



Section Eleven: VOLUNTEER STAFF PROCEDURES

11.1 CODE OF CONDUCT

- 11.1.1 Submission of Standards.** In the spirit of Romans 12:2 and 13:1-7, Volunteer Staff are expected to subject themselves to Camp's standards, even if Camp's standards may differ from their own, in the interest of achieving a higher standard for Christian living.
- 11.1.2 Moderation.** Volunteer Staff are expected to exercise moderation during their employment at Camp, especially during the workweek, as it pertains to activities and items which may distract them from their work or create a stumbling block for a camper or fellow employee (refer to 1 Corinthians 16:12, Galatians 5:13, and 1 Peter 5:8).
- 11.1.3 Conservation.** As stewards of what God has provided, the Volunteer Staff are expected to conserve energy and resources by turning off unnecessary electronics and fixtures as well as by doing their part to not waste consumable goods.
- 11.1.4 Spiritual Health.** It is important that Volunteer Staff keep themselves "spiritually fit" because of the challenges presented during a summer of ministry. Arrowhead Bible Camp recognizes that the spiritual ministry to campers depends largely on the spiritual health of its Volunteer Staff; therefore, all Volunteer Staff are expected to maintain the spiritual disciplines of Bible-reading, prayer, confession and repentance, and corporate worship for the duration of their employment.
- 11.1.5 Physical Health.** It is important that Volunteer Staff keep themselves physically fit in order to maintain the health and energy needed for the work at Camp. Volunteer Staff are expected to eat well-balanced meals, exercise their mind and body regularly, take appropriate measures to ensure proper rest, and abstain from harmful or illegal substances.
- 11.1.6 Personal Appearance.** While Camp does not emphasize external appearance ahead of the internal quality of an individual, Camp does believe that God's Word makes it clear that the Christian testimony includes modesty, good taste, cleanliness, and tidiness, with respect to personal grooming, at all times. In an effort to relate effectively and inoffensively to the broadest spectrum on people, both Christian and non-Christian, Camp expects its Volunteer Staff to adhere to the following standards:
- 1. Clothing.** Clothing with offensive language, adult-themed imagery, or inappropriate branding is not permitted to be worn during camp sessions. In addition, immodest clothing such as revealing swimsuits, speedo-type swim shorts, or see-through pieces are prohibited.
 - 2. Hygiene.** Volunteer Staff are expected to maintain hygienic habits that include regular bathing with soap, tooth brushing, and the grooming of hair and facial hair. In addition, Volunteer Staff are expected to remain neat in their personal appearance, which includes wearing generally clean clothing and washing their hands and face as necessary.
 - 3. Piercings/Tattoos.** Volunteer Staff shall check with the Program Director for the appropriateness of any piercings or tattoos that may be visible to others.
- 11.1.7 Cleanliness.** Volunteer Staff are expected to maintain the cleanliness of the buildings and grounds. In addition, all Volunteer Staff must maintain neat and orderly living areas, regularly picking up after themselves and cleaning their assigned housing.
- 11.1.8 Working Relationships.** As members of the Body of Christ, Volunteer Staff are expected to encourage and build up their fellow workers, seeking to serve one another and set aside personal interests and disputes in an effort to better accomplish the ministry entrusted to them. When conflict arises, Volunteer Staff are expected to deal with it quickly, privately, and respectfully.
- 11.1.9 Dating Relationships.** Arrowhead Bible Camp neither encourages nor discourages dating relationships among Volunteer Staff; however, it is the expectation that any existing or new dating relationships among Volunteer Staff will not interfere with the ability of those involved to complete their work-related duties.
- 11.1.10 Camper Relationships.** Volunteer Staff is expected to protect campers physically, spiritually, and emotionally. Under no circumstances is a member of Volunteer Staff allowed to enter into a dating relationship with a camper.

11.2 WORKWEEK PROCEDURES

- 11.2.1 Workweek.** The workweek for all Volunteer Staff will be Sunday to Saturday. Typically, Volunteer Staff will be expected to work six days in a workweek; however, depending on the camp session, Volunteer Staff may not be expected work each day of the workweek.
- 11.2.2 Supervision.** All Volunteer Staff will be assigned a Summer Staff, Part-Time Staff, or Core Staff supervisor. During the Employee's service at Camp, he/she shall be responsible to his/her supervisor. The supervisor will be responsible for



the entire work relationship, including training, oversight, evaluation, and encouragement. The specific supervisor is indicated on the job description for each position at camp.

