



# Summer Staff Handbook

Counseling Staff &  
Non-Counseling Staff

This handbook was originally created by Camp Elim and has been modified with permission for use by Twin Peaks Bible Camp. The modifications reflect the unique values, mission, and policies of Twin Peaks Bible Camp, ensuring that it meets the needs of our campers and staff while fostering a safe and enriching environment. We are grateful for the foundation provided by Camp Elim and are committed to upholding the principles of love, service, and faith that guide our camp community.

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## **Our Mission**

Twin Peaks Bible Camp exists to provide a Christ-centered environment that focuses on sharing the Gospel, which is the good news of Jesus, and equipping followers of Jesus to impact their home, church, and the world. (Matthew 28:19-20)

## **Our Vision**

Region: Reaching our area,  
(Acts 1:8)

Relationships: Building Christ-centered relationships,  
(1 Thessalonians 2:8)

Real-life: Equipping campers to deepen their faith and live out the gospel.  
(Romans 10:14-15)

## **The Purpose of Twin Peaks Bible Camp**

The purpose of this camp shall be an extension of and supplement to the church, to win the lost to a saving knowledge of Jesus Christ and to teach them how to live a life of dedication and service. This purpose will be carried out in a safe environment that allows campers time to be away from the frantic pace of life. In a place of beauty and quiet, they should be able to enjoy outdoor activities to help recreate the whole person. The camp program is to reach the entire family, in part or whole, and will include: children's camps, family camp, ladies' and men's retreats, couples' and singles' retreats, and any other event that aligns with our statement of faith and is approved by the TPBC Board of Directors. This year-round camping program will include sports, games, outdoor education, nature study, and other fun and educational activities that will meet the physical needs of the campers. This camp may be rented to groups who agree with our purpose and doctrinal statement.

## Our Values

- We value the authority of God's Word.
- We value the free gift of Salvation.
- We value God's love for us and demonstrating our love for Him by loving others.
- We value caring for physical and emotional needs as a means of addressing spiritual needs.
- We value Christ-centered programming that is challenging and engaging.
- We value modeling and encouraging servant attitudes and developing godly leaders.
- We value learning and exercising dependence on the Lord.
- We value unity within the Body of Christ.
- We value partnering with local church bodies.

## Core Team Values

**We prioritize creating a loving and supportive camp community where we invest in the lives of one another.**

### Philippians 2:1-4

Therefore, if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, <sup>2</sup> then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. <sup>3</sup> Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, <sup>4</sup> not looking to your own interests but each of you to the interests of the others.

**We do this by:**

**Phil. 2:3, Matt. 7:12** - Putting others' needs above your own.

**1 Thess. 5:18**- Be Grateful for each other (and saying it!)

**Eph. 4:32, 1 Peter 3:8, Romans 12:10, Gal. 6:2**- Treat each other with kindness, honor, and respect.

**1 Peter 4:9, Phil. 2:14**- Watch out for grumbling and complaining!

**Proverbs 19:11, Col 3:13, Eph. 4:26-27**- Offer forgiveness. Keep short accounts.

**Phil 2:2, John 17:21, Gal 3:28**- Be unified in Christ.

## 1 Thessalonians 2:8

**We loved you so much**

Camp ministry is an expression of God's love for campers. You can express this personally through your cabin group or work area.

**that we were delighted**

It is so rewarding to watch a camper spiritually mature. Observing growth should produce delight for you.

**to share with you**

Sharing is what we do in our cabin groups and our work areas. We share our lives – the good and the bad.

**not only the gospel of God**

Our shared gift to campers is nothing less than the very gospel of God. This is the source of truth we have to offer.

**but our lives as well,**

We are much more than teachers who only offer truth and facts. We also share our lives and invest in relationships without worrying about the interest and return.

**because you had become so dear**

One of the goals of working in a cabin group is for your campers to become “dear” to you. This road to endearment is paved with patience and effort.

**to us.**

There are no lone rangers in camp ministry. You are part of a team: rely on others and be reliable.

Adapted from Purpose Driven Youth Ministry by Doug Fields

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### What are your goals for this summer?

On another piece of paper, please articulate your goals and be prepared

to share them with a Staff Supervisor or Head Counselor

## **Twin Peaks Bible Camp Statement of Faith**

### **Section 1. The Holy Scriptures**

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, and final authority for faith and life, inerrant in the original writings, infallible, and God-breathed. II Tim. 3:16,17; II Peter 1:20,21; Matt. 5:18; John 16:12,13.

### **Section 2. The Godhead**

We believe in one Triune God, eternally existing in three persons — Father, Son, and Holy Spirit — co-eternal in being, co-identical in nature, co-equal in power and glory, having the same attributes and perfections. Deut. 6:4; II Cor. 13:14.

### **Section 3. The Person and Work of Jesus Christ**

A. We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary so that He might reveal God and redeem sinful men. John 1:1,2; Luke 1:35; Matt. 1:18,25.

B. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice, and that our justification is made sure by His physical resurrection from the dead. Rom. 3:24,25; I Peter 2:24; Eph. 1:7; I Peter 1:3-5.

C. We believe that the Lord Jesus Christ ascended to heaven and is now exalted at the right hand of God, where, as our High Priest, he fulfills the ministry of Representative, Intercessor, and Advocate. Acts 1:9,10; Heb. 9:24; 7:25; I John 2:1,2.

### **Section 4. The Person and Work of the Holy Spirit**

A. We believe that the Holy Spirit is a Person who convicts the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling, and sealing them unto the day of redemption. John 16:8-11; II Cor. 3:6; I Cor. 12:12-14; Rom. 8:9; Eph. 1:13,14.

B. We believe He is the Divine Teacher Who guides believers into all truth, and that it is the privilege and duty of all the saved to be filled with the Spirit—John 16:13; I John 2:20-27; Eph. 5:18.

### **Section 5. The Total Depravity of Man**

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God. That man is totally depraved and of himself utterly unable to remedy his lost condition. Gen 1:26,27; Rom, 3:22,23; 5:12; Eph. 2:1-2,12.

### **Section 6. Salvation**

We believe salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. Eph. 2:8-10; John 1:12; Eph. 1:7; I Peter 1:18,19.

### **Section 7. The Eternal Security & Assurance of Believers**

A. We believe that all the redeemed, once saved, are kept by God's power and are thus secure

in Christ forever. John 6:37-40; 10:27-30; Rom. 8:1; 8:38,39; I Cor. 1:4-8; I Peter 1:5

B. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which clearly forbids the use of Christian liberty as an occasion to the flesh. Rom. 13:13,14; Gal. 5:13; Titus 2:11-15.

### **Section 8. The Two Natures of the Believer**

We believe that every saved person possesses two natures, with provision made for the victory of the new nature over the old nature through the power of the indwelling Holy Spirit. Rom. 6:13; 8:12, 13; Gal. 5:16-25; Eph. 4:22-24; Col. 3:10; I Peter 1:14-16; I John 3:5-9.

### **Section 9. Separation**

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. That separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded by God. II Tim. 3:1-5; Rom. 12:1,2; 14:13; I John 2:15-17; II John 9-11; II Cor. 6:14; 7:1

### **Section 10. Missions**

We believe that it is the obligation of the saved to witness by life and word to the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind. Mark 16:15; Acts 1:8; II Cor. 5:19-20.

