

Summer Staff Code of Conduct

Summer Staff Community

Camp is for the campers. The majority of our attention should be focused on the campers' experience. However, you have an equally incredible opportunity to build into a rich community this summer. This experience may provide you with some lifelong friendships. Yet, building community takes effort and energy! Consider these ideas as you begin to engage this community:

- *Practice orienting your compass.* ("Direction is everything, distance is secondary.") Are you pursuing Christ? Is this community pursuing Christ together? Are we all focused on building His Kingdom?
- *Practice self-forgetfulness.* Are you the first person to volunteer for a task you really don't want to do?
- *Practice trusting and being trustworthy.* Are you willing to do what you're asking others to do?
- *Practice unity.* Are you focused on building relationships and community? Are your actions or words unifying or divisive?
- *Practice vulnerability.* Are you inviting others to share in your celebrations and struggles?
- *Practice courageous conversation.* Are you speaking the truth in love? Are you willing to have "2-Minutes of Courage" conversations?
- *Practice the power of presence.* Are you fully present in every moment and conversation?

General Staff Rules & Regulations

- Staff are expected to participate in all camp functions, including all meals, and are to display promptness. Staff members are expected to be on duty and with campers 24 hours a day, excepting daily time off and days off.
- Staff are not permitted to leave the grounds while on duty without the express direction of the PD.
 - When leaving the grounds overnight on days off, sign out on clipboard in the staff lounge and sign in upon arrival on property.
 - Never take a camper off grounds without permission.
- The use of alcoholic beverages, illegal drugs, or tobacco is strictly prohibited on the grounds. The presence of alcohol or illegal drugs on camp property is grounds for dismissal. The use of alcohol and tobacco off-grounds, even if staff members are of age, is discouraged.
- Raiding and destruction of any kind on the grounds is strictly prohibited. Damage done to Camp Hebron property by misuse, neglect, or misconduct (pranks, practical jokes), regardless of intent, will be paid for by the parties involved. Penalty may also include termination of employment or dismissal from camp.
- **Vehicles:** You're welcome to bring a vehicle to Camp. Use of vehicles will be restricted to your 1½ days off. All staff 18 years and older are permitted to bring personal vehicles to be used only when entering or leaving the grounds. Staff members who are under 18 must have a signed note from parents in order to ride off camp property with staff members 18 and older.
- **Time Off:** Generally, you'll have your 1½ days off from Friday night—after our staff meeting—through Sunday afternoon when we regather at 12:45. Lifeguards, Recreation Directors and Wranglers may be required to work during the weekends, but are guaranteed a consecutive 24 hours off.
- **Laundry:** Staff usually go to the laundromat on Friday evenings. Please, bring cash to buy a laundry card.

- **Technology Use Expectations:** We want to be present with the campers we're serving and the community around us. We ask our staff to put aside technology for the summer. This includes: cell phones, laptops, tablets, etc. All of those items will be stored safely in the Office throughout the week. You are welcomed to and encouraged to use your technology during your 1½ days off. Please, prepare your friends and family for this shift in your availability. Listed below are appropriate ways for people to contact you.
 - *Snail Mail:* First & Last Name, Summer Staff, 957 Camp Hebron Rd., Halifax, PA, 17032.
 - *Visitation:* We welcome family and friends to visit you during your time off. Visitors may consider staying at the campground or they could consider attending a week of Family Camp.
 - *Faxes:* Those sent to (717) 896-3391 will be printed for \$0.25 per page.
 - *In an Emergency:* Families can call the office between 8:00-5:00 on weekdays: (717) 896-3441. The on-call emergency phone is available 24/7. It will be held by either Deke or Megan throughout the summer. The number is (717) 443-4775.
- **Medications:** Plan to bring your medications and prescriptions, which may need to be filled throughout the summer. Medications will be held by the camp nurse as they may not be accessible by campers. If you have corrective lenses, please, bring a back-up set or your prescription.

Dress Code

- Everyone MUST wear khaki shorts, skirt or pants with your staff shirt on Incoming Day when guests arrive.
- Shorts should be at least fingertip length.
- Leggings may be worn only with shorts over top.
- Swimsuits: Ladies should wear a 1 piece or fully covering tankini. Guys should wear trunks, not Speedos.
- Please, reserve wearing tank-tops for your time off. Please, no spaghetti straps or cut-offs.
- Avoid clothing resembling military gear, sexual innuendos, political agendas, etc.
- Avoid drastic changes in your appearance throughout the summer—piercings, tattoos, dying your hair, etc.