) We believe in the deity and humanity of Jesus Christ in one person with two distinct natures.**

We believe in the deity and humanity of Jesus Christ. He is fully God and fully man, one person with two distinct natures. We believe that He was conceived through the Holy Spirit and born of the Virgin Mary. We believe that He lived a sinless life, was crucified under Pontius Pilate, was raised bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and advocate.

Isaiah 7:14; Matthew 1:18-23; Luke 1:34-35; John 1:1-18; John 10:30; John 11:25-27; Acts 1:9-11; Ephesians 1:20; Ephesians 2:5-10; Philippians 2:6-7

**4) We believe that all mankind is lost eternally without Jesus Christ.**

We believe that man was originally created in the image of God, but sinned against God and brought sin into the human race. Therefore, everyone is eternally lost and is incapable of saving himself or herself. Every person is in need of regeneration and renewal by the Holy Spirit. God in His mercy sent His son Jesus Christ so that all who will trust in Him will not perish but have eternal life.

Genesis 1:26-27; Genesis 3:6-7; Psalm 51:5; John 3:16-18; Romans 1:18; Romans 3:10-12; Romans 3:20 & 23; Romans 6:23; Romans 7:21-25; Romans 8:1; Romans 10:9-10; Ephesians 2:1

**5) We believe in the substitutionary atonement as well as the physical bodily resurrection and ascension into Heaven of Jesus Christ.**

We believe in the substitutionary atonement of Jesus Christ by His death on the cross for all who trust in Him. His atoning death and victorious resurrection constitute the only ground for salvation. We believe in His physical bodily resurrection and ascension into heaven, where He sits at the right hand of God the Father, and is the only mediator between God and man, who continually makes intercession for His own.

Matthew 1:21-23; Luke 1:34-35; John 3:16; Acts 1:9-11; Acts 2:24; Romans 8:34; Romans 10: 9-10; 1 Corinthians 15:3-4; 1 Corinthians 15:20-21; 2 Corinthians 5:15,17 & 21; Ephesians 1:20; 1 Timothy 2:5; Hebrews 1:3-4; Hebrews 4:14-15; Hebrews 9:24; Hebrews 10:19-22

**6) We believe that the only way to heaven is by grace through faith in Jesus Christ alone, apart from any good works on our part.**

We believe that the only way to heaven is through the free grace of God, who gave Jesus Christ, His only begotten Son, to be our representative and substitute for our sins. We believe that in the shedding of Jesus' blood on the cross, He was the perfect all-sufficient sacrifice for our sins. We believe that all who by faith alone, apart from any good works on their part, receive Jesus Christ, are born-again of the Holy Spirit. Thus, they become children of God and are eternally saved. Further, we believe that there is no other way to receive salvation.

John 3:16; John 3:36; John 5:24; John 6:28-29; John 6:40; John 14:6; Acts 4:12; Acts 13:38b-39; Acts 15:11; Romans 3:21-25; Romans 5:1-2a; Romans 6:23; 1 Corinthians 3:11; 1 Corinthians 15:3-4; Galatians 2:16; Ephesians 2:4-9 & 13; Titus 3:5-8; Hebrews 9:22; Revelation 1:5

**7) We believe in the physical return of Jesus Christ, and that everyone will spend eternity consciously and bodily in either heaven or hell.**

We believe in the physical return of Jesus Christ to earth again. We believe that He will come personally, visibly and bodily, and will consummate history and fulfill the plan of God. We believe that the time of the

second coming of Jesus Christ to earth is known only to God. We further believe that all who have trusted in Him will share in His glory eternally, while those who have not believed in Him will spend eternity consciously separated from God in everlasting punishment.

Zechariah 14:3; Matthew 24:30; Matthew 24:36; Matthew 25:31-46; John 14:1-3; Acts 1:11; Romans 8:16-17; Philippians 3:20-21; 1 Thessalonians 4:16-17; Titus 2:11-14

Consistent with the teachings of the Bible, we believe that “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one’s gender, or disagreement with one’s biological gender, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of Gospel Volunteers, Inc. / CAMP-of-the-WOODS as the local Body of Christ, and to provide a Biblical role model to the members of Gospel Volunteers, Inc., and the community, it is imperative that all persons employed by Gospel Volunteers, Inc. / CAMP-of-the-WOODS, in any capacity, or who serve as volunteers, should abide by and agree to this Statement of Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Gospel Volunteers, Inc./CAMP-of-the-WOODS.

As a manner of operational policy, we believe the ministry of the Holy Spirit, in the life of a believer, is to glorify Jesus Christ in and through that life. Since our organization is interdenominational, and the employees come from various denominational backgrounds, denominational and doctrinal differences should not be stressed in relationships with our fellow workers and in our teaching. There is to be no proselytizing for disputable doctrinal issues. Anything that would tend to create division should positively be avoided. We are not asking staff to change personal beliefs, but simply to adhere to this policy which has been established for the order, harmony, and good of us all.

## A COMMUNITY OF BELIEVERS

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As a member of our Staff, you are entering into a “Community of Believers”. We believe this community has 3 components:

- Pursuing a Relationship with Christ

- Pursuing Godly Relationships with Others
- Pursuing Excellence in Our Jobs

Commit with us to pursue these values.