### **Section 11. The Ministry and Spiritual Gifts**

A. We believe that God is sovereign in the bestowment of all spiritual gifts for the purpose of edifying and maturing the believers. We believe that speaking in tongues and the working of sign miracles gradually ceased as the New Testament Scriptures were completed and their authority became established, and that the office of Apostle ceased with the passing of the original twelve Apostles. Rom. 12:3-8; I Cor. 12:4-11; II Cor. 12:12; Eph. 4:7-12; Heb. 1:1-2.

B. We believe that God hears and answers the prayer of faith in accordance with His own will for the sick and afflicted. John 15:7; I John 5:14; James 5:14,15.

### **Section 12. The Church**

A. We believe that the Church, which is the body and the espoused bride of Christ, is a spiritual organism made up of all born-again persons of the present age. Eph. 1:22,23; 5:25-27; I Cor. 12:12-14; II Cor. 11:2.

B. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. Acts 14:27; 20:17; 28:32; I Tim. 3:1-3; Titus 1:5-11.

### **Section 13. Dispensationalism**

We believe in the Scriptural dispensational view of Bible interpretation. Matt. 28:19,20; Acts 2:41, 42; Rev. 20:10.

### **Section 14. The Personality of Satan**

We believe that Satan is a person, the author of sin and the cause of the fall, the open and declared enemy of God and man, and that he shall be eternally punished in the lake of fire. Job 1:6,7; Isa. 14:12-17; Matt. 4:2-11; 25:41; Rev. 20:10.

**Section 15. The Second Advent of Christ**

We believe in the “Blessed Hope” – the personal, imminent, pre-tribulation and pre-millennial coming of the Lord Jesus Christ for His redeemed ones and His subsequent return to earth with His saints to establish His Millennial Kingdom. I Thes. 1:10; 4:13-18; 5:9; Zech. 14:4-11; Rev. 19:11-16; 20:1-6; 3:10.

**Section 16. The Eternal State**

A. We believe in the bodily resurrection of all men — the saved to eternal life and the unsaved to judgment and everlasting punishment, Matt. 25:46; John 5:28,29; 11:25,26; Rev. 20:5,6,12,13.

B. We believe that the souls of the redeemed at death are absent from the body and present with the Lord, where, in conscious bliss, they await the first resurrection when spirit, soul, and body are reunited to be glorified forever with the Lord. Luke 23:43; Rev. 20:4-6; II Cor. 5:8; Phil. 1:23; 2:21; I Thess. 4:16,17.

C. We believe that the souls of unbelievers remain after death in conscious misery until the second resurrection when, with soul and body reunited, they shall appear at the Great White Throne Judgment and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment. Luke 16:19-26; Matt. 25:41-46; II Thes. 1:7-9; Jude 6,7; Mark 9:43-48; Rev. 2:11-15.

**Section 17. The Ordinances of the Local Church**

A. We recognize two ordinances of the church for this age – the Lord’s Supper and water baptism. We do not believe that these ordinances are all one thing to the finished work of Christ accomplished upon the cross for our salvation, but rather are steps of Christian obedience to the Word of God subsequent to salvation. Matt. 28:19,20; I Cor. 11:23-28; Acts 8:26-39; Matt. 3:6; John 3:23; Rom. 6:4,5; Matt. 2:16; Rom. 6:3-5; Col. 2:12.

B. We believe that the ordinance of Christian baptism is the immersion in water of a believer who has given evidence of having been born again by the Holy Spirit, and that it is a solemn and beautiful emblem of our faith in the Crucified, Buried, and Risen Savior, with its effect in our death to sin and resurrection to a new life. John 3:3; Rom. 6:3-5; Col. 2:12.

C. We believe in the ordinance of the Lord’s Supper in which all believers by the sacred use of bread and the cup are to commemorate together the dying love of Christ ‘til He comes, preceded by solemn self-examination—I Cor. 11:23-28.

**Section 18. The Standard for Sexuality and Gender**

We believe God created only two genders (sexes), male and female, which are assigned at birth (Gen. 1:27; Mark 10:6). We believe that God has instituted the marriage union, made up of one biological man and one biological woman, and that any intimate sexual activity outside of that union is sin. We believe that any form of adultery, bestiality, bisexuality, fornication, homosexuality, incest, lesbianism, pornography, and transgender ideology misses the mark of God’s holy standard (Genesis 2:24; 19:5-13; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; 7:1-40; I Thessalonians 4:1-8; Hebrews 13:4). Amended April 12, 2025

*(Taken from the Constitution, Article IV)*

## Twin Peaks Bible Camp Code of Conduct for all Staff & Counselors (Paid and Volunteer)

1. As those who uphold the authority of the Word of God, staff and counselors will adhere to biblical guidelines for all areas of personal behavior and life in community. Where there is disagreement on the specific interpretation and application of the Word of God as it relates to life and behavior on campgrounds, both on duty and off duty, the final decision will be determined by the Camp Director in his sole discretion as the representative of the Twin Peaks Bible Camp Board of Directors. The Camp Director will designate a Staff Member who will be entitled to make this determination in the event that the Camp Director is not available to make the decision. Romans 13:1-5; Ephesians 4:1-6
2. Staff Members agree to know, understand, and adhere to all policies and procedures found in the Staff Manual related to time at camp, both on and off duty. All staff members are expected to exhibit the quality of servanthood and Christ-like service to one another. See Mark 10:42-45 Romans 12:1-3, 9-21; Galatians 5:13-25
3. We desire that the Lord Jesus Christ be pre-eminent in the camp and in the personal lives of all staff and counselors. Galatians 2:20; Ephesians 4:1-6, 5:1-12, 15-21. Therefore, **criticism (grumbling) and complaining are strictly forbidden**. During the time at Camp, staff members will be expected to cultivate attitudes that provoke both campers and staff to do good work, unity, and love rather than division and discord. Philippians 2:12-16; Ephesians 4:17-32, 5:15-21
4. Gossip is strictly forbidden. If a concern or conflict arises regarding how someone else is conducting themselves, staff will be expected to confront them privately, as Jesus describes in Matthew 18:15. If the issue persists, a Staff Supervisor or work area supervisor shall be consulted. If a problem arises with the Staff Supervisor or area supervisor, consult the Camp Director. All language should be wholesome and honoring to the Lord. Matthew 18:15; Ephesians 4:25-32
5. Staff and Counselors are expected to set the standard for our campers regarding neatness and appropriateness. Staff will be expected to dress modestly and within reason. All clothing, bathing suits included, should conform to generally accepted standards of Christian modesty as defined by the Camp Director. If any clothing worn by staff or counselors is deemed inappropriate, the staff member will be expected to change immediately and will not be allowed to wear it again at Camp. Clothing that promotes or exalts inappropriate behavior or individuals will not be allowed. Staff and counselors are expected to dress in accordance with their biological gender (sex) at birth. Romans 12:2-3; Gal. 5:13-15
6. Staff and Counselors shall respect the privacy and belongings of other staff, counselors, and campers. They shall treat all Camp property with care and respect. Stealing will not be allowed and may be cause for immediate dismissal. Eph. 4:28; Romans 13:8-10
7. Staff and Counselors are expected to “unplug” from social media and electronic devices while at Camp. Limited use of email and the internet can be arranged on an individual basis with the help of the Office Admin. Our desire is for staff and members to be “fully here” and not divided in their attention. Ephesians 5:15-17; Proverbs 1:1-7, 2:1-15, 3:1-8
8. Alcohol, drugs, and tobacco (including vaping) are not permitted on campgrounds. For counselors, all prescribed and over-the-counter medications shall be stored with the nurse or

dispensed by the nurse, or stored in a locked vehicle. For staff and counselors, the nurse shall be advised of all medications on the grounds. No medication shall be dispensed to any other camper, staff, or counselor except through qualified and certified medical staff.

