

CAMP JONAH SUMMER STAFF MANUAL  
Seeking Jesus First & Together



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# Who We Are

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We are so glad you are joining the team this year. This manual is designed to give you the resources and knowledge to be successful as you serve at Camp Jonah. After reading, you should have the tools to best serve this camp, grow in your personal faith, and have a powerful impact on the kingdom of Heaven.

# History and Values

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**Camp Jonah began through the love of a Grandmother for her 24 grandchildren.** After many years of doing "Grandma Camp" on her 20 acres of woodlands, the desire grew to create a Christian camp experience for other children. "Grandma" Bernice Duke approached her son and daughter-in-law, Jeff & Beki Duke, with a dream to sell the dairy farm the family had owned since 1965, purchase the Old Trout Lake School, and start a camp. Her vision quickly spread. In the spring of 1996, Bernice sold her acreage and home; Jeff & Beki and family sold their 60 acre dairy farm and cows; the kids (Julianne, Carissa, Jerry, Angela, Brian) sold their 4-H cows, horses, chickens, etc. all to be part of the new adventure soon to become known as Jonah Ministries. In 2015 the name was officially changed to Camp Jonah.

**Camp Jonah is a Christian, 501(c)(3), non-profit camp and retreat center.** We're located in Trout Lake, Washington, at the base of Mt. Adams and bordered by Trout Creek. Within minutes, we can be caving, hiking, rock climbing, sledding, etc. One of the founding reasons for starting Jonah was to be able to take kids out into nearby creation, which naturally draws them to the Creator.

We have **two main goals** at Camp Jonah—that each person who enters our doors has fun and that they get to know God better. Fun and ministry keep us crazy-busy and wonderfully happy. We like to say that **God is our Camp Director**. We take great pleasure in following His leadership, and we're humbled and blessed by the amazing results of this place where people laugh, hearts change, and God smiles.

## MISSION STATEMENT

Camp Jonah is a place where people laugh, hearts change, and God smiles.

## VISION STATEMENT

We envision a thriving, year-round campus where we love and live like Jesus and invite others to do the same.

## CORE VALUES

- Following Jesus Christ – He is reflected in all we do
- The Bible – study and teach the scriptures as the infallible word of God
- Prayer – listening to and being dependent on His guidance
- Safety – in our attitude, facilities, programming and policies
- Hands on Experience – learning by doing
- Discipleship – encouraging the next step in spiritual growth, going below the surface
- Relationships – genuine, deep connections with guests and staff
- Generosity – being affordable, giving and saying yes
- Service – to community, churches and ministry partners

## CAMP JONAH Statements of Faith

*We love serving others and doing camp. Our desire is to live and love like Jesus (1 Peter 3:15-17). Our goal is to say yes as often as we can to as many people as we can; therefore we invite all people of all walks of life to join any of our programs. If you're coming as a guest group, we ask that your beliefs and practices are in alignment with or not in conflict with our Statements of Faith and religious practices. We look forward to hosting your group.*

### WE BELIEVE:

- That the Bible is the inspired, perfect Word of God. *2 Timothy 3:16-17*
- In one God, eternally present in three Persons: Father, Son, & Holy Spirit. *Matthew 28:18-19, Hebrews 1:1-4*
  - God the Father, is the creator, director and protector of the universe; *Isaiah 42:6-7*
  - His Son Jesus Christ, was miraculously conceived, wrongfully killed, then resurrected so we could spend eternity in heaven. *Acts 2:22-24, Romans 10:9-1, Hebrews 4:14-16*
  - The Holy Spirit is ever-present, desiring to daily speak into our lives. *Galatians 5:16-18*
- There is only one way to Heaven and it is through faith in Jesus Christ. *Acts 4:10-12, 1 John 5:10-12*
- God has a perfect plan for our lives, while the enemy comes to kill, steal and destroy. *Romans 12:2, 1 Peter 5:8*
- God planned for us to learn and grow in a community of Christ-followers. *Ephesians 4:1-16*
- God created each of us unique yet in His image, male and female. *Genesis 2:18-24*
- Human life is sacred to God, deserving dignity from conception to natural death. *Matthew 10:29-31, Ephesians 2:10*
- Marriage is God's perfect picture of how best to live; he planned it to be between one man and one woman. *Mark 10:6-9*
- Sexual activities outside of marriage go against God's plan and cannot be blessed. *Hebrews 13:4, 1 Corinthians 6:9-10, 18-20*
- There is no greater joy than being right with God our Father. *1 Peter 1:8*

*These articles of faith are not the complete list of our beliefs. Decisions regarding Camp Jonah's practices, policies, and disciplines are made by our Board of Directors, based on the Word of God. Our Board does its best to understand God's heart and make decisions prayerfully.*

# Child Protection

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## CAMPERS' RIGHTS

1. To have privacy when in private areas (bathroom, shower, cabins)
2. To tell someone when feeling uneasy about ANY situation
3. To be treated with respect
4. To be taken seriously



# Staff/Volunteer Code of Conduct - The 3 T's

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We will **ALWAYS** be above reproach when interacting with minors within our organization. Unfortunately, our world has become so stained that people are quick to judge. Our actions and intentions must always be pure and honoring to Christ. The subject of physical contact is so fragile with kids and should be taken with the utmost concern and seriousness by every staff member.

The following are guidelines for appropriate/inappropriate conduct with minors:

## Talk

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> <li>a. verbal praise for achievement or behavior</li> <li>b. verbal encouragement</li> <li>c. scripturally based teaching (non-sexual)</li> </ul>	<ul style="list-style-type: none"> <li>a. compliments or questions relating to physique or body development</li> <li>b. sexual jokes, homosexual innuendoes, or bathroom humor</li> <li>c. swearing, vulgar language or use of slang words (homo, fag, gay, nigger, etc)</li> <li>d. discussions of a sexual nature</li> <li>e. verbal harassment or abuse</li> <li>f. individual secrets or special gifts</li> <li>g. sexual coaching or conversation</li> <li>h. physical demeaning humor (wedgies, swirlies, etc.)</li> <li>i. lying, gossiping, name calling</li> </ul>

## Territory

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> <li>a. public one-on-one interaction (see policy below)</li> <li>b. group or public environments</li> </ul>	<ul style="list-style-type: none"> <li>a. sitting, lying or sleeping on a bed with a minor</li> <li>b. private one-on-one interactions</li> <li>c. sharing of shower or bathroom stalls</li> <li>d. walking around the cabin or shower room without covering private areas</li> </ul>

## Touch

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> <li>a. handshakes and high-fives</li> <li>b. short, congratulatory or greeting hugs</li> <li>c. arm around the shoulders</li> <li>d. piggybacks with young campers</li> <li>e. leg sitting (camper sitting on one leg opposed to your lap)</li> </ul>	<ul style="list-style-type: none"> <li>a. Private back rubs, arm tickles, massages, etc.</li> <li>b. Touching of private parts (no exceptions!)</li> <li>c. touching a child in anger, disgust, or frustration</li> <li>d. Hitting, kicking, slapping or punching</li> <li>e. inappropriate hugs with opposite sex</li> <li>f. sexual embraces</li> <li>g. lap sitting</li> <li>h. kissing</li> <li>i. intimate wrestling or tickling</li> </ul>

### **Modesty**

Staff or youth shall never “sit around” or “walk around” without a towel or clothing covering private areas during activities that encourage such behavior (swimming, bathing, dressing etc.). Towels must be worn at all times ....going to and from shower (no exceptions). It is against policy to display sexual body parts intentionally (even if it’s a joke).

Removal of shorts, tops, or swimsuits will NOT be allowed for swimming at any time.

### **Heart to Heart’s**

**All one-on-one interactions with youth must be done in a public place with others visible. (Must be seen, but not necessarily heard.) A third person is always encouraged in these settings.**

**Consequences:** Any infraction of the above policy could be immediate grounds for dismissal with no chance of re-hire. A violation of one of these policies could not only be misunderstood by campers/staff, but result in legal consequences from parents. We are here to lead youth to Christ and these policies encourage this.

**For the safety of our youth, keep each other accountable in love.**



# 360° Supervision Training

**THE GOAL** is to establish a blanket of monitoring and supervision with which to detect peer to peer and adult to child grooming and abusive behavior before the actions occur.

“**360 DEGREE SUPERVISION THEORY**” is a system of rules and principles to monitor the interaction of individuals in accordance with our organization’s Code of Conduct on the basis of 3 indicators: Who, Where, What.

