



## SUMMER STAFF GUIDELINES

In addition to the agreed terms stated in your Employment Contract, these are some specific guidelines that must be observed by every staff member of Riverbend Retreat Center. The camp wishes to make your employment period with us as enjoyable and beneficial as possible. Camp is a community and the actions of each member of that community affect the other members. Certain policies help clarify the expectations of the employee and the employer, and minimize any difficulties within the community. It should be recognized that employment at camps is "at will." Either party can terminate the relationship at any time, for any or no reason, with or without notice, under the state's "at will" doctrine.

### **General**

1. There is to be no use of tobacco, alcohol, or any controlled substance. Abuse of this policy can be cause for immediate dismissal.
2. **Movies:** In an effort to help staff make wise choices in this area, we ask that summer staff use biblical discretion when watching movies.
3. The laundry room is for the use of housekeeping for the Bend, but it is also available for staffers when not needed for guest purposes. Please work with full-time staff to avoid interfering with regularly scheduled laundry times and adhere to signs posted for availability. Please keep the laundry room as you found it. Don't leave your clothes in the washer/dryer after they are cleaned or anywhere in the laundry room over night. Our housekeeping staff is here to do camp laundry only, so please do not approach that person to do your personal laundry.
4. No cell phones, ipods, etc. may be used while on duty. (You can use a docked ipod or radio on clean days.)

### **Personal Relationships**

1. Basic Principle: Treat everyone (fellow staff and campers) with K.A.R.E.: Kindness Acceptance, Respect, and Encouragement
2. Godly, mature relationships can be a testimony to our campers. Therefore, we allow dating among staff at Riverbend (18 or older). There is to be, however, no inappropriate guy/girl touching. (NO P.D.A.). Expect to be approached if a supervisor sees or hears of any inappropriate behavior. We also ask that because team unity is a priority, there be no "coupling up". We focus on campers' needs so that they can focus on God.
3. Please do not have guests out while camp is in session.
4. With Campers:
  - A. No camper/staff or sponsor/staff relationship will be tolerated. Involvement in such a relationship will be treated as grounds for dismissal. Expect to be spoken to if you are observed spending too much time with a camper/sponsor. Do not contact former counselors or campers while you are an employee of Riverbend.

- B. Camp staff is **not** responsible for discipline of campers. When addressing campers, always do so in a courteous and respectful manner. Unless bodily injury or destruction of property is apparent, take no action except to report to Alton or Debi. Staff must practice all guidelines stated in the Child Abuse Prevention Training.
- C. Find opportunities to minister to campers (ex. encourage, talk to them, let them help clean tables, etc.).
- D. Don't ever be alone with a camper/sponsor.

### **Lucas Lodge / Rock Creek Lodge**

1. Lucas Lodge and Rock Creek Lodge are off-limits to sponsors and campers at all times.
2. Absolutely no guys in girls' rooms or loitering on their porches and no girls in guys' rooms or loitering on their porches.
3. Guys can be at Rock Creek Conference Room. Girls are not allowed at Lucas. There must be at least three staff present for co-ed couples to use the Rock Creek conference room.
4. Be considerate of roommates and neighbors with shower time, music, movies, use of space, etc.
5. Riverbend is not responsible for lost or stolen items.
6. Lights-Out at 12:00am.
7. Do not nail or tape items on walls. Use straight pins to attach pictures, etc. to walls.
8. Rooms and Conference Room should be cleaned regularly.
9. All staff are responsible to help keep the conference rooms neat and clean. Please do not leave your belongings there overnight.
10. Some summer staff will be assigned to oversee policies and assist full time staff with any needs.
11. Final paychecks will not be released until rooms are cleaned and cleared by full-time staff.

### **Communication**

1. There is a wireless internet access in both lodges as well as a computer in the Rock Creek Conference Room.
2. We expect all of our staff to be spiritually mature about their internet surfing...it goes without saying that there are sites online that are not acceptable. File sharing is strictly prohibited due to Internet Service Provider's policies.
3. Please be considerate of others with your time on both the computer and the phones.
4. Cell phones are allowed on camp, but are not to be used while on duty.
5. All phones in the offices, kitchen, etc. are for business and emergency use only.
6. Any snail mail and emails sent to staff will be placed in your box in the Slacker Room.