## SPIRITUAL LIFE

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“Love the Lord your God with all your heart, with all your soul, and with all your mind”

(Matt. 22:37)



### Chapel Services

Staff are expected to attend all Sunday morning and Wednesday evening Chapel services unless your work schedule does not allow. Staff are encouraged to attend daily Chapel services if your work schedule allows. We are blessed with excellent Chapel speakers, and you will be challenged by their Godly teaching. This is a unique opportunity for all the staff.

### Staff Fellowship

Following the *Sunday Night Concert of Praise and Worship*, all staff will attend the weekly Staff Fellowship at 8:05 PM in the Buirkle Center.

### Small Groups

Staff are assigned to a small group which meets weekly for the purpose of Bible study, discussion, sharing, encouragement, and prayer.

### Staff Pastor

The Staff Pastor preaches during Staff Fellowship and is available to meet with summer staff during certain hours throughout the week. The Staff Pastor will also meet regularly with small group leaders. Many supervisors of both genders are also available to meet with summer staff for mentorship and guidance.

### Staff Devotions

All department supervisors are encouraged to include a daily time of devotions and prayer in the workday.

## Other Spiritual Growth Opportunities

### *Speaker CDs*

Recordings of the Chapel speakers will be made available for all summer staff the end of the season on one CD in MP3 format. At the end of the summer, you will be asked to fill out a survey, which includes where you would like your MP3 sent and you will receive it at the end of the season. CDs are not sent automatically.

### *Seminars*

Every Monday through Friday there are wonderful 1-hour seminars on a variety of topics right after Chapel in Demarest. Take advantage of these learning opportunities if your schedule allows it.

### *Personal*

All staff are encouraged to develop and maintain a daily quiet time. Staff leaders will be available to those seeking guidance and encouragement in developing a quality devotional life.

## COMMUNITY LIFE

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“My command is this: Love each other as I have loved you.”

(John 15:12)



## Relationships Between Men & Women

All Staff are expected to exercise Godly discretion in how they interact with the opposite sex. Conduct must be above reproach at all times. Public displays of affection should be avoided. Staff/Guest dating is prohibited.

Staff accommodations are never open to members of the opposite sex. In addition, no women are allowed near any men's dorm and no men are allowed near any ladies' dorm. There will be exceptions, such as certain work assignments, planned Bible studies, etc. All exceptions are to be cleared in advance through proper channels.

## Sexual Harassment Policy

As an organization formed to promote Christian teachings and practices, CAMP-of-the-WOODS is committed to providing a workplace where all employees are free from unwelcome sexual conduct, speech or innuendo.

Definition of sexual harassment (from the Equal Opportunity Commission)

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

It is recognized by the management of GOSPEL VOLUNTEERS, Inc. that inappropriate verbal remarks may also constitute sexual harassment. Crude or vulgar language or comments about sexual activity are offensive in any context and will not be tolerated. It is also recognized that a wide range of non-verbal activities thought by some to be innocuous, such as hugging or rubbing the backs of another, has been ruled in court as harassment in some situations.

Examples of conduct prohibited by GOSPEL VOLUNTEERS, Inc. include (but are not limited to):

- crude or vulgar remarks to or about another person
- references to sexual activity
- physical contact between supervisor and employee of any nature
- “counseling” of an employee or co-worker when the employee or coworker is of the opposite sex (Counseling includes one-to-one meetings with a GOSPEL VOLUNTEERS, Inc. employee or co-worker dealing with circumstances or subjects not related to job or job performance)
- abusive language against a particular sex
- referring to or questioning an employee or co-worker about personal relationships
- inappropriate comments to another about his/her physical appearance
- the presence of signs and/or photos containing general sexual innuendo

Sanctions for those participating in offensive conduct such as the above will consist of a verbal warning from the supervisor or Personnel Director. Recognition by the harasser of the offensiveness of the conduct and an assurance that it will not happen again is the goal of the discussion and warning. If the employee continues in such offensive conduct, dismissal from employment will result.

In situations serious enough to warrant immediate dismissal, a prior verbal warning will not be given.

Complaints of sexual harassment should be brought to your supervisor or the Personnel Director. Anyone subject to or observing sexual harassment must make the Department Supervisor or Personnel Director aware of the situation as soon as possible. Upon receiving a complaint of sexual harassment, the supervisor will notify the Personnel Director immediately. The following procedure will then take place:

1. GOSPEL VOLUNTEERS, Inc. legal counsel will be notified of the alleged sexual harassment.
2. Complete information will be compiled by the Personnel Director through interviews with the alleged victim, the alleged harasser, and those with knowledge of the incident(s). Confidentiality will be maintained throughout the investigation in order to ensure privacy as well as candor. Those making the claim of harassment will not be subject to retaliation in any form from GOSPEL VOLUNTEERS, Inc., or from the alleged harasser.
3. The investigation will be completed as quickly as possible and sanctions as described in Section 3 will be applied if it is determined that sexual harassment has occurred. In difficult cases where determination is not possible within two working days, the alleged victim will be periodically informed as to the general status of the investigation.

Precautions are expected to be taken at all times in order to be above reproach and to avoid the appearance of wrongdoing. These include, but are not limited to, avoiding private one-on-one meetings, avoiding physical contact, and having at least a third person present when meeting in a non-public area or on a sensitive subject.

## EXCELLENCE IN COMMUNITY: PERSONAL LIFE

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“And let us consider how we may spur one another on toward love and good deeds.”