## YOUR ROLE

### Step 1 Primary/Secondary Supervision

While serving as a volunteer/employee in our organization, you will be asked to supervise in one of two capacities at **ALL** times:

- **Primary Supervision:** *ANYONE* who assumes a role with direct supervision or control of any individual or group (i.e. Cabin Leaders, programs/activities leaders, etc.).
- **Secondary Supervision:** *ANY* staff/volunteer personnel on property who are not in direct supervision or control of any individual or group.

Primary Supervision

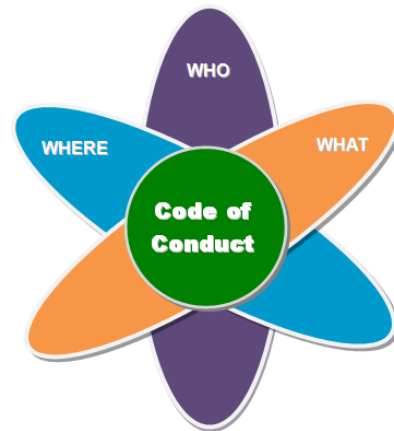


Secondary Supervision  
(Cabin Leader walking back to his cabin)

### Step 2 3 Reads

1. Who ..... are they?
2. Where ..... are they?
3. What ..... are they doing?

At **ALL times** and in any given circumstance you are asked to make 3 visual “reads” on interaction in adherence to our Code of Conduct



## **W** *ho are they?*

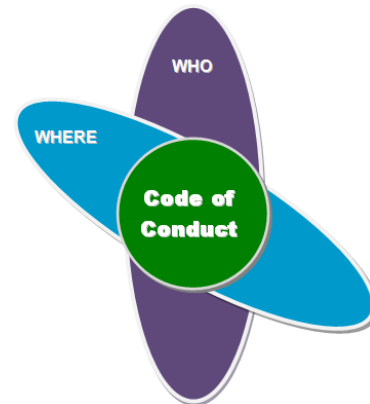
(What is their current role within our organization?)

- Is it a leader and a youth
- Is it two youth
- Is it a visitor on property.....?

## **W** *here are they?*

(Where are they located when you observe them?)

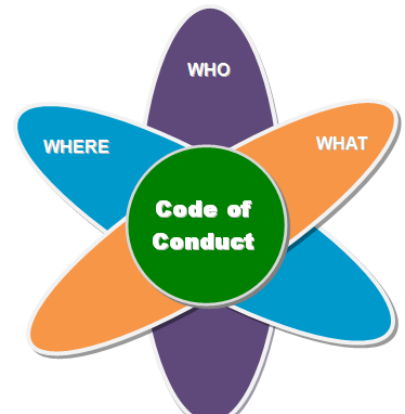
- Walking into the woods
- Going into a restroom unattended
- In a building or room not in use at that particular time....?



## **W** *hat are they doing?*

(What activities are they engaged in when you observe them?)

- Playing one on one at the gym
- Taking a shower in the same shower stall
- Sitting and talking at the gazebo.....?



### **Step 3 Assess: Compliance with Code of Conduct**



**STOP: Non-compliance\***

**CAUTION: Questionable compliance\***

**GO: Full compliance**

\* follow your reporting guidelines

# Child Abuse Awareness Training

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The following information in this section is from the MinistrySafe.com website, 2013.

All staff will undergo additional training on this important topic.

Definitions of Abuse:

**"Child Abuse"** is behavior directed toward a child by an adult that harms a child's physical or emotional health and development.

**"Child Sexual abuse"** is any act which results in the exploitation of a child, whether with their consent or not, for the purposes of sexual or erotic gratification (emotional or physical). This includes causing a child to watch sexual videos, look at inappropriate pictures, or talk about their personal private areas in a sexual manner.

**"Emotional Abuse"** is a pattern of intentional conduct which crushes a child's/youth's spirit, attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.

## Impact & Statistics of Sexual Abuse:

- According to multiple broad based studies, **1 out of 3 girls and 1 out of 6 boys will be sexually abused before they reach the age of eighteen.**
- **Almost 90% of child sexual abuse cases involve a perpetrator that the child knows and trusts.** Such as: a care provider, family friend, coach, student leader, or ministry volunteer
- **According to the U.S. Dept. of Justice, 250 – 500 thousand pedophiles or child molesters live in the U.S.**
- **Convicted** child molesters abusing girls have an average of 52 victims before criminal prosecution and conviction. Men who molested boys have an average of 150 victims before criminal prosecution and conviction.
- **Experts estimate that fewer than 10% of perpetrators are EVER criminally prosecuted,** because of the passage of time, legal time limits, adults who minimize an outcry from a child, or kids who **never tell.**
- **Adolescents with a history of sexual abuse are much more likely to engage in promiscuous sexual behavior**
- **Young girls who are sexually abused are 3 times more likely than others to develop psychiatric disorders or abuse alcohol and drugs in adulthood.**
- **Approximately 31% of women in prison were sexually abused as children**
- **Approximately 95% of teenage prostitutes have been sexually abused as children**

## Recognizing a Child Molester/Abuser:

Unfortunately, child molesters have no uniform profile which might allow us to identify them. But we do know some of the common characteristics among convicted male and female offenders.

Almost 90 % of convicted sexual offenders are male. This figure may not provide an accurate indicator concerning the entire abuser population, as female abusers are less likely to face criminal prosecution.

There are several characteristics that may signal the personality of a child abuser. These may include the following:

- Child abusers are typically afraid of adult intimacy.
- Child abusers search out children who are vulnerable and easily manipulated.
- A child abuser may refuse to take responsibility for his actions.
- A child abuser generally needs to control others.
- A child abuser may have been abused as a child.
- A child abuser often has a great desire for power.
- Child abusers typically have a low self-esteem.
- They may have bizarre or illogical thinking patterns.

### **Recognizing signs of abuse in someone who has been abused:**

It is difficult to recognize the signs of sexual abuse in children since they tend to not share what is happening to them. Therefore, it is up to concerned adults or friends to recognize the signs. The impact of sexual abuse on children is vast and varied.

The most commonly experienced impact of sexual abuse is posttraumatic stress disorder (PTSD). This type of stress falls into three categories:

- re-enactment of the event
- avoidance or withdrawal
- physiological hyper-activity.

Each child is different though, and may experience any or all of these in various degrees of behavior. A frequent problem with sexual abuse is that the child engages in more sexualized behavior compared to children who are not sexually abused. Since the abuse took place on and in the body, the body becomes the enemy. They carry a great deal of pain and memories. They desperately try to cope with the pain which can lead to:

- eating disorders
- self-inflicting injuries
- poor body image
- generalized separation from and disregard for one's body
- dissociation
- sexual impurity
- gender-identity issues.

Survivors who live through the impact of childhood sexual abuse may have difficulty knowing where their personal boundaries are, how to maintain them, and how to protect themselves from those who do not respect or try to violate their boundaries. They are then vulnerable to further abuse.

**Trust** becomes a very big issue. Trust is harder to develop when the person who abused the child is a caregiver. The abuser is often someone who has a close relationship with them and should be someone the child can trust.

Problematic coping behaviors include: addictions, prostitution, overworking, inability to work, high-functioning, low-functioning, argumentative, avoiding conflict, perfectionism, and wanting to please others.

There are also many emotional effects such as helplessness, feeling dirty, confusion, powerlessness, and pain. Victims may not display these emotions by invalidating them by saying, "It wasn't so bad, it didn't really hurt." This is a way of self-protection leading to self-blame and self-hatred. Negative self-image perspectives come into play with "I am bad, no one loves me, no one could love me, I am unlovable, and dirty. It's my fault, I am horrible."

The negative effects of incest, the most common form of sexual abuse, can be compounded by the reactions of parents, siblings, and other important people in the child's life. Sometimes siblings of the survivor blame the abused child, either because they believe the perpetrator's denials, or simply because of what reporting the abuser has done to the family. And when a child wonders if her mother knew about the abuse but did nothing to stop it, they can lose trust in both parents, not just one.

#### **Some of the signs of sexual abuse:**

- Physical signs include vaginal or rectal bleeding, pain, itching, swelling, or discharge, difficulty with bowel movements, urinating, or swallowing
- The child may have recurring complaints of stomach-aches and/or headaches; trauma to breasts, buttocks, lower abdomen, or genital or rectal areas.
- Their undergarments may also be torn, stained, or bloody. They may have vaginal infections or venereal diseases, and they may display difficulty in walking or sitting.

