

## **Working Rules for Staff**

These working rules are designed to help each staff member better understand what to expect from a summer at Camp Whitewood and what is expected from you throughout your employment. As you read through, notice that much of what is on these pages is geared to helping you to be effective in your work. While we consistently attempt to meet many needs of our staff, we must equally be consistent in putting the needs of the campers before our own. Please read over this carefully and be sure you understand all that is included.

### **A. Salary**

1. Each staff member's salary has been determined after careful consideration of camp skills, experience, educational background and prior association with Camp Whitewood. The salary will be paid every other Friday and deductions will be made for state and federal withholding taxes and FICA.
2. All staff are required to complete and submit written reports before receiving their final salary payment.
3. Gratuities offered by parents cannot be accepted. You might suggest that the parents make a donation to the camp if they offer you a tip.

### **B. General Items**

1. Wherever applicable, room and board is provided; however, transportation to and from camp is the responsibility of the staff member.
2. Staff should keep all language respectable when campers and counselors are in camp. This includes communication over the radios.
3. In order to maintain effective kitchen procedures, staff are not permitted in the kitchen at any time (unless on approved assignments). Staff cannot store food in the kitchen or lodge kitchenette. A limited amount of food may be stored in the staff cabin refrigerator.
4. The staff cabin is for the use of the staff only. It is the responsibility of everyone to care for and keep the area clean.
5. CAMP DOES NOT PERMIT THE USE OF DRUGS, TOBACCO OR ALCOHOL OF ANY KIND AT CAMP. Use or possession calls for IMMEDIATE dismissal.
6. Living quarters are the responsibility of each person living there. The Staff Cabin is subject to inspection and approval by the leadership staff.
7. Personal firearms are prohibited on camp property. If a personal firearm or archery equipment is to be used in shooting sports programming, the firearm(s) must be approved by the Program Director or Executive Director and must be stored under lock with camp's firearms when not in use. Pocket knives are allowed ONLY if the staff member understands that a camper may never be in possession of, have access to, or use the pocket knife.
8. Staff may not bring pets to camp unless specific permission is granted by the Executive Director. Staff may bring personal sports equipment to camp only if this equipment is not used by campers or counselors (i.e. fishing pole, baseball equipment).
9. Staff will not operate any Camp Whitewood vehicle on or off camp property.
10. Use of cell phones, iPods, electronic games, computers and other electronic devices is allowed during off time only. The wireless internet connection available in the lodge and the staff cabin will be used only for "camp appropriate" purposes. Staff must have a watch; a cell phone is not an appropriate time piece while working.
11. Staff will not disseminate or publish any information about the camp that could be considered private, personal, or confidential, including but not limited to pictures of the camp (those that

entice trespassing or vandalism), campers or counselors on any social networking website or through any other form (this includes Skype). Pictures or other information about co-workers may only be disseminated or published on social networking sites with specific permission from that co-worker. Additionally, staff will keep their social networking pages free from inappropriate, vulgar or profane content. These pages will be monitored regularly by the Program Director or Executive Director. If evidence of a staff member violating any of the policies set by Camp Whitewood is found on a social networking site, that staff member may be subject to termination of employment.

12. Sexual harassment is strictly prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in the camp program.
  - Submission to or rejection of such conduct by an individual is used as the basis for employment or participation decisions affecting such individual.
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or camp experience or creating an intimidating, hostile, or offensive environment for working, learning, or living at camp. Sexual harassment can occur between any individuals associated with camp (i.e. any combination of the following: employee, supervisor, camp director, counselor, camper, volunteer).

### **C. Health and Medical Items**

1. Each staff member is covered by Worker's Compensation and limited accident and health insurance. The camp is not responsible for medical costs not covered by Worker's Compensation or camper sickness/accident insurance.
2. The camp will have a health care provider on duty or doctor on call at all times that camp is in session. The health care provider is responsible for the health, safety and distribution of medicines in our camp. We are aware that during the course of the summer, health is an area that needs all our concern. With this in mind and with the approval of the medical staff, employees who become ill are entitled to recuperate from this illness before resuming their regular duties.
3. In cases of disability in excess of one week, the camp may terminate the employee's services.
4. Each staff member must submit a completed health history form before the summer begins. If the employee does not meet the health standards set by the County Health Department, his or her contract is void.
5. All staff prescription medications must be stored in the Health Lodge, except for epipens or inhalers which must be kept with the staff member at all times. Staff members are not required to disclose which medications they are taking unless it directly affects their performance, in which case the staff member must discuss the medication with the camp nurse. Over-the-counter medications may not be kept in the cabins. If a staff member needs such a medication, he or she must go to the camp nurse.
6. Staff are required to fill out an incident report form in the case of an incident, accident, near miss and emergency, regardless of whether the incident resulted in injury or not.

### **D. Days Off**

Each staff member is entitled to at least 24 hours off every 2 weeks, in blocks of at least 12 hours each. Additionally, staff will have time off every full day of camp, as scheduled each week depending on the needs of the camp. All staff will receive a summer calendar showing all days that staff are needed. Changes to this calendar will be made throughout the summer as schedule changes or

additions are made. In case of emergency (illness, family emergency, etc.), scheduled days off may be changed by the Program Director or Executive Director.