- 11.2.3 Time Off.** If working for multiple camp sessions in a row, Volunteer Staff will be given a large period of time off between when one camp session ends and the next camp session begins. Volunteer Staff over the age of 18 are permitted to stay in their assigned housing during periods of time off; however, Volunteer staff under the age of 18 must be supervised by a member of Summer Staff in order to remain at Camp during periods of time off. If no members of Summer Staff are available or willing to supervise the underage Volunteer Staff, he/she must leave Camp for the duration of the time off period. If a Volunteer Staff member leaves Camp during his/her time off, he/she must sign out with the Camp Office.
- 11.2.4 Break Periods.** Volunteer Staff will be assigned several brief break periods during the workweek for the purpose of refreshing them for the responsibilities at Camp. Volunteer Staff may not leave Camp during these break periods, unless prior permission is obtained from their supervisor. Electronics such as computers, televisions, and music-listening devices may be used during break periods only as permitted by a Core Staff supervisor. Employees are encouraged to utilize the Staff Lounge during their break periods.
- 11.2.5 Curfew.** During camp sessions, counseling Volunteer Staff are expected to retire to their cabins along with their campers at night. A curfew of 11:00pm is in effect for all other Volunteer Staff during camp sessions.
- 11.2.6 Mail Delivery.** Mail is delivered to and picked up from Camp daily by 11:00am. Outgoing mail from both campers and staff should be placed in the appropriate mailbox in the Office, and incoming mail for employees will be placed in the recipient's mailbox. Only designated Core Staff shall handle outgoing and incoming mail.
- 11.2.7 Equipment Usage.** Generally speaking, Volunteer Staff should not expect to use Camp's equipment unless their job description requires it or they have obtained express permission from a supervisor. This includes maintenance equipment, Camp vehicles, computers, telephones, office equipment, and office supplies. If operating a Camp vehicle, the driver must have a valid license or permit for that vehicle.
- 11.2.8 Maintenance Requests.** Volunteer Staff is expected to report any damage or breakage of plumbing, light fixtures, program equipment, etc. immediately, using the appropriate forms found in the Office. If the maintenance request is an emergency, Volunteer Staff should report the incident directly to a supervisor.
- 11.2.9 Personal Visitors.** Generally speaking, Volunteer Staff should not expect to have personal visitors during their time at Camp. However, there may be extenuating circumstances that warrant having a personal visitor. Any personal visitors must have received prior, written approval from the supervising Core Staff. The presence of personal visitors must not interfere with overall Camp programming or the Volunteer Staff's ability to accomplish their work-related duties. Personal visitors must check in with the Office upon arrival and are expected to pay for any meals eaten at Camp.

11.3 GUIDELINES FOR PERSONAL ITEMS

- 11.3.1 Medications.** All Volunteer Staff medications must be submitted to and dispensed by the Health Supervisor or other designated Health Care Staff. However, non-counseling Volunteer Staff aged 18 years and older may be responsible for their own medications provided they keep them in a locked area that is inaccessible to campers. Employees other than the Health Supervisor and designated Health Care Staff shall never dispense any medications to campers or other employees.
- 11.3.2 Cellular Devices.** Generally speaking, Volunteer Staff should not expect to use their cellular devices except during break periods and time off. It is recommended that cellular devices be kept in the Office or an employee's vehicle when not in use.
- 11.3.3 Food Storage.** Volunteer Staff shall keep all personal food items in the designated refrigerator and section of the Food Pantry. No personal food items shall be stored uncovered or placed on the floor of the Food Pantry. Any unmarked or spoiling food may be disposed of by the kitchen workers.
- 11.3.4 Personal Vehicles.** Personal vehicles shall not be used during a camp session and are to be parked and locked in the designated lots, as specified by the supervising Core Staff. Volunteer Staff shall keep their vehicle keys in the Office, and in the event a vehicle needs to be moved and the owner cannot be found, the supervising Core Staff shall move the vehicle.