Not only does sexual child abuse cause debilitating circumstances for the child, God also makes it very clear in His Word that those who carry out the act against a child should succumb to drowning in the sea. "And if anyone causes one of these little ones who believe in me to sin, it would be better for him to be thrown into the sea with a large millstone tied around his neck" (Mark 9:42).

#### **Reporting Abuse:**

Federal legislation provides a foundation for States by identifying a minimum set of acts or behaviors that define child abuse and neglect. The Federal Child Abuse Prevention and Treatment Act (**CAPTA**) (42 U.S.C.A. §5106g), as amended by the Keeping Children and Families Safe Act of 2003, defines child abuse and neglect as, at minimum:

- Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or
- An act or failure to act which presents an imminent risk of serious harm.

This definition of child abuse and neglect refers specifically to parents and other caregivers. A "child" under this definition generally means a person who is under the age of 18 or who is not an emancipated minor. While **CAPTA** provides definitions for sexual abuse and the special cases related to withholding or failing to provide medically indicated treatment, it does not provide specific definitions for other types of maltreatment such as physical abuse, neglect, or emotional abuse. While Federal legislation sets minimum standards, each State is responsible for providing its own definition of maltreatment within civil and criminal contexts.

# Camp Jonah Child Abuse Policy

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**CAMP JONAH WILL NOT TOLERATE THE PHYSICAL, EMOTIONAL, OR SEXUAL ABUSE OF CAMPERS. CAMP JONAH IS REQUIRED BY LAW TO REPORT ANY ALLEGATION OR REPORT OF CHILD ABUSE TO THE WASHINGTON CHILDREN'S SERVICES DIVISION.**

The Camp Director will inform the Camp Coordinator of the camper's report. At that point, an official report will be filed with the Washington Children's Services Division. Camp Jonah will cooperate fully with any investigation by the state agency or law enforcement agencies involved. ONLY THE CAMP COORDINATOR WILL TALK TO THE MEDIA. REMEMBER YOUR RESPONSE SHALL BE: "I'm not authorized to answer your questions. Please talk to the Camp Coordinator." (See the Emergency Communications Plan in the Summer Staff Manual.)

1. Each staff applicant will be put through an enhanced nationwide criminal and county background check.
2. Child/sexual abuse education will be included in the Staff Manual. In addition, all staff members are required to complete additional training either at in-person Staff Training. Every staff member will report suspicions of child/sexual abuse to the Camp Coordinator.
3. If the Camp Coordinator determines that the allegation is reasonable, the staff member will be relieved of his/her responsibilities during the investigation.
4. If the allegation is deemed to be true, the Camp Coordinator will make immediate arrangements to remove the staff member. If required by law, a report will be made to the appropriate civil authorities.
5. In the case of the allegation being unproved, the staff member and their family may receive counseling for the traumatic event, and, if deemed helpful, he/she will be offered a new assignment.
6. Every effort will be made to preserve the dignity of all involved by observing an agreed upon code of confidentiality. If the accuser had deliberately or maliciously made a false accusation against a staff member, he/she will immediately be dismissed from camp.
7. When a staff member is accused of child abuse by the state or arrested for the same, this constitutes a crisis/contingency situation in the ministry and as such:
  - The Camp Coordinator or Board Member will be the only persons to have contact with the media.
  - A log of daily events will be meticulously kept.
  - Contingency care will be initiated e.g. engage a lawyer, inform and support the accused's family, and support the staff member in court.

## **Responsibilities of Camp Jonah to a staff member who falls into this sin:**

1. Make arrangements for professional psychological counseling.
2. Encourage the former staff member's home church to set up an accountability relationship with the former staff member for restoration. Care must be taken not to violate the law in releasing information.
3. Care for the innocent parties.

In the event a staff member falls into abuse/sexual misconduct, Camp Jonah will HOLD HARMLESS any person or organization which in good faith recommended the staff member for service in the CJ programs.

# **What You Need to Know Before You Start**

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# Staff Life

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## What to Bring to Camp

Don't bring too much stuff! You may need to move a few times during the summer. If you have a choice between two similar items, bring the one you care least about, because camp living can be hard on things. **And label all your stuff.**

### Bring:

- Bible
- Sleeping bag or bedding, pillow, and an extra blanket for chilly nights
- Towels (it's nice to have two)
- A wristwatch (only Leadership Team members may carry cell phones)
- Journal & pens/pencils
- Toiletries (including any prescription medications)
- Modest clothing for all types of weather (see Clothing and Appearance for guidelines)
- Modest Swimsuit
- Clothes suitable for the mudpit and can get ruined
- Pajamas
- Sandals, as well as shower shoes (cheap flip flops)
- Tennis shoes
- Water bottle x 2
- Flashlight or headlamp with batteries
- Alarm clock (battery operated is best as you will not always have an outlet)
- Bug repellent
- Sun screen
- Laundry basket
- Musical instruments and sheet music/chord charts (optional)
- Spending money (optional)
- Appropriate Books and Magazines (optional)
- Rainy day stuff for campers (optional)
- Bicycle or skateboard (optional)

### Do Not Bring:

- Inappropriate music
- Immodest clothing
- Candles
- Firearms or other weapons (a pocket knife is allowed)
- Alcohol, drugs, or anything illegal
- Over the Counter Meds – these will be available in our medic station
- Pets

## Community Living

Because you will be living in a close community relationship with other people, it is important to follow these basic guidelines:

**Neatness:** Keep your part of the room tidy.

**Respect Privacy:** Whether it is of belongings, space, or modesty. Men and women are not allowed in each other's dorm/cabin. Under NO circumstances are you to allow campers in summer staff housing--period!

**The Staff Lounge:** Located in the upper hall, second door on the right. It is furnished with easy chairs, couches, a sink and refrigerator for personal food and snacks. If you are on a break, feel free to hang out in the staff lounge. **No sleeping in the staff lounge** – if you are tired and need a nap please use your own bed. This is a shared space; keep it clean.

**Lights Out:** This **changes depending on the week**, but is often half hour after campers go to bed. See white board in the Staff Lounge each night before bed for lights out time. All staff should be already in bed, ready for sleep, by this time.

**Meals:** All will be provided and meal times will be listed on the daily schedule. Meal times may change last minute due to program needs. Meals are served in the Dining Hall except on occasions when we eat on the field or have a sack lunch off-campus. PB&J's will be available in the dining hall throughout the camp season, 24/7. **BE ON TIME!**

**Personal Laundry:** Beki Duke will do all laundry for full-time male staff. Simply drop off your basket inside Beki's back door. Please don't wait for the weekend or it will all pile up at the same time. Girls will do their own laundry in the upstairs laundry room and instructions are posted in the laundry room.

**General Laundry:** Towels, blankets, tablecloths, or other program laundry should be taken in a basket immediately to Beki's to be washed.

**Be Inclusive:** You are living with a bunch of other people and you will naturally gravitate towards hanging out in smaller groups. While this is normal, if you find yourself being exclusive in any way, whether with one person or a small group of friends, take a step back and make sure you are not a part of a clique. Cliques are harmful to both the people within and those excluded.

## Time Off

Time off is provided for one major purpose: to enable staff members to get the rest and rejuvenation that they need in order to function properly in the ministry of Camp Jonah. Please use your time off wisely:

**Weekends:** Your time off will usually commence around 9pm on Friday and continue until Sunday morning. Extensive travel during time off is discouraged, as days off are given for rest and rejuvenation, not the opposite.

**During the Week:** You may have scheduled time during the week to rest and rejuvenate. These times should be used for personal devotion times, sleeping, resting, laundry, etc... If you are off duty, please do not visit with those who are on duty. You are not permitted to leave camp during break times without permission from a supervisor. Please limit electronics time and spend time building relationships with each other.

**Signing In/Out:** Because emergencies arise and/or relatives and friends stop by, we need to know where you are and how to contact you at all times—even weekends. Make sure you use the sign in/out sheet at the Staff bulletin board just outside the Staff Lounge. Please be as specific as possible so we can track you down in case of an emergency. If you are **under 18**, you must get permission from a Leadership Staff, or the Camp Coordinator, to leave campus as well as sign out.

**Visitors:** Camp Jonah has a closed campus policy during the week unless otherwise scheduled with the Program Director or an emergency. Family or friends who want to visit you at camp may do so when you are off duty, but **only with permission**. Visitors must not be with campers and they must sign in at the office upon arrival to obtain a visitor's pass and name tag. Visitors may only sleep in staff housing with approval from the Camp Coordinator on days off and if space is available. Visitors may not visit in the living quarters of someone of the opposite gender. Visitors (approved by the Camp Coordinator) may attend program activities if accompanied by the Program Director or Program Intern.