9. Authority shall be respected. Each staff member is expected to know, understand, and follow Camp's organizational structure. Disrespectful talk will not be tolerated. If a situation arises that causes concern for any staff member, it shall be brought to the attention of the Staff Supervisor, work area supervisor, or the Camp Director. A copy of Twin Peaks Bible Camp's whistleblower policy is available from the office upon request. Romans 3:1-5
10. Unmarried members of the opposite sex shall not be alone together in any private place, room, or building on Camp grounds. Public display of affection on the Camp grounds is not permitted between unmarried staff members. Couples engaged to be married shall discuss their individual situations respecting public displays of affection with the Camp Director and shall follow the Camp Director's determination. All staff and counselors are expected to abstain from any intimate sexual conduct outside the marital union of one man and one woman. Use of cabins, restrooms, locker rooms, and changing facilities shall conform to one's biological sex from birth. Special circumstances affecting gender issues shall be determined by the Camp Director in his sole discretion as the representative of the TPBC Board of Directors.
11. As we believe that God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other, that God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society, it is expected that all staff and counselors endorse these principles and agree to not teach or engage in any behavior or conversation contrary to these principles while serving at Camp. Genesis 1:26-28, 2:18-24; 1 Cor. 6:9-11, 13-20, 7:1-4; Romans 1:18-32
12. As we believe that all human life is sacred from conception to its natural end, staff and counselors will be expected to demonstrate concern for the physical and spiritual needs of fellow staff and campers, as well as for the sanctity of human life. Psalms 139:13-16; John 13-34-35; 1 Corinthians 16:13; Galatians 6:7-10
13. I have read, understand, and agree to abide by and not teach or practice anything contrary to the Mission Statement, Statement of Faith, and Code of Conduct. I understand that violating any part of the Code of Conduct may be cause for dismissal as determined by the Camp Director in his sole discretion.

Updated 2026



# GENERAL INFORMATION

## Things You'll Want To Know...About the First Day of Camp

### When you arrive:

1. Check in with the director in the dining hall or office. You will be given your room assignment and further instructions.
2. Park your car in the field above Twin Lakes or in one of the few available parking spots near the cabins. The TPBC Parking Permits (found in your counselor packets or the camp office) must be displayed on your dashboard or rearview mirror. **The parking lot needs to be empty before camper registration begins.**

### Orientation:

1. Counselor staff are expected to attend a training week prior to serving. **Make every effort to be prompt and present during those trainings.**
2. Non-counseling staff and Volunteers will have two options to attend an orientation/training meeting. After your application is approved, you will be notified of those locations and dates.
3. All staff and Volunteers are required to participate in the Emergency Protocol training held every Monday at 11:15 a.m. in the dining hall. Please be prompt for those meetings to keep on schedule for Camper Check-In.

### During Camper Check-In:

Get acquainted with parents. Their impression of you will affect how they feel about leaving their child at camp. It is imperative that the camper's first impression of TPBC be positive. Be outside and visible, offering assistance wherever possible, unless you have specific work assignments. Make sure you are wearing your staff shirt and lanyard/name tag so you are identifiable.

*Counseling Staff:* Counselors should be in your cabin to meet campers and their parents, unless assigned to help with camper check-in.

A-Teamers should greet campers in the parking lot and show them to their cabins unless otherwise assigned.

Please turn your personal **medications, prescriptions, and over-the-counter medications** over to the nurse, as these are **not permitted in camper sleeping areas**. This also includes essential oils, vitamins, etc.

## Daily Schedule

### Morning

7:00-7:30	Campers Rise and Shine
7:30-7:35	Flag Raising
7:35-8:00	Morning Devotions
8:00-8:30	Breakfast
8:30-9:00	Dorm Cleanup
8:40-8:55	All Non-Counseling Staff Prayer Meeting (in Chapel)
9:00-11:00	Morning Chapel
9:00-10:30	Counselor Circle
11:00-12:00	Recreation*

### Afternoon

12:00-12:15	Prepare for Lunch
12:15-12:45	Lunch
12:45-1:45	Rest Hour
1:45- 4:45	Recreation*
4:45- 5:15	Cleanup for Supper
5:15- 6:00	Supper
6:00-6:30	Chores

### Evening

#### 3<sup>rd</sup>-6<sup>th</sup> Grade (1<sup>st</sup> & 2<sup>nd</sup> week)

6:30-7:30	Surprise Hour
7:30- 8:00	Cleanup for Chapel
8:00-9:00	Chapel
9:00-10:00	Prepare for bed & Cabin Devotions
10:00	LIGHTS OUT

#### 7<sup>th</sup>-8<sup>th</sup> Grade (3<sup>rd</sup> week)

6:30-7:45	Surprise Hour
7:45- 8:15	Cleanup for Chapel
8:15-9:30	Chapel
9:30-10:00	Snack Shop (2 nights)
10:00-10:30	Prepare for bed & Cabin Devotions
10:30	LIGHTS OUT

**High School (4<sup>th</sup> week)**

6:30-7:45 Surprise Hour  
7:45- 8:15 Cleanup for Chapel  
8:15-9:30 Chapel  
9:30-10:15 Snack Shop  
10:15-11:00 Prepare for bed & Cabin Devotions  
11:00 LIGHTS OUT

**\*The Following will be open:**

11:15-12:00 Craft Shop

Air Hockey, Ping-Pong, Tether Ball, 9 Square, Frisbee Golf, Corn Hole, Gaga Ball\*, Volleyball\*, Basketball\*, Softball\*, Creek Trail Hike,

\*Unless the court/field is scheduled for Cabin Games.

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2:00- 4:15 Snack Shop

2:00-4:45 Craft Shop

Archery, Axe Throwing, Mountain Mud Slide--When staff is available

Air Hockey, Ping-Pong, Foosball, Tether Ball, 9 Square, Frisbee Golf, Corn Hole, Gaga Ball\*, Volleyball\*, Basketball\*, Softball\*, Creek Trail Hike,

\*Unless the court/field is scheduled for Cabin Games.

## About the Daily Schedule

### **Prayer Meetings:**

1. The Staff (excluding Counselors and A-team) prayer meeting will be held each morning in the Chapel at 8:40.
2. All staff are expected to be at the meeting and to **be on time**.

#### *Counseling/ A-team Staff:*

1. Counseling staff will hold a prayer meeting during Counselor Circle.
2. The A-team will hold a prayer meeting during the designated A-team group devotion time.

