

# New Day Camp



## Volunteer Handbook

Effective: February 12, 2017

Revised: September 23, 2019

This handbook supersedes all previous issued New Day Camp Volunteer Handbooks and previously issued New Day Camp Handbooks are hereby revoked.

# **IMPORTANT NOTICE—DISCLAIMER**

This volunteer handbook (“handbook”) is a guide to general volunteer procedures and policies of the Criminal Justice and Mercy Ministries Executive Board (“board”). The handbook is for information purposes only, and is not a contract of employment. Any board procedure or policy, including any policy, procedure, or provision in or referred to in this handbook, may be modified, amended, or deleted by the board at any time, with or without notice.

This handbook does not and is not intended to address every possible employment/employee situation. The Board and Executive Director reserves the right to act or make a decision that is inconsistent with the provisions of this handbook, to address unique situations, on a case-by-case basis, in the board’s sole discretion. CJAMM is required to follow all state and federal laws.

## **Volunteer Role**

Your role as a camp leader and volunteer at this camp is to be a mentor to campers. Sometimes that means being like a loving parent, sometimes that means being an adult friend; sometimes that means being a teacher. It does not mean becoming one of the children. Many of our campers may have never experienced a positive, healthy relationship with most adults; you may be the first adult that established a caring relationship with a camper. Major discipline issues should be reported to the deans and handled away from the other children. Minor infractions should be dealt with the child and the adults or leaders in training if at camp one. Make sure that as you redirect behaviors, that you are fair and consistent.

# Volunteer Dress Code

The board believes that our volunteers should project a positive image while at camp. Leaders need to model appropriate clothing. This dress code will be enforced at the discretion of camp staff.

While no policy can enumerate every possible scenario and restriction, the following guidelines will be enforced:

- Nametags will be worn at all times during awake hours for safety reasons except at swimming.
- No halter tops, spaghetti strap tops, or tube tops. Shirts must not have a dropped neckline, shoulder width of shirt will be at least three inches, and shirts will cover the midriff region (if you raise your arms no stomach showing).
- Shorts and skirts will be a reasonable length.
- Swimsuits must be one piece. Adults may only wear a "swim shirt" or rash guard.
- Enclosed shoes (toes and heels must be covered).
- Flip flops may be worn in the cabin.
- No inappropriate wording or logos.
- Water Shoes are not required but can be worn if desired to, from, and in lake.
- Camp T-shirts will be worn by volunteers on Monday.
- Showering should be done to maintain your grooming as well. One person in a stall at a time. Adults should not shower while campers are in the shower area. It is important that all volunteers are modest and do not reveal nudity to the campers.

If a volunteer is in violation of the dress code, a dean will take appropriate action including instructing the volunteer to change clothing and return to group in proper attire. Continued violations will lead to not being asked back to camp or lead to removal from camp.

Volunteers are encouraged to ask their deans as to the appropriateness of any attire in advance of wearing it to avoid an uncomfortable situation.

Deans are responsible for fairly and consistently interpreting and enforcing dress and grooming standards.

# Volunteer and Camper Safety

- Campers should never be left alone without an adult.
- Campers and volunteers will remain in groups with a minimum of three people.
- No adult should ever be alone with a child.
- Breaks will only be taken during the appointed time. Volunteers will remain with their group at all times unless it is your break.
- All medications (adult and children) will be kept in the nurses' cabin if you are in a cabin with children, except rescue inhalers and EPI pens.
- Cabins shall be neat at all times. Clothes should remain picked up as well as all other items. No Food will be allowed in cabins. (There are animals and snakes, keeping the cabin picked up will help in detection.)
- Dietary restrictions and allergies will need to be reported to deans. Any volunteer needing special diet items will be responsible to bring them to camp. There will be a separate space provided to store food.
- Weapons will not permitted on camp grounds this includes guns, knives, etc.
- No Fireworks
- Please leave all valuables at home. CJAMM will not be responsible for the loss of items that are brought to camp.
- Cell phones should be turned off and put away and not used in front of campers. Your break time, bedtime, and other times directed by camp are the only time you should be on your phones.
- Never let a camper use your phone.
- No tobacco use in front of children.
- The entire group of campers is required to stay at their table until all campers have completed their meals. There should not be "hanging out" on couches during meal times.
- Prior to meal time, the group should gather and be allowed to pray together before entering the dining hall.
- For liability purposes, volunteers may not take pictures of campers nor post them on social media. CJAMM will provide a copy of the slide show and a group picture to you. You may visit CJAMM Facebook to view photos.

# Volunteer and Camper Interaction

Volunteers are required to treat all other volunteers and campers with respect and dignity. Abusive behaviors will not be tolerated. Volunteers who reach a level of aggressive or abusive behavior will be required to leave the camp site immediately. New Day Camp is designed to create positive moments in a child's life. As we expect children to follow the rules neither volunteers nor deans will intimidate, bully, or abuse anyone.

Volunteers are encouraged to provide a positive environment while at camp. It is important to know boundaries. No volunteer will be allowed to date or have an intimate relationship with a camper. Volunteers are not permitted to publically display their affection in a romantic nature. This includes volunteers whom are dating each other or are married. Holding hands, kissing, flirtatiousness, etc. is not appropriate and will be addressed.

## Reporting Child Abuse

1. Do not panic if a child discloses that they have been a victim of abuse. DO NOT criticize the child and do not promise not to tell anyone. The child needs to feel safe. DO NOT interview the child, but encourage the child to tell their focus group leader or one of the deans by taking them to a focus group leader or dean.
2. Any suspicions of abuse at camp, should be brought to the attention to the head of a dean. When suspicions are determined to be valid the dean will take appropriate action.

Oklahoma state laws require that all adults who suspect abuse or witness it are required to report it. We are all mandated reporters as volunteers of children. There are printed guidelines available through the deans for what abuse is and how to report it.

**Oklahoma Department of Human Services Hotline is 1-800-522-3511.**

**There are Report Forms that will need to be filled out by adults that hear about or see abuse of a child.**

# VOLUNTEER ACKNOWLEDGMENT

I acknowledge receipt of the handbook and understand the handbook is not an employment contract. I hereby agree to follow the policies of this handbook and will conduct myself in an appropriate and decent manner.

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**Volunteer's signature**

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**Volunteer's name (please print)**

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**Date**