**Exceptions to Time Off:** Absences will be at the discretion of the Program Director. If additional time off is needed for special events such as weddings, **special permission must be requested before the beginning of summer camp season.**

## Media:

At Jonah, we try to limit use of personal media as much as possible. Our goal in creating this policy is to create a unique camp community that minimizes distractions and maximizes our ministry potential. When it is necessary, we have guidelines and rules to ensure that our use of media is uplifting and helpful to our time at camp:

**Phones:** Phones and devices may only be used when camp is not in session. On the weekends, staff will be allowed limited use of their devices. Abuse of this privilege will result in confiscation. Leaders may carry cell phones for camp communication purposes.

**Internet:** Staff are prohibited from using the internet or social media in any manner that violates federal, state, or local law, regulations or ordinances. Displaying, transmitting, or downloading any images, messages or cartoons of a sexually explicit or pornographic nature is prohibited. Phone/device/e-mail access will be revoked for violation of any portion of this policy.

**Social Networking:** Remember that **you represent not only yourself, but also Camp Jonah and Jesus Christ**. What you post online can be seen by campers, parents, community members, future employers, and fellow Camp Jonah staff. We ask that our staff be **completely above reproach in their behavior and profiles online**. Please use extreme discretion.

**Movies:** No movies are to be watched during the camp week unless it is a part of the approved camper program. On weekends staff are allowed to watch approved (by Lead Staff) movies in a public area but must have 5 or more staff in the room. Try to be creative and choose a hike over a movie sometimes!

**Public Music:** Only approved program music can be played publicly at camp. If you are in a camp vehicle or using a vehicle for a Camp Jonah event, play family-friendly music for the sake of all who may be listening or overhearing. Some secular music is used for programming during the summer. This music has been pre-approved. If you find any of the pre-approved program music offensive, please notify the Leadership Staff immediately.

**Personal Music:** If you bring music on your phone, or other device, please have a "Jonah" playlist that contains appropriate music that is non-offensive to others. You are free to listen to your personal music on weekends when electronic devices are allowed. If your supervisor needs you to carry your phone during the week, please ask before listening to music during your work assignment or personal time. Be courteous about the volume of your music.

# Relationships

## STAFF

The most important relationship you will have this summer is your relationship with the Lord. Second, will be your relationship with the campers. **Anything that interferes with either relationship will detract from the camp experience.** Remember that you are here to serve the Lord through serving the campers and their needs.

### Guidelines:

- Displays of romantic affection (holding hands, kissing, back rubs to individuals of the opposite sex, etc.) are not allowed. This includes those who also claim, "We're just friends". Those who are married are permitted to show appropriate amounts of public affection.
- Those who are already in a dating relationship before the start of camp should not be exclusive in any way while at camp.
- If staff members of the opposite gender are in a room together, the light is on and the door is open (yes, even if you are watching a movie).
- Staff members of the opposite gender will not spend time one-on-one. If it is necessary for a job project, they will be in a very visible place.
- Remember that women's staff quarters are for women only, and men's staff quarters are for men only. No exceptions, except work assignments or emergencies.
- If you are at camp with your sibling (camper or staff), please avoid sibling interaction that may look inappropriate to others who don't know of your relationship. (Interaction which may resemble flirting or bullying etc.)
- Public physical touching from guy to guy or girl to girl also needs to be appropriate

## CAMPERS

- **Staff-camper dating is not ever, under any circumstances, allowed.** Even the slightest flirtation will be grounds for immediate, swift, and severe discipline including possible dismissal from staff.
- It is **not** okay to flirt or toy with the emotions of campers. Handle campers' "crushes" in a mature way by being sensitive, yet firm. Any sensitive issues should be dealt with by leaders of the same gender.

## Clothing and Appearance

Your personal appearance is one of several areas in which we will submit ourselves this summer to standards which may differ from our own for the sake of the ministry. Below are some guidelines that are not an attempt to stifle you or to be legalistic, but an attempt to reach as many people for Christ as we can. **Camp Jonah reserves the right to define appropriate standards of appearance, and we should never have to make any excuses for your appearance.**

### All Staff:

- All staff members are to wear their camp t-shirt on opening day each week. This will help parents to identify you as a staff member and to entrust you with their children.
- For safety purposes, please wear shoes/sandals at all times unless otherwise instructed.
- Shirts are to be worn at all times and should cover chest, underwear, and midriff — men can swim without shirts, but must put back on immediately after swimming.
- Shorts, skirts, and pants should fit and cover the important parts! No booty shorts, and no overly baggy pants. Intentionally “holey” jeans should be more jeans than holes.
- No undergarments should be visible, including through your shirt because it is too tight or sheer. This includes boxers and bra straps — parts of a sports bra or sport top are acceptable.
- Swimsuits must be modest and non-revealing. If necessary, bring shorts and/or tank top (not white) to wear over your suit. No Speedo style or brief swimsuits.
- Please don't wear garments with inappropriate designs and/or logos on them.
- We ask that all earrings and piercing be in moderation and non-distracting or physically limiting.
- Please cover any inappropriate tattoos you may have and be willing to cover any tattoos that might be distracting to campers.

## Staff Conduct

Staff conduct will be consistent with the Christian faith. Conduct that goes against the Bible, state or federal law, or Camp Jonah policies may result in dismissal from the staff.

Staff members are representatives of Jesus Christ and Camp Jonah wherever they go. **It should never be necessary to make an apology for any staff member's appearance or actions.**

- Smoking, vaping, drinking of alcoholic beverages, use of marijuana or use of illegal drugs is not permitted while working for Camp Jonah, either on or off grounds. An occasional social drink is permitted for those of age, off site.
- Displaying, transmitting or downloading any inappropriate images, messages or audio of a sexually explicit or pornographic nature is prohibited.
- Violation of these policies may be grounds for immediate dismissal.

# Staff Discipline

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Just as there are those who build up the body of Christ, there are also those who bring it down. A firing is a disappointment to all concerned, but it is an occasional reality. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. By using progressive management, we hope that most staff problems can be corrected at an early stage, benefiting both the employee and Camp Jonah.

The purpose of Staff Discipline is:

- To provide a positive living and working environment that promotes the spiritual growth of our staff
- To promote excellent service and to ensure a safe and productive workplace
- To ensure fair treatment of all employees by making certain that disciplinary actions are prompt, uniform, and impartial
- To correct the problem, prevent recurrence, and prepare the staff for satisfactory service in the future
- To agree with the effectual work of God's grace that changes us to conform to his likeness

Camp Jonah recognizes that there are certain types of staff problems that are serious enough to justify either a suspension, or, in extreme situations, termination of assignment, without going through the usual progressive discipline steps.

## General Camp Rules and Information

Rules and information have been put together to make the summer run smoothly, to keep consistency, to avoid conflict, and for the safety of everyone at camp:

**Mail:** Mail is to be retrieved from the camp mailbox only by the office staff. Mail that is placed in the outgoing box before 11 AM will go out the same day. Stamps may be purchased from the office staff. **Mail will be distributed daily during dinner. You are not allowed to take or look through mail on Beki's desk or out of the Mail Box.** Have your mail addressed to you as follows:

**Your Name**  
**c/o Camp Jonah Staff**  
**31 Little Mountain Rd**  
**Trout Lake, WA 98650**

**Personal Vehicles:** If you bring your own vehicle, we ask you to please be sure to observe these rules:

- Park personal vehicles in assigned areas (ask Jeff where to park). Personal vehicles are not to be parked in front of building while camp is in session.
- Camp Jonah will not be liable for accidents involving staff members in private automobiles.
- At no time are campers to be given rides in private or camp-owned vehicles, unless authorized or in the case of an emergency.
- We recommend that you never loan your car out to anyone!
- A personal vehicle may be used during Time Off. It is not to be used to get around camp.

**Litter Control:** Part of good stewardship is keeping the grounds clean. Everyone at Camp Jonah is part of the "grounds crew." Never drop litter yourself, and please help us to be good stewards of what God has given us by picking up any litter you see.

**Electricity:** Electricity is an expensive item at Camp Jonah. Please do your part to conserve electricity in every way possible such as not using excessive hot water and taking the responsibility to turn off any lights left on unnecessarily.

**Tools and Equipment:** Many pieces of equipment can be dangerous if not properly used. These include any electrical system, lawn care equipment, dishwasher, meat slicer, vegetable chopper, Camp Jonah vehicles, and a variety of other tools. Hazardous tools and equipment may only be used with the permission of your supervisor, after proper training. Always observe safety precautions. When equipment needs repair, notify your supervisor.