### **Meals:**

1. The kitchen staff will inform campers when seconds of food will be available.
2. Pay attention to all declarations and set a positive example for the campers. Do not talk or scrape dishes while the program leader is talking. Do not leave the dining room while declarations are being made.
3. Campers are not allowed in the kitchen. Staff and Counselors should not enter or pass through the kitchen unless they have business there.
4. Do not take anything from the camp kitchen, refrigerators, freezers, or food room unless given specific permission by the Kitchen Manager. Counselors are expected to be at all meals with the campers unless approved by the Head Counselor and Director.

### **Cabin Inspection:**

Maintain your bed, clothes, shoes, and personal articles in good order.

#### *Counseling Staff:*

1. Cabins must be cleaned daily using the cabin cleaning checklist. The Program Staff or Head Counselor will carefully check the rooms, bathrooms, and grounds.
2. Counselors should help with clean-up, but they should not do all the work. Remember to delegate responsibilities.
3. Counselors ensure all cleaning supplies are removed from camper areas and returned to the locked laundry room. The laundry room must remain locked at all times, and campers will not be granted access.

*A-Team Staff:* Staff Supervisors will check your rooms, bathrooms, and other assigned areas daily. Please complete your cleaning assignments as early in the day as possible.

### **Quiet Time:**

1. This is a time in the morning for everyone to spend alone in the Word of God and prayer. Encourage by practical example and word, the work of God and the Holy Spirit, revealing the Lord Jesus Christ as preeminent in the camp and in your life.
2. Remember, especially while at camp, that all lasting spiritual work will be done by God. As a result, indicate to God that you are dependent upon Him by praying for the campers and staff and by learning from God's Word through reading and meditating on it.

*Counseling Staff:*

1. An explanation of Quiet Time is usually offered on Tuesday morning. This will help develop a format for the camper to use during their personal time with the Lord. This is not another time for cabin devotions (Except 3<sup>rd</sup>/4<sup>th</sup> Grade, which might need more guidance from the Counselor). Encourage the campers to separate and spend some time alone with the Lord.
2. Be available to assist campers. We require that cabin groups stay in the same general area so that counselors can supervise, encourage, and aid the campers.
3. Use this time for your own personal quiet time. This not only sets a positive example for the campers but also builds up counselors as they spend time in the Word of God and in prayer.

*Non-Counseling Staff/ A-Team:*

Take time each day for a personal Quiet Time. Work with your area supervisor to schedule this into your day. This also sets a positive example for the campers and builds up the staff as they spend time in the Word of God and in prayer.

**Chapel:**

*Counseling Staff:*

1. Gather with your cabin group and pray before entering the chapel.
2. Elementary School and Middle School campers will sit as a cabin group in Chapel. Counselors for high school-aged campers are responsible for ensuring that all campers are accounted for.
3. Counselors and A-Team should spread out among their campers to help with crowd control. Eg, monitoring requests to use the bathroom, encouraging campers to be focused on the message, and reminding campers to be quiet and limit disruptions.
4. Counselors should set the example and pay close attention to the speaker. Even though the speaker is addressing the campers, God may have something to say to the staff as well!

*Non-Counseling Staff:*

You are invited to come to the Chapel **as long as it doesn't conflict with your work responsibilities**. If you come only for worship time, please leave quietly so as not to distract the campers.

**Rest Hour:**

*Counseling Staff:*

1. This is a time when campers are required to spend time in their cabin.
2. It is a time to rest, do quiet activities, and learn verses for points. This is also a good time for face time with your campers, time to try to get to know them better.
3. Counselors and staff are encouraged to memorize verses as well. Counselors say their verses to the Head Counselors, and non-counseling staff, and the A-team say their verses to the A-Team Leaders.

*Non-Counseling Staff:*

You are encouraged to take breaks and rest as needed, as long as it doesn't conflict with your responsibilities for your position, and you communicate with the head of your department.

**Free Time:**

*Counseling Staff:*

1. This is when campers can do what they choose. Arts & Crafts, archery, and other activities are available to the campers. And you are expected to rotate around so you know where your campers are.
2. Free time is not a time to hang out with other staff, it is a time to engage in sun activities with your campers.

**Devotions:**

*Counseling Staff:*

1. This is a time to share and pray together as a cabin group.
2. Campers should be ready for bed and gathered in their cabin as the counselor briefly talks over the day's events, shares a short passage of Scripture, and prays.
3. Counselors should be prepared for devotions each night. Devotions should be based upon Scripture. If ideas for devotions are needed, consider expanding upon the topics from the day's chapel sessions.

*A-Team Staff:* Devotions and activities are held nightly in the dining hall, except on Thursday nights, when A-Teamers need to assist with devotions in their camper cabin groups.

**Lights Out:**

*Counseling Staff:*

1. This is the time after evening devotions, when lights are to be out and talking is to be stopped.
2. Program staff will announce “lights out” over the radios. Points may be given for behavior.
3. There is a 5-15 minute break between dark (lights out) and silent (when campers should be in bed and not talking). Devotions and group conversations should comply with these announcements unless the program staff grants specific exceptions.
4. Counselors are not to leave their cabins after lights out unless they are taking a camper to the nurse or have notified the head counselor or director (ex. needing to go to the bathhouse for a shower).

*Non-Counseling Staff:*

1. All staff should be in their rooms no later than 30 minutes after lights out unless permitted by the Director.
2. There should be no noise outside of the Staff cabins, the Dining Room, or the Chapel after campers’ lights out.

## **About Your Stay at Camp**

### **Artificial Amusements:**

#### *Counseling Staff:*

1. One of our aims is to encourage campers to learn to enjoy themselves without over-dependence on artificial amusements. No music from radios, MP3 players, phones, or any other electronic device may be played by campers or counselors (unless approved).
2. State regulations prohibit staff from using cell phones while working with campers.

#### *Non-Counseling Staff:*

1. One of our aims is to encourage campers to learn to enjoy themselves without over-dependence on artificial amusements. No music from radios, MP3 players, phones, or any other electronic device may be played by staff outside their dorm or work area, except with the area supervisor's permission, and only at a volume that does not disturb campers or other staff. Music is not allowed while running activities.
2. Music being played in the living areas or work areas must be Christian music only.
3. State regulations prohibit staff working with campers from using cell phones while working with campers.

### **Bank:**

Rules for the camp store and craft shop purchases are the same for Staff and Counselors as for campers. Please deposit money in your “staff wallet” in the store for your personal purchases. Counselors get one free snack from the snack shop a day.

### **Vehicles:**

Strict regulations require that you check your auto insurance policies concerning carrying campers or other staff members driving your car. Check before camp. If you drive campers or other staff on camp-sponsored activities, a copy of your driver’s license, a copy of your insurance information, and a copy of your driving record must be on file in the office. Drivers must complete a camp driving class and be at least 21 years of age to transport campers, and at least 18 years of age to transport staff.

### **Clothing:**

1. Please set the styles for our campers by your examples of neatness and appropriateness. Please dress modestly and within reason.
2. All clothing, including bathing suits, should conform to generally accepted standards of Christian modesty as defined by the Director.