#### **E. Resignations and Dismissals**

All employees understand and agree that any action on his or her part that contradicts any portion of the standards listed below is grounds for suspension and termination of employment status with 4-H Camp Whitewood:

- Uphold an individual's right to dignity, self-development and self-direction.
- Accept the responsibility to represent 4-H Camp Whitewood with dignity and pride by being a positive mentor to the campers.
- Always be courteous, respectful, and responsible and keep the camper's best interest as the priority.
- Respect, adhere to and enforce the rules and policies outlined in all staff training documents and activities.
- Not abuse any camper by physical or verbal means and report any such abuse, if observed, to the Executive Director.
- Not commit a criminal act at any time prior to or during employment at 4-H Camp Whitewood .
- Immediately report to the Executive Director any threats to the emotional or physical well-being of a camper or counselor.
- Comply with equal opportunity and anti-discrimination laws.

#### **F. Grievances**

Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to one's supervisor (Program Director) promptly. Should the supervisor be the source of the grievance or the staff member does not feel comfortable expressing the grievance to the supervisor, the staff member may report the grievance to the Executive Director.

#### **G. Personal Vehicles**

Staff automobiles are permitted only at the camp parking lot prescribed by the Executive Director. Follow the 10 mph speed limit as posted.

#### **H. Staff Training, Meetings, and Supervision**

1. Each employee must attend staff training before camp. Employees are also expected to attend any program planning meetings, staff meetings, pre-camp meetings with Educators and counselors and others at the discretion of the Program Director or Executive Director.
2. Each employee will receive feedback about their performance at least twice during the summer. Evaluation forms will be used to structure this feedback, allowing for the employee to ask questions and address concerns in a confidential environment.

#### **I. Use of Camp Facilities and Guest Privileges**

1. Staff are welcome to use certain camp equipment and facilities for personal recreation only on their time off, as long as this does not interfere with the camp needs and safety/health procedures. Any damage incurred to equipment from carelessness and negligence shall be paid for by staff member.
2. If staff are swimming in off-time, a lifeguard must be present and watching from out of the water.

3. If staff are to use boating equipment during time off, you must either be under supervision of certified boating personnel or check in with Program Director to identify the participants, the equipment in use and the time frame of use. PFDs must be worn at all times and all safety regulations apply.
4. Staff guests are prohibited at times when staff are working. This includes daily sessions, meals, evening and weekend responsibilities. Staff guests are welcome during weekends when staff are off only under the following conditions: Guests are only permitted in the parking lot, main camp common area/buildings and grounds. Guests are not permitted in sleeping quarters at any time. Guests must be accompanied by the staff member at all times and must depart camp by 10pm. There shall be no waterfront activities by guests unless a staff member with proper certification is on duty. All guests will be cleared through the Program Director or Executive Director prior to arrival. Please note that 4-H Camp Whitewood assumes no responsibility or liability for injuries of visitors when on camp property.

#### **J. Staff Flexibility**

Camp administration always takes into account desires of staff regarding their assignments. It is understood, however, that the final authority for assignments and changes is with the Executive Director. Changes which are in the best interest of the camp program may be made at any time. Staff are expected to be flexible and complete tasks as instructed by the Program Director or Executive Director to the best of their ability and training.

#### **K. Staff Dress Code**

4-H Camp Whitewood asks staff to dress appropriately at all times while on camp property. This includes bathing suits: females must wear a one-piece or conservative tankini at camp. Modest tank tops or sleeve-less shirts are permitted. No clothing promoting the use of alcohol, drugs or tobacco are permitted. Staff are required to wear Camp Whitewood gear (staff t-shirt, other clothes from the Camp Mercantile) on the first and last day of every camp.

#### **L. Personal Items**

Camp cannot be responsible for valuables, cash, or personal effects which the staff member brings to camp, since no provision can be made for their safe keeping. Staff members must keep all belongings in their cabin or car.

All staff members are responsible to the Program Director. Any problems or concerns not covered in these rules shall be handled by the Program Director.

## **Working with Counselors**

Counselors are here to learn leadership skills, how to work with kids and developing their own self-confidence. Part of your job as Camp Whitewood staff is to foster a positive and welcoming environment for counselors to achieve this personal growth. Check your ego at the door because the kids will see you as equals...they won't care who is from the county and who is the camp staff. They are your allies, not competitors!!! Set the tone of teamwork, cooperation and respect right away because it starts with you. *"Pride is concerned with who is right. Humility is concerned with what is right."*— Ezra Taft Benson

#### **How do we develop leaders?**

- Give them responsibility

- Let them hone their own leadership style
- Ask for their input
- Comment on their positive actions and words...but don't sound condescending or patronizing
- Model good leadership

**Working with the County Leadership Staff:**

- When county leadership asks you about programming, scheduling, meals or maintenance needs, please refer them appropriately:
  - Maintenance needs are to be recorded on a maintenance request form UNLESS it is something that must be dealt with immediately (i.e. a boys shower won't shut off, a bunk is broken and unsafe). In that case, ask a leadership staff to help. They can either troubleshoot or pass it up the chain of command.
  - Concerns about food service need to go through the Food Service Director or Brandon.
  - If it has to do with you or your program directly, be a good listener, conscientious and fair. Follow up with your leadership staff or the Program Director afterwards if you have questions or concerns.
- Always be helpful, positive and reasonable. We are a team and we need to act like one. County counselors and leaders are our guests and we hope they enjoy their time at camp.

***If you encounter a problem or disagreement you can't resolve, bring it to the Program Director!***

All staff members are responsible to the Program Director. Any problems or concerns not covered in these rules shall be handled by the Program Director.

I have read and understand the Working Rules for Staff at 4-H Camp Whitewood:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date