**Fire:** Become familiar with the location of fire extinguishers throughout the grounds as well as electrical shut-off switches, especially in areas where you work and live.

**Fireworks:** Fireworks of any variety are prohibited. If you observe a fire hazard, report it immediately to your supervisor.

**Camp Jonah Vehicles:** Only designated drivers may use camp vehicles. Camp vehicles are for camp business only. Please treat them better than if they were your own.



**Damaged Property and Pranks:** You will be held responsible for any careless damage to camp property. No pranks are allowed!!

**Keep Off Private Property**

**Noise Curfew:** An 11:00 pm noise curfew is in effect every night. This means no amplified sounds indoors and quiet voices outside.

**Neighbors:** Campers and staff are to be courteous and respectful to our neighbors.

**Be On Time:** Staff members will be on time (five minutes early) to meals, meetings, and program assignments. SET YOUR WATCH TO THE DINING HALL CLOCK!

**Early is On Time  
On Time is Late  
And Late Is Not Happening!**

# Upon Arrival

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# The Program

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## *Philosophy of Programming*

### **Unique Characteristics of Camping:**

- Outdoor setting
- Simple living (no electronics, etc.)
- High ratio of staff to camper
- Living in community
- Regular times for rest, relaxation and reflection
- Concentrated times of Bible study presented, learned and applied

### **We Will:**

- Use small groups for learning activities (a cabin leader - camper ratio of 1:6 for 1<sup>st</sup> -4<sup>th</sup> grades, 1:8 for middle school and 1:10 for high school, or less), allowing more interaction and personal contact.
- Encourage cabin leaders to build relationships by praying for campers before, during and after camp, and knowing each camper's name within the first hour.
- Encourage cabin leaders to have a one-on-one time with each camper, challenging them to take their next step in their walk with the Lord.
- Uphold the Bible as the inspired, infallible, and authoritative Word of God, teaching it as such.
- Present Jesus Christ as the Son of God and teach that salvation is by grace through faith in Christ alone.
- Include intentional downtime for staff rest, reflection, and time with God.
- Provide a safe, wholesome, secure and fun learning environment!
- Use "teachable moments" as a way to reach campers. The unplanned moments are often the most valuable in reaching a camper. Most of Jesus' ministry was done by way of interruption!

### **Where's the Fun?**

Camp wouldn't be camp without a program filled with fun! It has been said, "Fun is the cornerstone for building children's ideals." A cabin leader's fun-loving spirit and helpful guidance in a camp activity can readily create the confidence necessary for sharing spiritual truth. The program at camp is the "essence" of the camper's experience. Activities have been designed to provide a creative, fun, and exciting atmosphere that will build trust and credibility among the campers toward the staff, for the purpose of pointing campers towards the saving message of Jesus Christ. Our summer programs must always reflect and support this strategy in order to reach our goal. The most important part of making program activities a success is the attitude, enthusiasm, and cooperation of our staff.

## Basics of Camp Schedule

Each Camp Session will contain the following elements in the schedule: The program is planned but flexible to meet needs. The components of this total program are to meet campers' needs. Below is an example of a Day Camp followed by examples of activities and routines that will be a part of every camp:

Time	Monday July 11	Tuesday July 12	Wednesday July 13	Thursday July 14	Friday July 15
7:00	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting
7:30	Wake campers	Wake campers	Wake campers	Wake campers	Wake campers
8:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00	Day Camp Arrives	DC Arrives	DC Arrives	DC Arrives	Head to Bell Farm
9:15	SSO, Pictures, OPP	Games	Games		Day on the farm:
10:00	Chapel	Chapel	Chapel		stations:
10:30	Activity:	Activity:	Activity:	Activity:	scavenger hunt
11:00	visit calves on tractor	learn how to plant	something with animals	experiential worship	horse rides/chickens
11:30	Cabin Time	Cabin Time	Cabin Time	Lunch	orchard relays
12:00	Lunch	Lunch	Lunch		Lunch in the Barn
12:30				Rotations: 45 min. each	
1:00	Rotations: 45 min. each	Rotations: 45 min. each	Rotations: 45 min. each	1: freezer jam	stations continued
1:30	1: farm relay	1: plant a seed	1: goat tying	2: zipline/climbing	
2:00	2: ditch float	2: big games on field	2: ditch float	3: Camp Store	
2:30	3: Camp Store	3: Camp Store	3: Camp Store	Gather and Clean up	Chapel in the Barn
3:00				Final Program	
3:30	Gather in Gym	Gather in Gym	Gather in Gym		Leave for CJ
4:00	DC Leaves	DC Leaves	DC Leaves	DC Leaves	Camp Ends

## Sunday Staff Meeting

We start each session with an all staff meeting at 1:00pm. The purpose of this meeting is to get everyone back on board after the weekend and get ready for camp to begin. We will pass out schedules, activity forms, staff assignments, and any other information you may need for the week. Meeting lasts one hour or less. There is a special meeting for Cabin Leaders after this.

## Check-in

Check-in begins at 4:00pm for each overnight camp. Campers will come through the front door, head down to the gym for the check-in process, drop things off on the bleachers, then head to the field to meet Cabin Leaders. It is nice to have an extra activity on the field for early campers while other campers are still checking in. Camp Program normally starts at 5:00pm.

## OPP & Picture

Otter Pop and a Prayer is our camp tradition. All camps start with OPP which is led by Beki Duke or an assigned leader. Otter pops are passed out, then Beki prays for campers and camp--this signals to parents that it's time for them to leave and camp has begun.

We then do an all camp picture as well as cabin pictures that will be used on their camper cards and birthday cards. Camp program begins immediately following camp pictures.

## **SSO**

Safe and Secure Orientation will happen directly following OPP and pictures. Campers will go through a brief camp orientation that includes the camp rules, code of conduct, child safety issues and how to communicate their needs or concerns during camp. This time is very important so please only go to the SSO if assigned and do not disturb the staff or campers during this time.

## **Morning Staff Meetings**

We have a 30 minute staff meeting each morning to get everyone ready and on the same page for the day. We expect all full-time, part-time and guest staff to attend these meetings. Morning Staff meetings are generally at 7 am but vary depending on daily schedules. Check info boards in the staff lounge for daily schedules and meeting locations as they may change throughout the week.

## **Quiet Time and Devotions**

It is imperative that you take time alone with God. Be intentional about using your time off for devotion and reading your bible. You need to be diligent in getting yourself filled up before you can pour out to others. If you need resources about what to read or study, ask a leader or another staff member and we can support you.

## **FOB**

Flat On Bunk. Rest time scheduled for overnight campers.

## **Curfew**

Lights out time for campers will be posted on the schedule for that week (this will change depending on the age of campers). If you are a Cabin Leader, lights out for you is the same as for your campers. Dream Team may have a different curfew depending on any projects they may have. Respect the curfew; it is important for you and campers to get enough sleep!

## **Farewell Program**

We have a short program at the end of each camp and invite parents to come see a short recap of the week. All staff are encouraged to attend this program if possible.