(Heb. 10:24)

### Principle of Accountability

Each person is hired to work in a specific department for the summer (some jobs split between two or more departments). Within each department there are clearly identified Department Directors. Each employee is accountable to their respective Department Director.

We also have Personnel staff and dorm heads who help oversee our Summer Staff. These leaders are very similar to a college dorm RA. They oversee and manage the staff accommodations, plan and lead staff activities, and are available to encourage and counsel the summer staff. All Summer Staff members are

accountable to the Personnel Staff and Dorm Heads as they have been hired to be leaders in authority positions.

We also encourage our staff to hold each other accountable in all areas and be responsible to one another.

## Speech and Conversation

Inappropriate and crude language will not be tolerated. Gossip, rumors, and complaining are destructive to the overall emotional and spiritual health of our summer community. Gently confront those who do have critical attitudes. If you have legitimate concerns, please go immediately to your dorm head or Personnel staff to seek resolution. All incidents will be taken seriously and those who do not adjust their speech and actions after a warning can be terminated.

## Dress and Personal Appearance

Because CAMP-of-the-WOODS serves a wide spectrum of guests in age, background, and experience, we choose to maintain a moderate stance with respect to dress and personal appearance. Although dress is normally casual at Camp, we expect modesty in both work and leisure attire. If you are in doubt about a specific choice, chances are it is inappropriate.

- Any sandals worn during workday must attach to the heel, in all departments. Additional footwear rules apply in various departments.
- Avoid clothing which is scanty, overly tight, suggestive, sensual, or greatly oversized/disheveled.
- Shorts must be as long as your fingertips when your arms are hanging downward.
- Leggings are to be worn only under finger-length shorts/skirt/dress; leggings are not to be worn alone like pants.
- No undergarments should be visible. Straps should be over 1" wide on tank tops (no "spaghetti straps," etc.).
- Avoid clothing that promotes or advertises alcohol, tobacco, controversial rock groups, or contains offensive pictures or slogans.
- Shorts-style bathing suits for men and modest one-piece or full coverage swimsuits for women are acceptable. Appropriate over-garments should be worn on Camp grounds when going to and from the beach area.
- Hair: You are to look neat. We do not want an unkempt or "scruffy" appearance in grooming or dress. Women and Men with long hair are to tie their hair back when working in food-related areas. Hair is to be a natural color.
- Mustaches and beards are acceptable if neatly trimmed and well established before arrival. Otherwise, keep cleanly shaven.
- Women may wear pierced earrings. All other body piercings, including men's earrings are discouraged while on the property or in the local community.
- Tattoos are not encouraged. If you have a tattoo, you may be asked to cover it while at Camp, at the discretion of management

## CAMP-of-the-WOODS 2019 Summer Staff Guidelines

All Staff will be given a CAMP-of-the-WOODS Staff polo shirt with few exceptions. **Everyone is to wear their staff shirt on Saturdays.** Many departments will also receive additional department clothing for work purposes. Staff are expected to return all but one shirt at the end of their contract.

All Staff will also be given a nametag. Do not modify or deface your nametag. Staff are asked to return their name tags at the end of the summer.

### Music

CAMP-of-the-WOODS allows all types of music; however, you are to be sensitive in the type of music you play. Do not play music with offensive lyrics to Camp. Recognizing that there are a variety of tastes in styles of music, any disputes in this area will be resolved by the Department Director.

Be sensitive to and aware of others when listening to music. It should be played at appropriate times and volumes. **Only “Christian” or instrumental music is to be played in work areas.**

It is wise to not bring expensive or large stereo equipment to Camp.

### Residences

Most rooms are individually keyed, and you are responsible for keeping your room locked. A **\$50 Housing Deposit** (paid upon arrival) is fully refundable at the end of the summer (September) if your key is returned, room is in good shape, common areas are clean, and your dorm building is in good condition.

### Room Assignments

Staff are to live in the quarters assigned to them at the beginning of the summer. Requests must be submitted for specific locations and/or roommates to the Personnel Office by May 1<sup>st</sup>. We will do our best to honor these if possible and at our discretion. **Never “relocate” yourself.** Failure to honor your room assignment may result in the loss of your room deposit and even termination from employment. After you are here, if you want to make a room change, make your request at the Personnel Office.

### Care of Staff Quarters

Staff are responsible to maintain the cleanliness of their living quarters. This includes the cleaning of bedrooms, bathrooms, and community areas. A cleaning schedule will be posted for



bathrooms and community areas, and weekly inspections will take place. These inspections will be taken very seriously.

Much care and consideration is expected for common areas such as hallways, lounges, laundry rooms, etc.... Included with this, for staff staying in Zeitfuss Lodge, please be certain that all entrance and exit doors and lobby windows are closed.

Repairs that come from damage or graffiti will be paid for from the \$50 room deposit. Repair fines in excess of \$50 will be the responsibility of the occupants. Upon arrival you will be asked to complete a *Room Condition Form*. It is imperative that you turn this in to ensure that you will not be billed for damage that was previously done to your room.

Before leaving at the end of the summer, you must sign up for a "check-out" time with a Personnel Staff or Dorm Head. A *Departure Form* must be completed. Community damages will be assessed across the board for each housing area.