### **Days Off**

1. If necessary, resident summer staff may stay at camp on days off. This is a privilege that may be taken away if problems arise. Guests should be kept to a minimum and must be o.k.'d by Executive Director or Summer Staff Coordinator.
2. Except for special staff-planned events, commuter staff should be off campus when they are off work.

3. Boyfriends/Girlfriends may enter camp only to pick you up. They cannot stay.
4. Leave front gate as you find it.
5. Although your days off are yours, you are still seen as an employee of Riverbend Retreat Center. Do nothing that would be a bad reflection on the Lord or the camp.

### **Transportation**

1. You are responsible for transportation to and from camp.
2. All vehicles are to remain parked at Lucas Lodge or Rock Creek parking lots.
3. Vehicles used for work must be cleared by Executive Director. Observe 5 mph speed limit when driving. **Use extreme caution.**
4. Bikes may be used. Park behind offices.
5. Keep cars locked. Riverbend is not responsible for stolen items.

### **Snack Shop/Ice Cream Shop/Gift Shop**

1. Staff receives a 30% discount on all items. Be sure all items are put on your bill, and it will be withdrawn from your next paycheck.
2. If you are not scheduled to work, do not go in the work area, and do not visit with or distract the workers.

### **Pool/Waterfront**

1. Pool Director, Asst. Pool Director and full time staff are to be the only ones with a pool key.
2. Check with Pool Director or Asst. Pool Director to make sure pool is safe (chemicals, etc.).
3. Pool availability will vary each week depending on camper's schedule.
4. No excessive loudness. We must not in any way interfere or disturb those using the camp.
5. Full dress/cover-up must be worn going to and from pool. Ladies, no two-piece suits.
6. No glass containers in pool area.
7. There must be three (3) or more people to open pool.
8. Must have at least two (2) certified lifeguards present.
9. Same guidelines apply to waterfront. Staff usage must be cleared with the Waterfront Director prior to use.

### **Dress**

It is important for Riverbend to portray an image that is not offensive to any camper. Therefore, we believe it is necessary to abide by this dress code in order to eliminate any questionable appearance.

1. Must always dress modestly, whether on or off duty.
2. Clean loose-fitting staff shirts, caps and either denim or khaki shorts and closed-toed shoes are to be worn while on duty.
3. If you do not have facial hair when you come, do not grow it while you are here. Ones that have facial hair must be kept neat.
4. Visible tattoos and piercings must be approved by the Executive Director.
5. Expect to be corrected if shorts are too short.
6. **Uniforms:** Uniform t-shirts and caps must be worn at all times while on duty. They must be kept neat and clean. All replacements are at cost and will be taken from your next paycheck.

### **Slacker Room**

1. A box is provided for all staff.

2. Change clothes only in locker room.
3. Slacker room must be cleaned each “clean day”.

### **Food**

1. Lucas Lodge and Rock Creek Lodge have a refrigerator. These are not, however, public refrigerators in that whatever is in it is for general use. If you buy it, it is yours. If you didn't buy it, it isn't yours. Please put your name on items you put in the refrigerator. It is the responsibility of **ALL** summer staff to keep these refrigerators clean!!!

### **Illness or Injury**

1. All job-related injuries are covered by workers' comp (see Hospital and/or Doctor Care form).
2. All non-job related injuries or illnesses are not covered. You are responsible for these charges.
3. If a staff member is sick the Executive Director, supervisor, or Camp Health Officer, may request that he or she see a doctor or go home to recuperate from an illness or injury. It will be without pay unless work-related.
4. Liability insurance is carried by the camp which covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities, is following the policies and procedures of the camp, and acting within the authority of the job.

Summer Staff Guidelines may be adjusted, but a final copy will be provided before start date.