## **Recap & Rejoice**

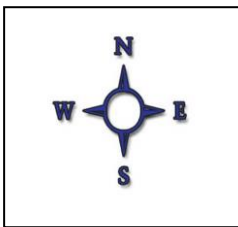
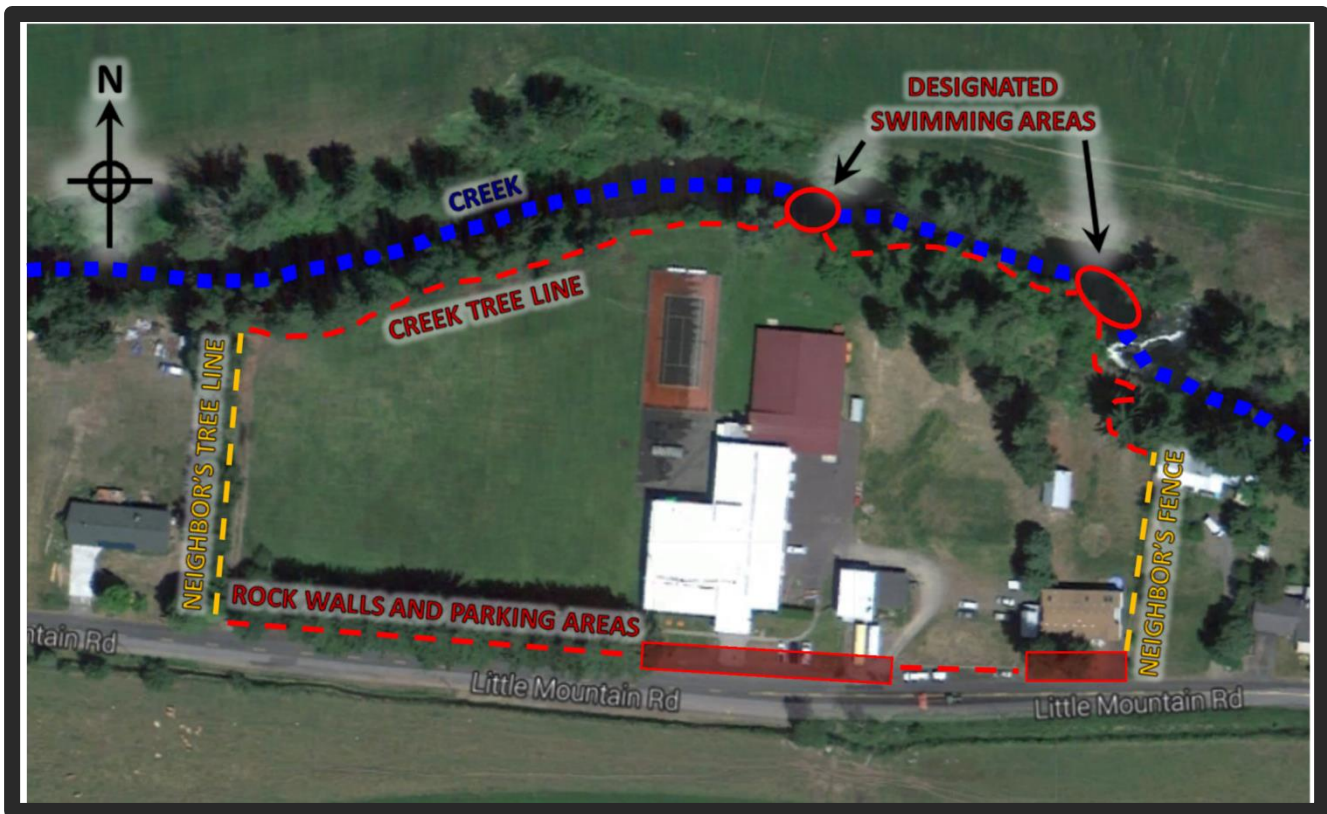
### **The Well**

On the Friday of each camp around 7:00 pm we will have The Well, which is partly sharing about the week and debriefing. It is great to close the week together celebrating what the Lord has done throughout the week. We have a staff worship time the evening after camp ends at 7:30 pm. This is held at the Duke's house and lasts about an hour. Part time and guest staff are encouraged to attend this service if you are still around – mandatory for full time staff. We usually sing, pray, and have a short spiritual challenge. Our weekend time off begins directly following The Well.

# Camp Jonah Grounds & Equipment

## Campus Boundaries:

- South boundary: Rock wall - no campers over the rock wall. Where there is no rock wall, the campers need to stay to the north of all parking areas.
- West boundary: Driveway, neighbors, trees - no campers past driveway at west end of field.
- North boundary: Trees - do not approach creek bank except during assigned swimming hours (in designated areas only).
- East boundary: Neighbor's fence.



## The Office

### *Office Equipment*

**All office equipment is off limits.** Only the office staff, Directors and Leadership Team are to operate office equipment. DO NOT borrow office equipment for any reason! This includes tape dispensers, staplers, and scissors. The supply hutch across from the Staff Lounge is stocked with supplies and is available for your use. Please promptly return all items borrowed!

### *Info & Supply Hutch*

The Info & Supply Hutch is stocked with visitor name tags, staff sign-in and sign-out sheets, end of camp evaluations, daily and weekly schedules and any other camp or staff related information. Additionally, the staff is kept informed of daily and upcoming events through the use of a white board located in the Staff Lounge, across from the Supply Hutch. It is important to check the white board daily for important information.

## The Camp Store

The Camp Store or called The Lunch Counter (TLC) is located in the lower level of the shop on the east side of the main building.

- The Camp Store will only be open to campers at allotted times on the schedule and should be staffed any time campers are present
- If assigned to run the camp store, or staff the store during a scheduled event, you will also be responsible for picking up and cleaning before you leave that assignment.
- Feel free to use the store's sitting areas for quiet off times, but when waiting for your next assignment please be in the staff lounge so your staff leader can easily find you.
- **Remember – the Camp Store is NOT a *hang out* area – the staff lounge is for that purpose.**

### *Staff Camp Store Privileges*

All staff may have one free item \$2.00 or less from the camp store per day whenever it is open. Any additional items must be purchased. Personal purchases must be done while the store is open and not on personal time. If you are unable to go to the camp store during the allotted time it is open please notify your supervisor and they will get your free or purchased items for you at a convenient time.

## Unauthorized Visitors

Approach any person who is on Camp Jonah grounds that you do not think is a camper or staff member. Greet them and ask if you can help them. If they are not a camper or staff member, please send them to the office or escort them if possible. **All visitors must check in at the office and obtain a visitor's name tag.** If there is a person or a group that you feel uncomfortable approaching, immediately get a leadership staff member. Campers may not have visitors during the week. Camp is not a public place and is open to pre-arranged guests only.

## Camp Equipment & Storage

- Please put things away. Use equipment in a safe, fun, and intelligent way.
- Keys. There is a key box in the office with keys to all buildings, rooms, and Camp Jonah vehicles. If you need a key, check with your leader to get it for you. Make sure to return all keys immediately after use.
- Jeff's shop is off limits unless authorized. Do not operate any equipment without authorization and proper instruction. Make sure to clean and put away all equipment after use.
- We have a large storage container east of the chapel in which we store all our adventure and camping gear. The container is well organized so if you are instructed to put a sleeping bag or a camping stove away, please find the proper shelf to replace the item.
- All our program equipment and material is stored in the Activity Closet (also called Micah's Closet). Again, please put things away in their proper place. Take time to be efficient and thorough.

## Driving Camp Jonah Vehicles

**NEVER exceed the speed limit on all public roads.** Because we have to drive through town/residential areas, you, as a Camp Jonah driver, are representing our ministry. Think beyond camp program and be a positive, safe representative of Camp Jonah and the ministry we are trying to do in the community around us.

**Always observe the 5MPH speed limit on dirt and gravel driveways,** both for safety's sake and to minimize dust production. The road to the Ropes Course is partly gravel and partly dirt and is a private driveway for others. Be courteous and think beyond camp to be kind to those living on that road. Be kind and appreciative of their sacrifice by driving slow and keeping dust minimal.

## Vehicles

When driving or riding in a Camp Jonah vehicle, please be sure to observe these rules:

- All camp vehicles and equipment will be driven by designated drivers only. Drivers must be 16 years old with a valid Driver's License. Camp vehicles are under the direction of Jeff Duke and are to be used for camp business only.
- There are to be no passengers in the back of pick-up trucks unless authorized by Jeff Duke.
- Be gentle with camp vehicles and treat them as our prized possessions. Clean up all trash when you exit any camp vehicle.



# Camp Health Care

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The Camp Medic (CM) is available to campers and staff and can be reached during all hours in an emergency. The CM's phone number will be posted on the Staff Lounge door and on the Info Station bulletin board.

## REPORTING

- The CM must be alerted *immediately* anytime a camper or staffie vomits, has any kind of head injury or uses an epi-pen.
- All other injuries and/or symptoms of illness, no matter how unimportant they may seem, must be reported to the CM. **Do not attempt to diagnose any illness or injury.**
- Report all symptoms including: fever, headache, sore throat, cold, rash, itching, red or watery eyes, cuts, abrasions, slivers and ticks.
- ALL medication must be turned in at registration and be dispensed by the CM. This refers to both over-the-counter drugs and prescription drugs. Campers may keep their inhalers after checking them in with the CM. Upon approval of the CM, Staffies may be allowed to keep and dispense their own medication. Staffies may never exchange personal drugs with each other.
- Employee and volunteer staff are required to report any on-the-job injuries as soon as possible to the CM and the Camp Coordinator.

## RECORDING

- A completed current health history form must be on file for each camper and staff member.
- A permanent-bound log will be kept by the CM documenting the dispensing of all medications.
- Dispensing of camper medication will be checked off on the Camper Medicine Form.