## Damaged Property and Pranks

In the event something is damaged, broken, or dangerous, please let a Personnel staff know right away (the same holds true if you notice anything around the Camp grounds that is broken or damaged). We need your eyes to prevent further damage or personal injury. Similarly, there are correct times, places, and ways to have fun that avoid personal injury or property damage, annoyance to guests, and embarrassment to CAMP-of-the-WOODS and to you. You will be required to pay for any damages that occur because of irresponsible actions on your part. Note that the Personnel Office carries many responsibilities. When needed, they will contact local authorities to investigate behavior that damages CAMP-of-the-WOODS property.

## Laundry

Washers and dryers are available for Staff in a few of the accommodations. Everyone may also use the Camp Laundromat. Coins for the staff washers and dryers in Zeitfuss and Zeitfuss 2 are located in the coin boxes of each machine. Tokens for the Camp Laundromat are distributed at the Purdy Front Desk. You can purchase soap at the Laundromat or in town or bring it with you.

You may bring your own iron, but it must be used with an ironing board. Do not iron on the carpet.

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## Staff Guest Policy

All Summer Staff Guests must be approved through Personnel Office ONLY and then booked with the Registrar. The staff involved must come to the Personnel Office to begin the administrative process at least 5 days before the date of the visit. There is a \$60 processing fee for late requests.

For any visitors, there is a 2-night maximum/limit 1 guest at a time (subject to approval). Staff guests may not stay with multiple staff for consecutive 2-night periods to circumvent the 2-night maximum policy. ALL guests must pay the \$15 annual membership fee.

Meals	Breakfast	Lunch	Dinner
Summer Staff guest at Hill dining hall (dining with employee)	\$7	\$9	\$16
Kids 5-11	\$3.50	\$4.50	\$8
Kids 4 and under	FREE	FREE	FREE
Upgrade to Purdy Dining (subject to availability and 24 hour minimum in advance)	\$8.75	\$11.95	\$23.50

### Lodging

Note the \$15/person annual membership fee applies to all guests.

Friends and family members can stay with staff members *in their staff accommodations* for \$10/person/night. Please have the staff member come to the personnel office to make this request. For approval, all roommates must be informed and sign off that they are ok with the visitor.

#### PARENTS- Drop-off and pickup ONLY

- Lodging in Purdy Center ONLY (subject to availability)
- \$20.00/person/night- 1 night maximum
- Reservations are (subject to availability)

#### PARENTS- Full week reservation discount

- Summer staff member must be contracted for minimum of 8 weeks and approved by Personnel
- 50% off all published rates for Week 1,9 & 10 (subject to availability)

#### PARENTS- partial week reservation

- Follow standard guest policy

When your guest arrives at Camp, they must come with you to the Personnel Office. At the Personnel Office, they will receive a parking pass and nametag as needed. They will pay and receive their room keys and meal passes at the front desk. Visitors must not interfere with your Staff duties and are under the Camp rules while staying on the grounds. Lodging is provided on a first-come, first-served basis. **Please note that availability for Staff Guests is very limited, especially in the busiest weeks of Camp.** Staff must return their guests' nametags upon departure or may forfeit their room deposit.

## Staff Vehicles

Staff who are 19 or have completed 1 year of college may bring cars to Camp.

1. All cars must be registered with the Personnel Office before arrival, including proof of insurance. Staff who register earlier are more likely to receive the “best” parking assignments.
2. Staff Parking Spaces are assigned. **Cars must be kept in designated Staff parking areas and are not to be driven in Camp.** Certain exceptions are made for families with small children, certain positions that require a personal vehicle, etc.
3. Speed limits are posted in Camp at **10 mph**. Any staff member caught exceeding this speed will be prohibited from driving their vehicle on the grounds for the remainder of the summer.
4. NY State requires all vehicles to carry \$25,000/\$50,000 liability insurance. CAMP-of-the-WOODS is not to be held liable for accidents involving Staff members or passengers in privately owned automobiles. Proof of insurance is required to register your car.
5. Loaning and borrowing of cars among Staff is greatly discouraged. If the owner chooses to lend the car, he or she assumes all risks. Borrowing a guest’s car is restricted to relatives who are visiting Camp or who live in the area.
6. Report any accidents IMMEDIATELY to the Camp or Personnel Office.

## Meals

Approximate Staff meal times	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Served in the Hill Dining Hall:	7:00-7:30 am	1:00 pm	6:30 pm

If your schedule does not allow you to eat at the above times, there is an early schedule for lunch and dinner. Times may vary slightly. Meals are not served outside scheduled hours. You may enter the Dining Hall to eat when the Host/Hostess gives you permission. Do not crowd the stairwells, as guests will be exiting.

All staff must help maintain the cleanliness of the Hill Dining Hall, as both guests and staff share this facility. Staff members will bus and clean all tables they use. No food is to be taken out of the kitchen or dining areas for any purpose without advance permission from the Host/Hostess. Also, do not rearrange any tables, chairs, or high chairs.

Purdy Center Dining and Kitchen Staff eat their meals in the Purdy Center Dining Room only during the meals they work. All other meals are to be eaten at the Hill Dining Hall. Any Staff member may make reservations for the Purdy Center Dining Room at a discounted rate when seating is available. You must pay and make a reservation even if your friends and family members are eating in the Purdy Center Dining Room.

## Staff Curfew

General quiet hours for Camp are 11:00 p.m. – 7 a.m. However, many guests turn in earlier, so it is important to be as quiet as possible when around guest accommodations. Noise is a problem, especially when walking to Zeitfuss at night. The windows of the Purdy Center guest rooms facing Zeitfuss are normally open so even quiet conversations are audible.

