



# FOCUS TRAINING 3

*Publication series prepared specifically for training summer camp volunteers.*

## WORKING AS A TEAM



Roanoke Christian Camp is owned and operated by the Eastern North Carolina network of non-denominational churches commonly known as Christian Church and Church of Christ.

These churches have joined together officially and independently to form a not-for-profit corporation to assist their congregations with their mission.

The philosophical and doctrinal position of the camp is common to the supporting churches.

### GENERAL OPERATIONS ORGANIZATION

**Supporting Churches** elect  
**Board of Directors**, who select a  
**Camp Manager**, who manages the  
**Office Manager**  
**Summer Staff**  
**Camp Cook**  
**Volunteers**

### SUMMER CAMP ORGANIZATION

**Camp Manager** selects a  
**Camp Dean**, who recruits an  
**Administrative Team**, consisting of  
**Counselors-Adult and Junior**  
**Recreation Directors**  
**Missionaries**  
**Teachers**  
**Speakers**

### **ADMINISTRATIVE TEAM AND COUNSELOR TEAM**

#### **Administrative Team (AT)**

It is the function of the AT to establish the program, direct, and promote the general policies of RCC ministry, and to train, encourage, and support the counselors.

#### **Counselor Team (CT)**

It is the function of the CT to work directly with the campers and to become their friend and guide.

For the CT to function properly, the AT must be prepared to assist in every way. The CT should not be timid in asking for help.



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## COMMUNICATING WITH THE MEDIA

Because comments can be misunderstood or misused, all communication with the media should come from the Camp Manager. If interviewed in regards to an incident, do not answer questions or give statements. This principle applies to attorneys, insurance adjusters, and regulatory officials. There will be times when it is appropriate to speak with the media, and in those times you will be informed in advance. If in doubt, please check with the Camp Manager.

## DECISION FOLLOW-UP

Since one of the main purposes of the RCC ministry is to encourage campers to make critical life decisions, we attempt to communicate with the home and church for aftercare. It is important that all decisions be routed through the Dean so proper records can be kept. You may also want to correspond with campers after camp, so be sure to get their names and phone number. Occasionally a parent will misunderstand the intentions of the counselor, so it might be appropriate to get the parents permission before maintaining a long-term relationship.

(This will be discussed in detail in FOCUS Training 6: Spiritual Counseling. )

## SUPERVISING OTHER STAFF

1. Service is unto the Lord and He needs it done right.
2. Make your expectations clear, including quality, time, and after effect.
3. Receive feedback on the instructors.
4. Have necessary resources and training available.
5. Encourage along the way. Be available for counsel.
6. Inspect the finished project. It will let them know you care. Do not expect what you do not inspect.
7. Keep a team spirit. You are not better than they are. You simply have a different role to play.
8. Do not accept sloppy performance. Going the second mile is a Christian principle, *not an option.*

## WHO TO ASK. WHERE TO GO.

*What am I supposed to do?*  
Ask the Dean.

*I need to make a phone call.*  
Ask the Dean or Camp Manager.

*Where am I supposed to be?*  
Ask the Dean or Recreation Director.

*I need to do my laundry.*  
Talk to Camp Staff.

*I am having difficulty with a camper.*  
Tell the Dean or Camp Manager.

*Where can I keep my refrigerated snacks?*  
The Dean has a small refridgerator in the Dean's Cabin. For larger items, please coordinate through the Camp Office to store items in the Dining Hall.

*I have a sick camper.*  
Take them to the EMT.

*What is Pop Shop?*  
Pop Shop provides campers with a snack twice a day. Counselors may also purchase snacks. Pop Shop is located in the Bonner Jackson Pavilion.

*How often will the volunteer staff get together?*  
We encourage at least one meeting every day.

*I need recreation equipment.*  
Ask Recreation Director.

*May I leave campus?*  
Ask the Dean. Junior Counselors and Junior Staff are NOT allowed to leave campus.



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## LEADERSHIP GUIDELINES

When leading an activity, here are a few important things to keep in mind:

### 1. Enforce established safety regulations.

Respect the authority of those in charge of recreation activities. The archery range and pool require certified facilitators fulfilled by the Camp Staff. In other activities, the Recreation Director may be the one to offer training and assistance.

### 2. All age groups and programs cannot do all activities.

The Camp Staff will be trained to offer special supervision and instruction. The camp manager has predetermined a progression of activities in regard to age groups.

### 3. Environmental and other hazards related to an activity must be managed.

In most cases, this has been anticipated in advance and appropriate guidelines are in place. Hazardous weather should be checked for frequently. Use the 12 second rule for lightning. If thunder is within 12 seconds of the sight of lightening, then find safe shelter immediately.

### 4. Know the appropriate health care procedure.

In most cases, keep the camper where they are and summon the EMT.

## EQUIPMENT SAFETY

The safety of the camper is your responsibility as their counselor. Before using any equipment, check to make sure it is safe for use. This is particularly true for counselor-led activities.

Is the rope frayed or cut? Is the ground clear of objects that might injure a camper? Are there sandspurs or briars? Are there ants or bees? Is there danger of electrical shock? Are there objects the campers can run into?

Consult Camp Staff when necessary.

## FINAL CLEAN-UP

At the end of each camp session, campers should help clean up the dorms, buildings and grounds. The final clean-up should be completed between breakfast and before 10 a.m. Adapt the following cleaning tips for your final clean-up at the end of each camp session:

- Have each camper pack and move their belongings out of the dorm and into the MPB.
- Attempt to get all items claimed. Take leftover items to the lost and found table by MPB. (Be sure to check clothesline.)
- Assign a sweeping detail. Make sure to get under the beds.
- Assign a detail to clean up all trash around the dorm, especially the small bits of trash near doors.
- Try to keep all campers engaged in cleaning with their group until clean-up is finished.
- You will also be assigned an area of the campus to clean. A counselor should accompany all campers.
- Leave the dorm and grounds ready for the next session or group.

## RECREATION REQUIREMENTS

### Pool

Swimming will be under the supervision of a certified lifeguard. Swimming rules are posted in the appropriate areas. Counselor assistance is required during designated swim times. Counselor-only swim times must be coordinated through the Camp Manager. All water games and activities must be approved by the Camp Manager and be supervised by a lifeguard.

### Archery

A certified archery instructor will be present at all times while campers and counselors are at the range. Campers and/or counselors are not allowed to shoot without an instructor present. Counselor assistance is required during designated range times.