## PREVENTIVE CARE

- Encourage and model good health and hygiene habits with campers:
  - Shower at least twice weekly
  - Brush teeth in the morning and before bed
  - Wash hands frequently
  - Sleep or rest during FOB.
  - Drink *lots* of water (1 cup of water before any juice and at every meal)
- Clothing should fit the weather. Jackets and coats will be required during rainy or cold weather. Guard against sunburn by controlling extended exposure to direct sunlight and by applying sunblock. Re-apply each hour for young, fair-skinned campers.
- Appropriate footwear needs to be worn during each event.
- Have campers change out of wet clothing as soon as possible.

## OFF-CAMPUS

- Never, under any circumstance, drink water from any lake or stream.
- Take jacket, sunscreen, insect repellent.
- Take a first aid kit and cell phone. Upon return, if any first aid treatment has been given, report to the CM and turn in the first aid kit to be replenished.

## STANDING ORDERS

- Fever at or above 100 degrees Fahrenheit, vomiting (more than 2x), diarrhea: isolate patient from the other campers and staff until symptoms subside for a period of 8 hours. If symptoms persist beyond 24 hours, send the patient home.

## UNIVERSAL PRECAUTIONS FOR BLOOD AND BODY FLUIDS

- Put on protective gloves before touching any body fluids.
- Scatter kitty litter on vomit. Use paper towels for clean-up.
- Place all contaminated items in Ziploc bag before throwing away.
- Remove gloves as instructed to minimize exposure.
- Disinfect surface area with bleach or Lysol.

## MAJOR INJURY (When you cannot bring to the Medic Station)

- Send a runner for help and to call 911 if necessary.
- Do not leave or move the camper. Talk quietly to them.
- Keep activities going for other campers.

## HINTS FOR THE MOST COMMON CAMPER COMPLAINTS

- Stomach/Constipation: Drink more water; limit candy, soda and desserts.
- Allergies: Keep inhaler with you.
- Sunburn: Limit time in sun; drink water; use sunblock.
- Nosebleeds: Bend forward slightly 10 minutes while pinching/plugging nose.
- Homesickness: Talk to Camp Coordinator who will help assess. Lovingly keep the camper busy. NEVER promise a phone call home. Feel free to chat about home with them.

# Forms

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## “Green Sheets”

Use “Green Sheets” to report any accident, incident or decision. Be sure to note anything a parent may ask about post-camp. There will be a half-sheet Green Sheet available in Cabin Leader Day Packs and extra at the Supply Hutch.

### **Accident:** What is an Accident?

- Something or someone unintentionally gets hurt.
- Example: Johnny is running and twists his ankle.
- Example: Eric gets rear-ended while driving a van full of campers.

### **Incident:** What is an Incident?

- Something that happens as a result of an emotion or a poor decision.
- Example: Mary is homesick and cries all night.
- Example: George gets angry and punches Jack.

### **Decision:** What is a Decision?

- Someone decides to take the next step in their walk with the Lord.
- Example: Amanda accepts Jesus
- Example: Jim decides to read his Bible every day.

# Emergency Procedures

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## IN AN EMERGENCY, CALL 911 IMMEDIATELY.

Any treatment beyond basic first aid is done by the Camp Medic. Treatment is recorded in a daily medical log (a bound book with pre-printed page numbers), dated, and signed. For each case referred for further medical treatment off site, an accident/incident report is completed and kept on file.

1. Stay calm and level-headed.
2. Send, don't go, for the Camp Medic, Camp Director, or nearest adult. Send two or three campers as a team to get help, advice, and support.

If necessary, activate the EMS (Emergency Medical Services) system by calling 911. Give first aid for life-threatening injuries as soon as possible. Recruit other qualified/capable individuals to assist you. In addition to the ill or injured camper(s), other campers will need care to help them stay calm, overcome fears, and interpret the incident.

## **EMERGENCY COMMUNICATION PROCEDURES**

1. Call 911. Follow instructions and DO NOT HANG UP until they hang up.
2. Refer ALL questions to Camp Coordinator.
3. Do NOT give names, place blame or admit fault or negligence.
4. Say, "I'm not authorized to answer your questions. Please talk to the Camp Coordinator."
5. Camp Jonah location - **31 Little Mountain Road; Trout Lake, WA**
6. Camp Jonah phone # is: **509-395-2900**. Beki's cell is: **541-980-5505**.
7. Camp Coordinator will contact Camp Jonah Board representative if necessary.
8. If necessary, Camp Coordinator will contact attorney.
9. If necessary, Camp Coordinator will contact camper or staff families directly affected by the incident.
10. If necessary, the Camp Coordinator will contact camp representatives and request they contact assigned camper families.

**If Beki cannot be reached, please contact Program Director.**

## **EMERGENCY ALARM SIGNALS**

In the event of a camp-wide emergency event, it may be necessary to gather all campers and staff to one location for the sake of safety and/or organization. Once everyone in your group is gathered, Cabin Leaders will take a headcount of campers and report to the Camp Coordinator. Other staff will meet with Camp Coordinator to prepare for a plan of action, or evacuation as instructed by the emergency services personnel. The alarm signals will be as follows:

### **On-Campus Emergency – Evacuate to the Outside:**

One long, continuous buzzer ring indicates an emergency requiring all to evacuate the building immediately. Everyone needs to quickly and calmly exit the building, via the closest/safest exit, and go to the **Tennis Court**. Gather your entire group, count and identify all guests/campers/staff in your care. Remain in this location until given further instructions.

### **Off-Campus / Outdoor Emergency – Gather at Whistle:**

Long whistle (repeated with long breaths in between) indicates an emergency requiring all to gather together for the purpose of getting organized. Everyone needs to calmly make their way to the whistle without delay. Once you have arrived at the whistle with all campers/guests/staff you are directly supervising, gather the entire group, in an orderly fashion, then count and identify all guests/campers/staff in your care. Remain in this location until further instructed.

### **Emergency Over**

Three short buzzers or whistles indicate the emergency is now over. Please return to the regularly scheduled activity.

## **FIRE OR OTHER NATURAL DISASTER:**

Report to the Tennis Court and follow instructions for On Campus Emergency-Evacuate to the Outside.

## **ELECTRICAL STORM:**

In the event of a storm or threat of a storm, take the campers in your care to the closest shelter. If shelter is not available, go to a low sheltered area and huddle. If anyone is in or on the water, have them get back to land and into shelter immediately. If the threat of a storm occurs prior to any waterfront activities, alternate dry land activities will be scheduled.

## **MISSING CAMPER SEARCH:**

If a camper is reported missing, the emergency signal (1 long buzzer or repeated long whistles) will be sounded. Gather at the Tennis Court or the Whistle. If the missing camper is accounted for in the head count, the emergency is over. If the camper is missing, campers and staff will be asked when and where they last saw the missing person and their condition at the time. A missing camper search will be conducted with staff searching designated areas as assigned. Cabin Leaders will remain with their cabin groups. If the missing camper is not located within one hour, the authorities and his/her parents will be notified by the Camp Coordinator.

### **OFF-SITE ACCIDENT/EMERGENCY:**

At least 2 staff members will accompany all trips, one of which will be certified in First Aid. The certified staff member will care for any injured. Uninjured campers may assist with First Aid as directed by the certified staff member. The other staff member may take two uninjured campers to seek medical assistance. Call 911 and follow the instructions given by the operator and either wait to direct the emergency services personnel, or return to the site to assist with the emergency. After obtaining medical assistance, call the camp and report the incident.

### **CAMPERS INTERMINGLING WITH THE PUBLIC:**

Staff are responsible for the safety and welfare of campers at all times when intermingling with the public. Staff must be aware of the location of campers under their supervision in public places. All campers are assigned a buddy and are to use the buddy system at all times. The trip leader will designate specific times and locations for the group to meet. Head counts will be taken at each meeting time/place and prior to departure. Should campers become separated from the group, they will proceed to the meeting site ahead of schedule and wait for the group. If it becomes necessary to search for missing campers, one staff member will remain with the group while another conducts a search and if necessary involves assistance.

### **ON-SITE STRANGERS/UNAUTHORIZED PERSONNEL:**

All visitors are to check in at the office and wear a visitor name tag. If an unauthorized person enters the grounds, they are to be referred to the Camp Coordinator. Any unauthorized persons will initially be politely asked to check in at the office. In the event of any question as to their willingness to cooperate, another staff member or camper will be asked to go to the Camp Coordinator for assistance. Campers may not be involved in conversations with strangers.