Minors (staff under the age of 18) need to check in for curfew every night, 7 days a week:

- Check in at 11:00 PM and lights out at 11:15 p.m. Staff must be in their own assigned room. Failure to comply with curfew will result in termination of employment from Camp and possible loss of your room deposit.

There will be occasional exceptions to this (work responsibilities, special activities, etc.) If a staff member is struggling at work or comes late to work, he or she may be put on an earlier curfew.

## College Staff:

There is no curfew for those age 18 and older, but if this privilege is abused, it will be revoked. This privilege is not to be used to “hang” around Camp until the early morning (there is simply not a good late-night place for staff to gather on the grounds). Rather, it is meant to allow Staff to attend special functions or activities that would otherwise be missed. If any Staff member’s work performance is hindered due to lack of sleep, he/she may be put on curfew.

## Leaving Camp Grounds

You must sign out/in any time you leave the Camp Grounds by scanning your staff ID at the Welcome Center. For safety in an emergency situation, it is advised that you leave a cell phone number. If you are unable to return at the time planned, contact the Camp Office at 518-548-4311 to notify us of this.

### LOCAL AREA:

College-age and High School Staff (unless restricted by parents) may leave Camp during their free time by signing out and in at the Welcome Center. The “local area” includes places within approximately a 1-hour drive, such as Amsterdam, Indian Lake, numerous hiking trails, etc.

### OUT-OF-TOWN:

High School Staff must get approval from the Personnel Office to take any trips, especially hiking trips, beyond a one-hour drive (this includes Saratoga Springs, Albany, and the High Peaks). Staff 18 or older may take trips beyond a one-hour drive without approval, but must sign out as usual. **Any Staff age 18 or older with high school passengers must abide by the High School Staff rule and curfew policy.**

### LONG DISTANCE:

Any staff member taking a trip beyond a two-hour drive must get approval from and sign out at the Personnel Office.

## OVERNIGHT:

The Personnel Office must be aware of ALL overnight trips (this includes camping trips). Also, parental permission is required from all participants to stay at a family home. For obvious reasons, under no circumstances are males and females to share a room, apartment, tent, etc.

## FINAL NOTE:

You represent CAMP-of-the-WOODS wherever you go. Be responsible and hold your friends accountable as well. Use discretion in where you go and what activities you attend (movies, concerts, etc.). Dance clubs, bars, and karaoke in a bar atmosphere are all prohibited. Avoid anything questionable. Be “salt and light” in this community and wherever you go.

## Punctuality

Punctuality shows respect for other people. It is your responsibility to be on time for work, to meetings, to your rooms for curfew, etc. It is up to Departmental leaders and Personnel Staff to enforce appropriate penalties for tardiness.

## Code of Conduct

CAMP-of-the-WOODS does not allow any of its summer employees, either on or off the grounds, to use tobacco products, to drink alcoholic beverages, to use nicotine products, to use e-cigarettes or other nicotine delivery devices with or without nicotine, or to use illegal drugs. Possession of these products and associated delivery devices is not allowed on CAMP-of-the-WOODS property. Also, theft, sexual immorality (as defined biblically), damaging property, physical injury to others, deception, and other forms of biblically unacceptable behavior may be cause for immediate discipline and/or dismissal. Similarly, if there is evidence of sexual misconduct by any member of the staff, it will be grounds for immediate discipline and/or dismissal.

If a guest smokes, be courteous but remind them that smoking is not permitted in any Camp building. If you are aware of any alcohol consumption by a guest, notify your Department Director.

## Firearms/Weapons

NO firearms or dangerous weapons of any kind are allowed on Camp property. Exceptions are to be granted only by the President and Executive Director of CAMP-of-the-WOODS. Hunting is prohibited at Camp by law. Fishing licenses are required and can be purchased in town at Tanner’s on Route 8.

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## EXCELLENCE IN WORK LIFE

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“Whatever your hand finds you to do, do it with all your might.”

(Eccl. 9:10)



### Hours

Most Staff members will work between 48 and 53 hours per week (this does not include miscellaneous additional duties – see “Additional Duties” below). Shifts vary, and some may have more than one area of responsibility. Some positions may require longer hours than others. If you have concerns or constructive suggestions, contact the Personnel Office or your Department Director.

### Time Off

Each Department Director will arrange your time off. Most job schedules allow staff to have a full day off each week. If you need extended time off for a special function (wedding, etc.), it must be approved by the Personnel Office **at the time you sign your Agreement**. Extra days off are unpaid, and you are responsible to help line up a substitute to cover your responsibilities. Camp will assist in this.

### Substitutions

All substitutions must be approved by your Department Director, must not interfere with their normal work schedule, and should be reported to Personnel by the department head to ensure fair compensation.

There are many opportunities to serve as a substitute worker in areas besides your own. Let Department Directors know of your interest. Subbing must never conflict with your own work responsibilities.

In order to get a sub for work, you must complete the *Substitution Form*. Your Department Director will have this form. Please fill the form out completely and turn it in to your Department Director. The form will require your signature, the signature of your sub, the shift to be covered and the approval of the Department Director. Your Department Director will then turn the forms into the Personnel Office at the end of the week.

Substitutions for no valid reason are discouraged.

### Additional Duties

There are occasions when extra help is needed, such as Sunday parking attendants or in emergencies. Ushering and carrying flags may be assigned as part of your job responsibility.