3. If a Staff Supervisor or Year-Round Staff Member deems your clothing to be inappropriate, please change your clothes immediately and do not wear them again at Camp. Comments about your clothing choices are rare and, admittedly, subjective. A comment in this regard by a Staff Supervisor or Year-Round Staff Member is not a judgment of your spirituality. Please do not allow these rare instances to cause disunity.

### **Criticism & Complaining:**

During your time at camp, cultivate attitudes and actions that inspire both campers and staff to do good works, foster unity and love, rather than division and discord. In all things, give thanks. Philippians 2:14-16 – “Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe as you hold out the word of life...”

### **Gossip:**

We want all of our conversations at camp to be encouraging and edifying. Gossip is both harmful and a waste of time. If you have a concern about the way someone else is conducting themselves, confront them privately as Jesus describes in Matthew 18:15. “If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over.” If the issue persists, consult a Staff Supervisor or work area supervisor as appropriate.

### **Visitors:**

All visitors are required to check in at the main office. The visitor must sign in, including their name and the purpose of their visit to the camp. An ID must be checked for any visitor who is not known personally by the staff checking them in. The visitor must be given a nametag, and the staff member they are visiting will be contacted to meet them at the office. The staff member must be responsible for supervising the visitor while they are on the grounds to ensure they act in accordance with camp policies and will be held responsible for the visitor's behavior, decisions, and actions. When the visitor leaves, they must be brought back to the office by the responsible staff member to sign out.

1. Please notify the Office if you are planning on having any visitors come to camp.
2. Notify the kitchen staff if they will be staying for a meal.

### **Laundry:**

1. Summer staff are allowed to do personal laundry in the laundry room; however, camp(i.e., sheets and kitchen towels ) laundry gets first priority.
2. All laundry users need to use the label cards to identify whose laundry is in the machines.
3. Prompt transferring to dryers and removal is appreciated.

**Mail:**

1. Mail will be collected from the Collbran post office daily,
2. If you receive packages, you will have the opportunity to sing for them!
3. If a camper or staff member receives more than three letters in a day, they will need to sing or say a memory verse for them.

**Maintenance Needs:**

Please report (through the camp app or in person) all leaks, drips, running toilets, and other maintenance needs to the Maintenance or to the office.

**Medical Expenses:**

Any expenses incurred by a staff member for medical treatment are the responsibility of the staff member, their parents, or guardians.

**Off-Bounds:**

1. All staff quarters are off-limits for campers.
2. Campers are not allowed at the archery range or axe-throwing range, unless accompanied by a qualified staff member or counselor.
3. Camp computers are off-limits to staff and campers and can only be used with the permission and supervision of authorized users.

**Personal Belongings:**

15. The camp is not responsible for personal belongings brought by any staff member or camper. The care of the belongings is the owner's responsibility. It is a good idea to put your name on everything.

**Skits & Special Music:**

1. You are encouraged to take part in these as time allows.
2. Please schedule these with the Program Coordinator.
3. Be sure that involvement in skits or special music does not conflict with regularly assigned duties.
4. Skits and special music must align with camp values and beliefs.

**Supervisor:**

*Counseling Staff:* The Head Counselor has been assigned to help you. Please go to them for any counsel or advice—let them help you in any way they can.

*Non-Counseling Staff:*

*A-team-* An A-team Supervisor has been assigned to help you. Please go to them for any counsel or advice—let them help you in any way they can.

All other staff- the department head is your staff supervisor, and in the department head's absence, the director acts as the staff supervisor. Please go to them for any counsel or advice—let them help you in any way they can.

When you are not on duty in your specific work area, you are accountable to your staff supervisor.

**Supplies:**

Please notify the office of any supplies or equipment needed for your job.

**Telephone:**

1. Campers are not allowed to have cell phones or use the camp phone unless granted permission by the Camp Director.
2. Please obtain permission to use the landline and keep personal calls **short**, as the phone lines are for business purposes.
3. Cell phones of A-teamers are to be stored in the camp office and only used with permission from the A-team leaders. Cell phones may be collected at the beginning of each session and stored in the office.
4. State regulations prohibit staff working with campers from using cell phones while working with campers.

**Time Off:**

1. We discourage staff from leaving Camp during the week. If you need to leave camp, please speak with your Staff Supervisor **and** the Office Admin. If granted permission, you will also need to sign out and sign back in when you return. We need to know where you are in case of an emergency.
2. Plan your schedule so that you are on hand to fulfill all assigned responsibilities.

**Non-disclosure:**

Camp is not held responsible for information you choose not to disclose (preferences, allergies, disabilities, etc), or anything that may result from your decision not to disclose said information.

**A Couple More Things:**

1. Perform all tasks assigned in your job description by your immediate supervisor, the Volunteer Staff Coordinator, or the Camp Director.
2. It is a privilege to serve God. You are laying up treasures in Heaven, so do your job well and with all your heart.
3. Thanks for being here! We really appreciate it!

**About the Last Day of Camp**

**Before You Leave:**

*Counseling Staff:*

1. You are responsible for making sure that the cabins and bathrooms are clean and ready for the next group of campers. Enlist the help of campers or A-Teamers to clean up, but understand that **the final responsibility for cleaning lies with the counselors**. Please bring all lost-and-found items from your cabins to the check-out tables as early as possible. Final cleaning will probably have to be completed after all of your campers have checked out.
2. Following camper closing, parents are to check out with the Registrar (Office Admin), Camp Nurse, and camp store before heading to the cabins. Parents/Guardians are to get the initials of the Registrar and Camp Nurse on a ticket with the Camper's name, and they are authorized to check out. They will bring the ticket to the Camp Counselor and collect the camper's belongings. After they have double-checked the camper's area, the Counselor will initial the camper's ticket. The Parking Lot Attendant will collect tickets and check campers out to ensure that everyone leaves with approved adults. If an adult does not have a ticket, please escort the adult and the camper to the office.

*Non-Counseling Staff:*

All areas must be clean and ready for the next group.

Bring any keys and radios you have used for the week to the Office or Big Creek Cabin (If counselors are in Counselor Circle) to check out with the Office Admin or Director.

## The Campers- What they are all about...

### 3<sup>rd</sup>-5<sup>th</sup> Grade

1. Physically
  - Developing Coordination
  - Need Proper rest and food
  - Like everything on wheels
  - Do things with them, not for them
  
2. Mentally
  - Like oral better than written questions
  - Want to know the reason “why?”
  - Eager to develop their understanding – answer questions when asked
  - They are drawing general conclusions
  - They enjoy real-life stories
  - Are developing a great interest in facts
  
3. Socially
  - They give in proportion to what they receive
  - They like recognition
  - They enjoy a smile of encouragement
  - They are becoming more independent
  - They are not innately honest, truthful, and considerate
  - They want to be “one of the gang.”
  
4. Spiritually
  - They know they are sinners and need a Savior
  - They are sincere when they accept Christ
  - Need to be shown how to come to Christ- are not apt to show drastic change
  - They desire love and security
  - They need a relationship of Bible standards to their own lives
  - Have the capacity to learn passages of Scripture which relate to their everyday lives

### 6<sup>th</sup>-8<sup>th</sup> Grade

1. Physically
  - They are all arms and legs
  - Games that call attention to themselves should be avoided
  - Definite physical changes are taking place
  - Ravenous- growing and consuming a great deal of food

2. Mentally
  - They are prone to substitute imagination for real life. If life is made enough fun, imagination will be unnecessary.
  - They have failures
  - They have a greater ability to exercise judgment; they can use the opportunity to exercise it through discussion and reports
  - They show disgust in various ways: outbursts, withdrawal, refusal, etc.
  - They feel that no one understands them. Let them know that others have the same problems- even you yourself once did.
  