### **OFF-SITE STRANGERS/UNAUTHORIZED PERSONNEL:**

Campers are to be accompanied by a buddy at all times. If a camper feels threatened by a stranger they should immediately proceed to the designated meeting place, staying in full view of the public. They should notify a staff member of the situation.

### **VEHICLE EMERGENCY KIT:**

All vehicles transporting campers must be equipped with a first aid kit and an emergency communication packet. The emergency communication packet will include: camper health forms with parent/guardian's signature, maps and phone numbers of emergency services in the area, the camp phone number, and emergency procedures.

### **VEHICLE ACCIDENT:**

In case of a minor accident with no injury, refer to the red envelope in the glove box. In case of major injury, care for the injured and call 911 and then the Camp Coordinator. Watch uninjured campers for signs of shock or internal injuries and care for their needs.

# Cabin Leading & Dream Team

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# Dream Team Member

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Being on the Dream Team will likely be a part of your time at Camp Jonah. While on Dream Team, you may not get to spend as much time with campers but you WILL get to create an atmosphere for the campers where they can have the best “camp” experience possible! Our goal as a Dream Team is to help the campers have the best week of their summer and freely encounter Jesus! Some jobs you will likely be asked to do as a Dream Team member include, but are certainly not limited to:

- belaying on climbing wall
- working in the Camp Store
- working in the kitchen
- cleaning the campus
- setting up and cleaning up activities
- leading worship
- being a “Best Friend” to a struggling camper
- helping Jeff with projects around campus

## Participating in Program Activities

All Dream Team members are welcomed and encouraged to attend program activities, chapels or campfires when work schedules permit.

### **Please:**

- Remember that you are there to participate and be a part of what is happening. Your goal should be to build relationships with the campers.
- When attending chapel or campfire, be on time, and plan to stay until the end.
- When evening activities have concluded, please leave within ten minutes so that the campers and staff are able to have cabin time & get to bed.
- All staff are warned against keeping another staff person from properly performing his/her duties because of visiting/socializing.
- Let campers answer questions or participate first. Be in the background.

## Dream Team Coach

Our Dream Team Coach has been hired and trained specifically to lead you! They will train you, work alongside you, mentor you and be available to you whenever possible. If you have any concerns or needs they are available to you. Feel free to be honest and open with them – they are trustworthy and have chosen to work at Camp Jonah specifically to work alongside you.



# Cabin Leaders

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Congratulations on making the decision to serve at Camp Jonah this summer! It will likely be the most challenging and most rewarding summer of your life! Over the summer, you will be working on the front line of our ministry. You have the great responsibility of representing Camp Jonah and, more importantly, Jesus, to anywhere from 10-100 campers this summer, depending on how long you are here. Whether a camper has a great week or not will heavily depend on you. Your love for Jesus and for your campers will make all the difference. If at any time you feel overwhelmed, have questions, or need help, it is your responsibility to make that clear to your supervisor so that we can best support you and your program. May God work in and through you in amazing ways! Some things you need to be prepared to do include:

- pray for your campers
- read their “Camper Questionnaire” on Day 1 of camp (example below)
- make time for “one-on-ones” with EVERY one of your campers (explanation below)
- lead meaningful “Cabin Time” discussion after chapels
- write a meaningful “Camper Card” for each one of your campers by the end of the week
- know how to deal with common problems such as bullying, homesickness, hyperactive campers, etc.
- have routines for waking campers, FOB, and bedtime
- actively participate in activities and crafts with your campers
- be responsible for the well-being and safety of your campers
- feel comfortable sharing your own testimony with campers
- know how to lead a child to Christ or to the next step in their faith

Each of these examples will require thought, prayer, and additional training. Camp Jonah has many resources to provide and procedures for how to navigate some of the difficult and exciting aspects of Cabin Leading. It is YOUR JOB to ask for those resources. Many will be provided to you during or Staff Training, but as problems arise you are responsible for asking for support from your Cabin Leader Coach or other leaders.

## Cabin Leader Coach

Your Cabin Leader Coaches have been hired specifically to support your role as a cabin leader. Ask them for support, prayer, or advice when you are unsure how to deal with a camper issue. Additionally, take their feedback seriously. Your cabin leader coaches have reading material as well as general knowledge on what to do when you have a camper who is bullying or a camper who wants to know how to take the next step in their faith. Use your Coaches as a resource!

## What is a “Heart to Heart” (H2H)

A “Heart to Heart” is simply a time that you will intentionally set apart to spend with each one of your campers. This is a time to get to know your campers, as well as give them the opportunity to ask questions about their faith, share their struggles, or take the next step with Jesus. Whether you have your campers sign up for this time, or you wing it, the important thing is that every single camper gets time with you! Watch out for the camper who is sitting by himself or the moment when everyone else is involved in an activity. Often, when campers are hurt or upset can be the times when they are most willing to open up and let us go deeper with them.

### Be prepared!

During the week, be watching each of your campers and making note of different things to talk about during your H2H time. These can be anything from who they hang around with to questions they ask during discussion times. Be ready with a handful of questions to get conversation flowing.

### What do you do when you get there?

Every Cabin Leader dreads the feeling of sitting with a camper for thirty minutes and asking question after question with replies of “Yeah,” “Nope,” and “I dunno.” Here are some suggestions that should help you avoid that:

**Start simple:** Ask about their family, friends, hobbies, etc. first.

**Open up first:** If you want your campers to trust you and open up to you, you have to show them first that it is a mutual thing. Be willing to tell your camper about yourself and your spiritual life and your family. But be careful not to spend the whole time talking about yourself.

**Do something:** It can be a little uncomfortable for a camper to sit and answer question after question. Make it a fun, bonding time, with a craft or a game or another activity as the main focus, and have a good conversation while you’re both having fun!

**Dare to dig deeper:** While simple questions are good to start off with, be constantly on the lookout for windows to go a little deeper. Take a conversation from talking about their family to talking about their church, what their church teaches, what their church believes, what they believe...

**Pray:** Pray for them before the one-on-one, pray for them silently while talking with them, ask for prayer requests, offer to pray with them during the one-on-one, and make a commitment to pray for them after the one-on-one and after camp is over. The idea that you will be thinking of and praying for them after camp is over creates a special bond between campers and cabin leaders.

## Afterwards

It may be necessary to report on part of the topic of your “H2H.” Whether it’s an exciting decision or some uncomfortable news about their home life, here is what to do:

**Good News:** If your camper does make a decision regarding their faith, like a next step, be sure to fill out a “Decision Form” and let your Cabin Leader Coach know. We want to celebrate!

**Bad News:** Sometimes a camper will confide in you on really difficult topics. While this can be tricky to navigate as a Cabin Leader, it means that you have created a safe enough space for your camper that they feel comfortable sharing the stuff that they are struggling with! If your camper shares something with you such as self-harm, thoughts of suicide, abuse of any form, bullying, etc., you must report to your Cabin Leader Coach, the Program Director, or Beki. DO NOT share it with all of your fellow staffies. You do not want to betray your camper’s trust by sharing private information, but it is important that you let one of your leaders know. They will be discreet and will decide what to do with that information. A good rule of thumb for whether something should be reported is if the information shared is in any way harming the camper or those around the camper; if you are unsure then stay on the safe side and report it.

## 2 GOALS

1. Have Fun
2. Get to Know God Better

## 2 RULES

1. Put Others First
2. No Complaining

Remember, these are the goals and rules for your campers:

### **Camper Questionnaire**

The Camper Questionnaire is something that every camper will fill out on the first day of camp. Use it as a resource for your “One-on-One” with that camper and as a way to start meaningful conversations about your camper’s understanding of Jesus and what He did for us.

#### **Who Are You?**

Name \_\_\_\_\_ Age \_\_\_\_\_

#### **Complete the following sentences:**

I came to camp because \_\_\_\_\_

\_\_\_\_\_

Something I am looking forward to is \_\_\_\_\_

\_\_\_\_\_

Something you should know about me is \_\_\_\_\_

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Something I would like to know about God or the Bible is \_\_\_\_\_

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**How sure are you that you are going to Heaven when you die?**

Not sure \_\_\_\_

Kind of sure \_\_\_\_

Super Sure \_\_\_\_

**Read John 3:16**

"For God loved the world so much that he gave his one and only Son, so that everyone who believes in him will not perish but have eternal life."

**What does this verse mean to you?**

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# We are Excited You are Here!

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This manual is a resource for you, but you will learn the most about Camp from *doing* Camp. Having a teachable heart and a humble spirit will lead to success at Camp and in life!

## Matthew 6:33

“But seek first His kingdom and His righteousness, and all these things will be given to you as well.”