Help is always needed for Monday Night Carnivals and Saturday changeovers. Those whose jobs do not conflict may be assigned to work to cover needs. These are the shared responsibilities of **all Staff**.

## Payroll Notes and Essential Paperwork

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### Social Security Number

A Social Security number is required for all Staff by the Federal Government before any paycheck can be issued. If you do not have a Social Security number, please apply for one immediately.

### Working Papers for Staff under 18 Years of Age

All Staff who are under 18 years of age at the time of their employment need New York State working papers. To secure them, refer to the following:

New York State: Can be obtained through your high school. Bring the green or blue card with you to Camp and present it at registration.

All other states: Camp will send you the application forms for the *Vacation Work Permit* that is required by New York State. All forms must be completed in order for you to be paid. Fill in Part One of the *Application for Employment Certificate* and the entire portion of all the other forms provided. Please make sure to get a parent's signature as well as a doctor's signature where indicated. Camp will submit an application for you with the above documents.

Legally, Camp cannot pay you until all of these forms have been completed correctly and submitted to the Personnel Department.

### Staff Paychecks

Salaried Staff Paychecks are distributed every two weeks. If you are in a tipped position (Housekeeping, Wait Staff, Bussers & Buffet Attendants), your first paycheck will be for only Challenge Week. Be prepared for a slow start that will build throughout the summer. Staff are paid by the days they work, not hourly.

Checks are ready on the Thursday afternoon after the pay period ends and will be distributed at the Personnel Office. You must sign for your checks. If you have signed up for direct deposit your check will be available in your account by Thursday. The first check may not go into direct deposit and may print out as a paper check.

Paychecks may be cashed for \$5.00 per check Monday to Friday from 9:00 a.m. to 3:00 p.m. at the NBT Bank in Speculator. You must have a picture ID. Staff accounts are also available for no cost through CAMP-of-the-WOODS at the Cashier's office (see page 18).

If you elect to send your paycheck by mail to an account at home, you are advised to write "FOR DEPOSIT ONLY" to the appropriate account number on the reverse side, and enclose it in an opaque envelope.

## Tax Withheld/W-4 Form

Social Security tax is withheld as required by law. Appropriate Federal and New York State income tax will be also be withheld by CAMP-of-the-WOODS, and may be subject to refund for those eligible. Before arrival, you must decide on the basis of withholding tax by completing a Federal W-4 form and a New York IT-2104 form. These forms will be sent to you and must be completed before you arrive.

## Tips/Gratuities

Tips and gratuities are how certain Staff positions are compensated. Tips are collected by CAMP-of-the-WOODS, an estimated amount for taxes and deductions are withheld, and the balance is given to staff in check form. Tax is collected as required by law. 10% of housekeeping tips will be collected to help compensate changeover helpers. Generally, Bussers and Buffet Attendants receive a half share of tips for each meal worked while Wait Staff receive a full share per meal worked.

## Staff Accounts

You may open a Staff account through the Cashier's Office for the safekeeping of your money. Tell the Personnel Office early if you plan to put your check into a staff account or cash the check through the Cashier's Office. All cash is placed into a special non-interest-bearing account at the NBT Bank in Speculator. Take advantage of this service to protect your earnings.

Deposits and withdrawals may be made at the Cashier's Office at designated times throughout the week. At your departure, a check will be issued to you for the balance of your account.

## Health Insurance

CAMP-of-the-WOODS is not able to offer a health insurance plan for Summer Staff that covers illnesses or off-duty accidents. You should be included under your parents' family medical plan or have your own medical coverage and be prepared to bill any expenses through one of the two. If neither is available, come prepared to be financially responsible for any medical debts you may incur.

## Health, Sick Leave, and Safety

All Staff must be in good health and not have health issues that would prevent them from safely executing their jobs.

- *Medical Forms* will be provided to be completed and signed by your family doctor/school physician. These forms must be submitted by all Staff.
- For staff under 18, an up-to-date record of immunizations is required.

- Your doctor examination must have been completed within the last 12 months. (The Physical is waived, though encouraged, for anyone 18 and older, excluding Tapawingo Staff. The *Medical Form* is still required).
- Be sure to bring any and all pertinent health and medication issues to the attention of the Camp Nurse as soon as you arrive. Bring allergies to the attention of kitchen staff upon your arrival.

Tips/gratuities are not given for days missed. The Camp nurse is to be notified by you or a roommate in case of illness. After examination, the nurse will notify your Department Director as to whether or not you can report to work. **ONLY THE CAMP NURSE CAN PRONOUNCE YOU TOO SICK TO WORK.** If you are ill, you must stay in the Infirmary for the duration of your illness, unless the nurse makes an exception.

An official Camp vehicle is to be used to transport any injured or ill staff to the hospital or doctor. The nurse will arrange for an ambulance if the injury or illness warrants it. For private doctor visits and prescription pick-ups staff must arrange their own transportation and notify their Department Director in advance if work will be missed. If a staff member does not have access to a vehicle, Camp may assist in providing transportation subject to availability.

Safety is important at all times. Camp will provide staff with protective equipment (goggles, ear plugs, gloves, etc.) as needed. Any concerns should be directed to their Department Director immediately.

## Dates on Staff Agreement

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You will be paid through your last actual workday. To guarantee that this is done correctly, we ask every staff member to sign out at the Personnel Office after his/her last shift is worked. Unless you make special arrangements, you are expected to be off the COTW premises by 11 AM on the day after your contracted end date.

