

NORTH STAR BIBLE CAMP

SUMMER STAFF POLICIES and PURPOSE

1. **PURPOSE** – Manifesting a personal commitment to Jesus Christ, each staff member will help create and maintain an atmosphere designed to provide opportunity for campers to come to know Jesus Christ, and fellow staff members will be mutually encouraged to grow in their personal relationship and devotion to Him.
2. **BENEFITS** - All summer staff members receive the following benefits.
 - a. Room, board, and accident and sickness insurance.
 - b. All on site meals and snacks, one free Snack Shack drink per day.
 - c. Use of laundry facilities if staying longer than 1 week.
3. **WORK RESPONSIBILITIES** – In order for the camp to run smoothly, it is necessary for each staff member to recognize his/her specific area of responsibility and to operate within established lines of communication.
 - a. Individual periodic evaluations by the director will be given to each staff member. If a person consistently fails to perform his/her job or fails to live by the camp rules, he/she will be dismissed at the discretion of the director.
 - b. Punctuality must be observed in regard to work responsibilities and other staff events.
4. **STAFF MEETINGS** – Attendance at all staff meetings including Bible Studies, prayer times and strategy sessions is required. Punctuality is a must.
5. **FREE TIME** – All staff will be assigned an average of two hours free time per day. Resources of the camp are at his/her disposal when not in conflict with on-going program
6. **LOUNGE** – A lounge area is provided for staff use during time off. This lounge is off-limits after 11:00 PM as all staff is required to be in their rooms. **LIGHTS OUT** at 12 AM.
7. **MEALS** – Staff will eat together at the same time as the guests/campers. Special food preparations will not be considered. Be on time.
8. **CLOTHING** – Please wear your camp shirt the day campers arrive and leave. Dress modestly at all times as is becoming a believer. Closed toed shoes must be worn while on shift and at all times in the camp kitchen.
9. **MUSIC** – Music is allowed in your rooms, lounge, and kitchen with discretion. Volume needs to be controlled for the immediate area.
10. **VEHICLES** – No vehicles will be used by staff on the camp grounds due to insurance limitations. All personal vehicles are to remain in the parking areas.
11. **Snack Shack** – Except for those responsible for its operation, all staff are to remain outside the Trading Post.

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12. LAUNDRY ROOM – Staff will do their personal laundry on their own time. Soap, etc, will be provided. Items washed must be removed promptly and the area kept clean and dry. Always wipe down the machines after use. Empty lint tray after each load.
13. LEAVING GROUNDS – All staff 18 and older are free to leave the grounds on days off or during free time. Notify your immediate supervisor prior to leaving...this includes trips to town, hikes, etc. Please be specific as to purpose, location and time of return. Return time prior to next scheduled work day is 10:30 PM.
14. CAMP PROPERTY – Your accommodations are to be kept tidy. Your consideration of others is expected. If furniture of any kind is moved the items must be put back after use.
15. OUTINGS – Recreational outings will not be funded by the camp. All outings, including hikes, will be pre-arranged with the director.
16. HEALTH & CONSENT FORMS – A signed release form must be on file for anyone under 18 years of age.
17. CAMP GUIDELINES – All camp guidelines are to be observed,. The kitchen is out of bounds for summer staff unless you are assigned to duty there. No food, utensils or other items will be taken without the cook's permission and knowledge.
18. RELATIONSHIPS – The building of special friendships is a highlight of summer staff. Opportunities abound to relate positively to both male and female staffers. Pursuit of boyfriend – girlfriend relationships are not acceptable. Please avoid such.
19. LAKE POLICIES – Staff may use the waterfront during free time or on days off in minimum groups of three (3). For safety sake, three (3) is the magic number for most events including all waterfront activities and hiking. See “Waterfront Rules” for detailed safety requirements and policies.