3. Socially
  - They dislike being treated like children
  - They do not like adults to be overly dominant
  - They like to plan things themselves
  - They like games with a group and have learned to put the team before themselves
  - They become showoffs at times- ignore it
  - They sense hypocrisy in a leader immediately
  
4. Spiritually
  - They are recognizing their own responsibility to God in life's activities
  - Need Bible study that fits their needs
  - They are getting satisfaction from understanding more of the Scriptures
  - Should be given the opportunity to search for themselves
  - They are at an age when they are making life decisions for Christ. Encouragement can be gained by being introduced to those serving in various walks of life.
  - Their prayers are sincere
  
5. Emotionally
  - They will confide in someone who has mutual points of interest
  - They become frustrated when laughed at
  - They become frustrated when they are consistently behind- need help
  - They are interested in the "here and now."

## **High School**

1. Physically
  - They love to eat
  - They like recreational sports- like to play together
  
2. Mentally
  - They are beginning to do abstract thinking. Need help to draw the right conclusions- need help in what to read.

- They are trying to act and think older than they are, but are immature in important decisions- need counseling in almost everything.
- They have a “know-it-all” attitude.
- Be friends at all times

3. Socially

- They like popularity. Need to be shown what makes one popular with God rather than man.
- They are interested in dates and love affairs.
- Need help with high Christian standards on dates.
- They like to giggle.
- This is the communication age. Use this to your advantage

4. Spiritually

- They are beginning to understand what it means to live a victorious life.
- Often suffer defeat. They desire the best. Lead them to the best for God.
- The Bible, when looked at as a whole, is confusing to them. Show them how parts are related.

# CAMP RULES

## General Camp Rules

### Twin Peaks Bible Camp Be-attitudes

1. Blessed are they who are nice and kind to their fellow campers, counselors, and staff, for they shall get along wonderfully with the camp Director and not incur his wrath!
2. Blessed are they who remain within the camp boundaries and do not leave without being accompanied by a member of staff. For if they remain inside the boundaries, they shall remain in good graces with their leaders and not be run over by a logging truck or eaten by a bear, or get lost in the deep, dark forest.
3. Blessed are they who do not throw snowballs, stones, sticks, and small children about the camp, for they shall inherit wisdom.
4. Blessed are they who do not climb on top of the buildings or climb the very tall pines found about this wonderful camp, for they shall not end up like Humpty Dumpty and have a great fall.
5. Blessed are the campers who do not go behind the counter in the Store or in the kitchen at any time, for they shall stay out of trouble with the cook and will not be burnt or cut with sharp knives!
6. Blessed are they who return sports equipment to the correct bins, for they shall be called really awesome, the G.O.A.T., the CEO, and will receive clout for their fire responsibility. No Cap!
7. Blessed are those who do not gather in the washrooms or shower after devotions at night and who stay in their cabins after lights out, for they shall not be reported to the Head Counselor and incur his wrath.
8. Blessed are those who do take showers while they are here and brush their teeth, and wash behind their ears, and don't leave globs of gross toothpaste in the sink, for they shall be called civilized and clean.
9. Blessed are the campers who keep their rooms and beds tidy, for they shall not be called highkey, unorganized! And their counselor shall be forever grateful!
10. Blessed are the campers who do not use the Archery Range, Axe Throwing Range, or go to Big Creek without a qualified staff member. For they shall remain whole and healthy and not drown, be shot with an arrow, fall from a great height, or otherwise injure themselves in a silly manner.
11. Blessed are they who do not bother, pester, or tick off any dogs, birds, bunnies, chipmunks, squirrels, deer, elk, bears, raccoons, foxes, or porcupines they see around this beautiful camp, for they shall remain free from rabies, bites, wounds, and lacerations. Yeah, verily this is true!
12. Blessed are the campers who always wear their shirts and shoes in the dining room and while outdoors. For they shall help the camp to stay out of trouble with the health inspector, and we shall all live at peace with one another in the county of Mesa.
13. Blessed are those who clothe thyself in modest and appropriate clothing, for they shall not need to regarb themselves and cause the exasperation of their counselors.
14. Blessed are they who do not enter any other camper's rooms unless invited by the person making the invitation, and blessed are the campers who do not enter the opposite sex's cabins, for they shall be happy and not incur the wrath of the director or the Head Counselor. Yeah, verily this is very true!
15. Blessed are the campers who do not bring magazines, comic books, MP3 players, iPods, cell phones, big screen TVs, or personal home theater systems to camp, for if they do and they are

found out, they shall be taken from them and banished to be stored in the camp office until the camp is over.

16. Blessed are those who take pride in this camp which belongeth to our Lord and Savior and who do not leave trash and litter lying about, or deface trees, for they shall be called good stewards and receive a just reward for the service rendered in keeping this camp clean.
17. Blessed are those who keep all food and drinks out of the cabins, for they shall not be visited by Rodents of Unusual Sizes (or R.O.U.S.s).
18. Blessed are those who do not bring knives, guns, pepper spray, stun guns, swords, lances, hand grenades, or sharp pointy sticks to camp, for they are not needed in this place of peacefulness and tranquility.
19. Blessed are those who keep their hands off other campers and staff, and verily especially of those of the opposite gender, for they shall not receive cooties!
20. Blessed are those who participate wholeheartedly in our songs, laughter, and silly games, for they will be called “those who know how to have fun” and their fame shall spread throughout the land. Amen!

Or, summarized more succinctly:

1. Be nice.
2. Go to all scheduled activities and arrive on time.
3. Campers are not permitted outside the camp boundaries except with a staff member. The boundaries of the camp are as follows:
  - a. On the South- the fence above the girls’ dorm
  - b. On the North- The Staff Housing
  - c. On the West---the fence
  - d. On the East---the fence by the basketball court
4. No stone throwing. No tree climbing, defacing trees or property, or climbing on any buildings.
5. No camper is permitted behind the store counter or in the kitchen at any time.
6. Campers are responsible for all sports equipment used. Please return all equipment to the sports bins or shed.
7. Be quiet during rest hour, chapel, and after lights out.
8. No showers or gatherings of campers in the washrooms after devotions at night; campers should stay in their cabins (unless your cabin does not have a bathroom, then the only reason to leave your cabin is to go to the bathroom- this is not a group activity!) after lights out has been called.
9. Campers may not use the Archery Range, Axe Throwing Range, or go down to the creek unless supervised by a qualified staff member.
10. Campers should not bother any animals they might see around the camp.
11. Shoes must be worn at all times around camp.
12. Campers should wear modest and appropriate clothing. Leaving crop tops, leggings, short-shorts, tank tops, and shirts that do not have appropriate messages printed on them (either gender) at home.
13. Campers should not be in any other camper’s cabin unless invited and accompanied by the person making the invitation. Campers are not to be in cabins of the opposite gender.
14. Campers will not bring food or drinks (except water) into the cabins.