## Challenge Week (Teambuilding, Orientation and Training)

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All Summer Staff are expected to attend Challenge Week (this is one week before the summer season starts). You'll meet the rest of the Staff, learn about the history and traditions at CAMP-of-the-WOODS, plus be trained in your specific job(s). It is a crucial time to help us get ready for the summer season before the guests arrive and is a FUN time for staff to get to know each other.



## Lines of Authority

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ALL STAFF must follow the lines of authority listed below in fulfilling departmental responsibilities.

Requests pertaining to your department should be referred to your Department Director. He/she will investigate and follow through according to the matter's priority.

Problems or needs concerning Staff relations and living quarters should be channeled through your Dorm Head or Personnel Office Staff. They will follow through, and if necessary, notify the Personnel Director.

All staff are to report any problems, needs, or vandalism within and around Camp as soon as possible. Those issues should be addressed directly to Personnel Office Staff, or in case of an emergency, directly to the Front Desk.

## Evaluations

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You will receive one official evaluation by your Department Director at the end of the summer. However, your Department Director will closely monitor your performance and attitude throughout the summer and will discuss any issues or concerns with you as they arise.

## Use of Keys

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Keys will be issued for most staff accommodations and to other rooms/buildings where needed. Keys are to be used only for the purpose given. Duplicates are not to be made without authorization from the Personnel Director. Keys are never to be lent out or given to anyone for any reason, unless the person is authorized to use them. Return keys to the Personnel Office before you leave Camp at the end of your contracted agreement. There is a \$10 fee for lost or damaged keys.

## Camp Vehicles

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Staff who operate registered Camp vehicles as a part of their job must be 21 years old and abide by the applicable rules under the "Staff Vehicles" section of this manual. Staff use of Camp vehicles (including Golf Carts) is restricted to the responsibilities under their job description, unless otherwise instructed by their Department Director or Camp Management.

**Camp vehicles are never to be loaned out.** Also, NEVER commandeer a golf cart without permission. DO NOT transport passengers in a Camp vehicle unless authorized by your Department Director. Staff who drive

Camp vehicles must set a good example at all times, and dangerous driving in Camp or town in any vehicle may result in loss of driving privileges or dismissal. Always adhere to the speed limit.

## WHAT TO BRING

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### Clothing

Typical summer temperatures range from the 50's in the early mornings to the mid 80's (sometimes 90's) in the late afternoons. Occasionally there are cold, rainy weeks, so bring rain gear.

Most rooms have an area for hanging clothes and shelves or drawer space, but storage space is limited, so pack sparingly. Bring layers (sweatshirts, sweaters, etc.).

#### Men:

- Work clothes, appropriate with your job description.
- Neat sport shirts and slacks, and casual and recreational clothing (jeans, T-shirts, gear for swimming, hiking, tennis, basketball, etc.).
- Music Staff members will receive specific attire guidelines and requirements from the Music Director.

#### Women:

- Work clothes, appropriate with your job description.
- Neat pants and blouses, skirts (no miniskirts), dresses, and casual and recreational clothing.
- Music Staff members will receive specific attire guidelines and requirements from the Music Director.

Please also refer to Dress and Personal Appearance on page 8-9.

REC Staff are required to be in the Sunday morning flag ceremony. Men, please bring a white long-sleeve dress shirt and light khaki dress pants. Women, please bring a white dress blouse and khaki pants or *mid-calf* or longer khaki skirt.

### Shoes

Bring shoes for dress, casual and sport, but aim for comfort as you will do a considerable amount of walking. Downtown Speculator (grocery store, etc.) is within a mile from the entrance to Camp, and accessible on foot. Staff who work in Food Services (including the TeePee) and Housekeeping must wear closed toed, non-slip shoes with back or strap to hold them on while working. Boots are recommended for Grounds and Maintenance staff.

## Bedding

Camp does not provide linens, so bring your own bedding (sheets/blankets for twin XL beds) and towels. No electric blankets. If you are flying to Camp, we will provide you with a pillow if you request it beforehand; otherwise, bring your own pillow.

## Recreation Equipment

**CAMP-of-the-WOODS is a bike-free zone.** For those who still wish to ride their bikes into town or on the local bike trails, we will provide bike racks by the Welcome Center. Bikes may be stored there when not in use.

Skateboarding and In-line skating is prohibited on Camp grounds.

## Personal Items

You should bring your Bible, writing materials, notebook/journal, dependable flashlight, and a battery-operated alarm clock (in case of power outages). Ipods and smartphones are acceptable, but **are not to be used when working.**

Televisions, DVD players, and other entertainment equipment should not be brought to Camp. There are to be NO "R" rated movies watched on the campgrounds, either on a personal laptop, or on a Camp video system.

Bring one "Western" style outfit for the popular Staff Hoe-Down. ☺

## MISCELLANEOUS ITEMS

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### Mailing Addresses

U.S. Postal Service Address:	UPS, FedEx, etc. (parcels):
(Your Name)	(Your Name)
Staff, CAMP-of-the-WOODS P.O. Box 250 Speculator, NY 12164-0250	Staff, CAMP-of-the-WOODS 106 Downey Ave. Speculator, NY 12164

All mail and packages can be picked up at the Camp Post Office.

## Telephone

**Camp business and departmental phones** are for Camp business only and are not to be used for personal calls. Cellular service is available but limited for all carriers.

**Telephone messages:** URGENT calls should hold for the Camp receptionist instead of leaving a voicemail.

## Internet and Email

Camp business and departmental computers are for Camp business only.

If you bring a laptop or mobile device, you may access the internet at no charge through Wi-Fi. CAMP-of-the-WOODS is not responsible for your valuables. Wi-Fi is limited, and signals are often too slow for gaming and video streaming. Wi-Fi boosters, repeaters and extenders are strictly prohibited.

## Fire

- Fireworks of ANY type are prohibited by New York State law.
- Candles are not permitted for use in any summer staff accommodation.
- Residence Electrical Circuits are protected by fuses and circuit breakers. If a circuit loses power, inform a Staff Leader. Do not try to change it yourself.
- Fire extinguishers are located in key areas around Camp. The fine for removing or discharging a fire extinguisher (unless there is a fire) is \$75. Once discharged, they are of no use. This increases the risk to life and property.
- Campfires should only be built in the clearly designated areas, and extinguished completely before leaving the area. Absolutely no fires are allowed on the beach.

Special Note: In New York State, it is illegal to feed bears or interact with them in any way. If Staff sees a bear on Camp property, it should be reported to the Staff Leadership immediately.

## CAMP-of-the-WOODS Paraphernalia

A 10% discount is available for Staff who present their staff ID on a wide selection of staff clothing and other items at the Camp Trading Post and the Camp Bookstore (Purdy Center).

## Permission for Marketing

By working or volunteering at CAMP-of-the-WOODS, you agree that your picture or likeness may be used for marketing purposes without any compensation to you. This includes, but is not limited to brochures, posters, videos, displays and websites.

## Directions to CAMP-of-the-WOODS

CAMP-of-the-WOODS is located in Speculator, New York, on Route 30, approximately 55 miles due north of the New York State Thruway Exit 27 at Amsterdam, New York. It lies in the center of Hamilton County at the intersection of Routes 30 & 8. We are located on the south end of the village of Speculator on Lake Pleasant. From the south and east, it will be on your left as you come into town. From the north and the west, it will be on your right as you head out of town. There is a large lighted sign at the entrance on Route 30.

### By Automobile:

From the south - take the NY State Thruway to Exit 27 at Amsterdam, then Route 30 north to Speculator (about 1 hour). Pass Mayfield, Northville and Wells on the way.

From the east – take Interstate 90 to Albany, connect with the NY State Thruway and follow above directions. If coming from due east in New England, make your way to Route 8 in Lake George area and follow it all the way to Route 30, turn right and it's 7 miles to Speculator.

From the north – make your way to Route 30 at Indian Lake and follow it south for approximately 25 miles into Speculator.

From the west – take the NY State Thruway to Exit 31 at Utica, and then take Route 12 north out of Utica 3 – 4 miles to the exit for Route 8 to Speculator. Turn right at the intersection in Speculator and look for the large Camp sign on your right.

If transportation is needed from any of these locations (train, bus station, or airport), please contact the CAMP-of-the-WOODS Personnel Office at least 10 days in advance to arrange for pick-up or drop off at a discounted rate. We will need city, date, time of arrival, and carrier information. *Transportation fees apply.*

**By Railroad** – Amsterdam and Utica are the most convenient stations for Amtrak Railroad. Both are about an hour from Camp.

**By Bus** – Adirondack Trailways and Greyhound Bus lines serve Albany, Gloversville, Amsterdam, and Utica. Albany is 1 hour 45 min away, Gloversville 45 min, Amsterdam 1 hour, and Utica 1 hour and 15 min away.

**By Air** – Airline service is available at Albany and Syracuse airports. Albany is the most convenient. Contact your carrier/travel agent for flight and cost information. Pick-up can be arranged (Albany 1 hour 45 minutes, Syracuse 2 hours).

Rates if request is submitted 10 or more days in advance of transportation need:

Albany or Utica: \$55   Amsterdam or Gloversville: \$37   JFK, Nyack or Newark: \$150   Syracuse: \$75

Rates if request is submitted less than 10 days in advance of transportation need:

Albany or Utica: \$75   Amsterdam or Gloversville: \$46   JFK, Nyack or Newark: \$188   Syracuse: \$95

If staff share a ride, it is \$10 per additional person (\$20 additional for NYC area) and staff may share the total cost.

## Staff Manual Revisions

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This Staff Manual is intended to serve as a helpful and accurate representation of the policies, procedures and work/ministry philosophies of CAMP-of-the-WOODS (Gospel Volunteers, Inc.). Any inaccuracies are unintentional. CAMP-of-the-WOODS reserves the right to modify, amend, or delete any part of this Staff Manual, as it deems necessary at its sole discretion.

## FINAL WORD

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We want to reiterate that the policies found in this manual have been established for the good of this ministry and the staff community as a whole. Let's commit to work together, striving to serve the Lord and our many guests.

We want this summer to be a great experience for you. Our goal will be to provide you with many opportunities for fellowship with your co-workers and growth in your walk with the Lord. We will provide the opportunities, but it will be up to you to take advantage of them.

We are proud to welcome you as a member of our team. All of us will play an important role in the success of this ministry as we seek to impact the Kingdom of God. Commit now to pray and ask the Lord to prepare you for all that will come this summer. Ultimately, we want Him to be glorified!