15. Audio players, televisions, video games, cell phones, comic books, magazines, etc., are not allowed for personal use. Please turn these in to the office for safekeeping. They may be retrieved at check-out on Saturday.
16. Knives or weapons of any kind are not needed at camp and must be left with the camp office.
17. Campers should keep their hands off others and use appropriate touch with other campers and staff. ( See The 5 T's)

### **\*\*\*The 5 T's for Twin Peaks Bible Camp\*\*\***

**Try:** Try new experiences. Do, learn, and make new friends.

**Three or more:** Never be alone with anyone; have three or more people together.

**Treat others with 3 'ness's':**

1. Kindness
2. Respectfulness
3. Forgiveness

**Touch:**

Appropriate touch: High five, handshake, one-armed hug.

Inappropriate touch: Hitting, slapping, kissing, or touching private areas.

**Tell:** If you have been treated poorly, touched inappropriately, or told to do something inappropriately.

## Archery Rules

(3<sup>rd</sup> grade to adult)

1. The designated archery supervisor shall be properly trained and must adhere to USA Archery Standards. Additional staff members not certified to run the activity may be provided to assist with crowd control and supervision.
2. Archery equipment must only be used at the designated archery range and must be maintained in a safe condition. When not in use, it must be kept locked in the archery shed.
3. All archers must use the same firing line. Arrows must be issued only at the firing line.
4. Arrows are to be notched to bow strings only after shooters are on the firing line and after the signal to shoot has been given.
5. All participants must stay behind the firing line until the signal to retrieve arrows is given. All arrows are to be retrieved at the same time.
6. Participants should know and obey all range commands.
7. Participants must be considerate, practice good sportsmanship, and use common sense.
8. Archers must keep their arrows in their quivers until instructed to shoot.
9. Archers must keep their arrows pointed down or toward the target downrange.
10. If an archer drops an arrow, they must leave it on the ground until instructed to get it.
11. Participants and observers must always walk at the archery range.
12. Archers must be absolutely sure that the path to the target and beyond is clear before firing.
13. When pulling arrows from a target, participants should stand to one side and ensure that no one is behind them.
14. Archers may only release the bow string at full draw when there is an arrow on the string. "Dry firing" may cause damage to the bow and is dangerous.
15. Participants must secure all loose clothing, remove bracelets, necklaces, etc., and tie their hair back.
16. Participants must always treat supervisors and fellow archers with respect.
17. Talking must be kept to a minimum while archers are on the line.
18. Participants should treat property and equipment with respect. The responsible party will be charged for damages beyond normal wear and tear.

## **Axe Throwing Range Rules**

(5<sup>th</sup> grade to Adult)

1. Staff members trained to facilitate the axe-throwing range should only do so. Additional staff members not certified to run the activity may be provided to help with crowd control and supervision.
2. Each thrower is responsible for the proper care and safe use of their axes and for knowing and following the rules established by Twin Peaks Bible Camp.
3. A thrower shall not knowingly use unsafe equipment.
4. If a thrower is unsure about the safety of their equipment, they should request assistance from a facilitator to inspect it.
5. The facilitator will call the throwers to the line.
6. All throwers on the line must throw from approximately the same distance, determined by a staff member.
7. The facilitator must check to see that all is clear downrange and that nobody is directly behind the throwers, in the path of the swing, or in the arc traversed by the swing.
8. The facilitator must call out “range clear” or the equivalent and wait momentarily for any responses.
9. If all is clear, the order “throw when ready,” or the equivalent, will be given.
10. Participants may not throw axes that have not been inspected
11. Axes should not be thrown underhanded.
12. Any axe that strikes or is struck by another axe should be inspected by the Instructor after each round of throwing.
13. Participants should not stand or walk behind the throwers on the line.
14. Just before each throw, participants must look behind to ensure that it is clear.
15. Throwers may not swing axes aimlessly or in a careless manner. Throwers should always be aware of what may be in the path of their axe when it is swung.
16. Participants are advised to be aware of axes' sharp points and edges.
17. Participants should stay alert. Axes can and will bounce back from the target if mis-thrown.
18. When finished, the throwers are to put down any axes in hand, step back from the line, and wait until the order to retrieve is given.
19. When all throwers are finished, the facilitator must call “axes down” or the equivalent and wait for compliance.
20. When all axes are down, then the facilitator must give the command, “retrieve axes” or the equivalent.
21. When retrieving the axes, participants will walk to the targets and carefully retrieve them. If pulling an axe away from a target, participants will grasp the handle firmly, pull backward away from their body, and ensure no one is behind them. Participants should retrieve higher axes first, working from top targets to bottom targets.
22. If an axe thrown falls beyond the far boundary, the facilitator will be notified, and further instructions will be given. Participants will not climb over the fence without permission.
23. New throwers must wait for permission from the facilitator before filling in on the line.

24. After retrieving axes, participants who have just finished throwing can safely hand their axes to the next thrower(s) in line.

### **Mountain Mud Slide Rules** **(3rd grade – Adult)**

1. The designated supervisor shall be properly trained. Additional staff members not certified to run the activity may be provided to assist with crowd control and supervision.
2. Water must be running while the slide is in operation.
3. Participants should enter the slide one at a time.
4. Participants must wait for the attendant to tell them when it is okay to go.
5. The slide must be clear before another participant is allowed to go.
6. Participants must slide feet-first in a sitting position or lie flat on their backs, staying feet-first for the entire ride.
7. No catching participants at the end of the slide. Attendants may help participants out of the splash area at the bottom of the slide.
8. No one is permitted along the sides of the slide while in operation.
9. No objects are allowed on the slide.
10. No stopping or slowing down on the slide
11. No running
12. Participants must be considerate and use common sense.
13. Participants must secure all loose clothing, remove bracelets, necklaces, etc., and tie their hair back.
14. Shoes must be worn at all times.
15. Remove glasses and objects from the mouth before entering the slide.
16. Participants must always treat supervisors and fellow participants with respect.
17. Participants should treat property and equipment with respect. The responsible party will be charged for any damages beyond normal wear and tear.
18. Participants should know and obey all Mountain Mud Slide Rules.

## **Arts & Crafts Rules**

1. No campers are allowed behind the counter.
2. Campers must start cleaning up the craft area no later than 5 minutes before the end of free time.
3. Shoes must be worn in the craft area.
4. Campers not abiding by these regulations will lose craft privileges for the rest of the day.
5. No campers will be allowed to handle any toxic chemicals. These chemicals must be stored in a locked area away from campers. Staff members using these chemicals must use them outdoors in a well-ventilated area.

## **Health Rules**

Twin Peaks Bible Camp has a Registered Nurse on site while camps are in session. TPBC also has several 1<sup>st</sup> Aid/CPR/AED-trained staff members and several Emergency Medical Responders on site to assist the Camp Nurse as needed. If a camper becomes ill or is injured, the Camp Nurse is contacted to take care of the camper's needs. In cases where the illness excludes the camper from camp, or an injury requires more extensive medical attention, the Camp Nurse will contact the camper's parents or emergency contact in cases where the camper's parents are not reachable. If a camper requires more extensive medical attention, camp staff with proper training, or 911, will be contacted to transport the camper to the emergency room, and then contact will be made with the camper's parents or emergency contact.

1. Report for routine check-ups and daily treatments during the nurse's hours, as well as emergencies at any time.  
Hours: Daily: One-half hour before breakfast  
One hour before lunch  
One hour before supper  
Immediately before bedtime
2. Knock at the east entrance and wait until told to enter.
3. Report to the counselor before coming to the Nurse. A counselor should come with the camper at night.
4. Campers should take a shower at least twice a week.
5. Counselors should watch for symptoms of illness, such as sore throats, runny noses, flushed faces, stomach aches, headaches, cuts, rashes, athlete's foot, or lice, and report them to the camp Nurse as soon as possible. Watch for and try to prevent sunburn. Counselors should assist campers in applying sunblock before going outside, as approved by the camper's parents.
6. Watch for homesickness.
7. If the camper is on a special diet or has any dietary restrictions, counselors will be instructed accordingly so they can help the camper.
8. Counselors will be notified if a camper is taking medication so they can help ensure that campers are at the infirmary on time.
9. Shoes must be worn at all times.

## **Cabin Inspections**

Cabin and Grounds will be inspected for the following:

A. Beds:

1. Pillow - Pillow case opening facing the same way.
2. Sheets - Tucked in at the sides, under the pillow.
3. Blanket - Spread over the bed, tucked in at the sides and foot of the bed.
4. Sleeping Bag - Spread neatly on the bed.

B. Suitcases standing at the foot of the bed, under the bed, or uniformly in the room.

C. Shoes, together, under the side of the foot of the bed. All on the same side.

D. Clothes hung on hangers or in suitcases. Pajamas may be under the pillow.

E. Bibles must be with the camper if the inspections are done during Chapel time.

F. Cleanliness:

1. Floors swept and rugs neat.
2. Dirty clothes in a suitcase or bag.
3. Sweep cobwebs away.
4. The outside door closed. Papers picked up and put in trash cans. Trash emptied
5. Towel and wash clothes over the foot of the bed.

G. Bathrooms:

1. All toilets flushed and clean.
2. Mirrors and faucets are clean and clear of streaks.
3. All surfaces wiped down clear of personal items and debris (hair, toothpaste, etc.)
4. Showers are clean, and clean mats are neatly hung or placed in front of the shower.

H. All lights and water faucets are to be turned off.

I. Absolutely no cleaners left out and unattended!

J. Uniformity is the key to cleaning and organizing cabins.

K. Grounds areas assigned are to be completely cleaned of paper and any trash.



# CAMP POLICIES

## **Child Protection Policy**

### **Goals**

1. To prevent instances of child abuse before they happen.
2. To properly handle situations of child abuse should they arise.

### **Definition**

1. “Abuse” or “child abuse or neglect” means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child’s parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.
2. Any sexual exploitation of children under age 18 by an adult (or another child who is at least 4 years older than the victim), even if the child seems to consent to the sexual activity.
3. Sexual abuse includes touching offenses and such non-touching offenses as verbal sexual stimulation, obscene phone calls, indecent exposure, peeping, and causing or allowing a child to witness adult sexual relations.

### **Prevention**

1. Contact between adults and children should always take place in an open space or in a room with the door open, preferably with another adult present, or, at the very least, within listening distance. Contact with campers should be recorded with the Head Counselor whenever it occurs without another adult present.
2. One-on-one counseling, if necessary, should be done by an adult of the same sex.
3. Touching children is an important form of communication, but it must be done with great care. Touching above the shoulder and half-hugs are safe yet effective ways of relating to children.
4. Staff members should never be off campgrounds alone with a camper, and they should never be alone with another staff member under the age of 18. It is also discouraged to be alone with older staff members of the opposite sex.
5. Campers are not allowed to be in bed with a counselor, junior counselor, staff member, or another camper, even if they are frightened.
6. Watch for inappropriate behavior, including relations between staff members at all times on campgrounds, off campgrounds, and in the presence of campers. This includes back rubs, touching, kissing, hugs, hand-holding, etc. Remember, appearances are important.

7. Notify the Head Counselor of any unusual events or reactions by a camper.
8. Notify the Head Counselor or Program Supervisor of any suspicions of child or sexual abuse. Remember, you aren't betraying a friend. You may be helping a child, protecting an adult from a false accusation, or even saving Twin Peaks Bible Camp's reputation and future ministry.

### **Actual Situations**

1. Report any known or suspected cases of child or sexual abuse (anyone misusing their authority over a child) to the Head Counselor or Program Supervisor.
2. The Head Counselor will inform the Program Supervisor or Director of any such reports. The Director or Program Supervisor will guide you through reporting of child abuse or suspected cases of child abuse according to the Colorado Revised Statutes.
3. Only the Director will be allowed to talk to the press. When asked, the press will be informed only that there has been a suspected case of child abuse, the alleged offender(s) has/have been removed from their position, the authorities have been contacted as well as the child's parents, and names have been withheld to protect the child and the suspected adult. A copy of our policy will be made available to all members of the press upon request.
4. Only the Director will confront the suspect after the safety of the child has been ensured.
5. Staff members and counselors should not, under any circumstances, talk to other staff members, campers, or people outside of camp about the situation (other than authorized personnel who are investigating the occurrence).

### **Reporting Child Abuse Situations**

1. Under the "Child Protection Act of 1987" (C.R.S. 19-3-301) in the Colorado Children's Code, childcare center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has "reasonable cause to know or suspected that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency."
2. If at any time a staff member reasonably suspects child abuse, it is the responsibility of the staff member to report or to cause a report to be made of the suspicion to the local county department of social or human services at 1- 844-264-5437 or the police department. It is not the staff's role to investigate suspected abuse — only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law protects the identity of the reporting party.
3. A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in section 18-1-106, C.R.S. The staff person could also be liable for damages "proximately caused thereby."

## Child Abuse Reporting

Under the “Child Protection Act of 1987” (C.R.S. 19-3-301) in the Colorado Children’s Code, child care center workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has “reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system as set forth in Section 26-5-111, C.R.S..”

“Abuse” or “child abuse or neglect” means an act or omission in one of the following categories which threatens the health of welfare of a child: skin bruising, bleeding, tissue swelling or death; any case in which a child is subjected to a sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child’s parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse, it is the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local County Department of Social Services or human services, local Law Enforcement Agency, or child abuse reporting hotline at 1-844-CO 4-KIDS or 1- 844-264-5437. It is not the staff’s role to investigate suspected child abuse or neglect, only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law protects the identity of the reporting party.

A child care worker who fails to report suspected child abuse or neglect commits a class 3 misdemeanor and will be punished as provided in Section 18-1.3-501, C.R.S.. The staff person could also be liable for damages proximately caused thereby.

All cases of child abuse or neglect must be immediately reported. In doubtful cases, a mandated reporter may confer with a Director or Supervisor to see if they have “reasonable cause to know or suspect” that child abuse or neglect has occurred. **Ultimately, however, the mandated reporter has personal responsibility for making the report, and the mandated reporter cannot avoid that responsibility by asking a Director or Supervisor to determine whether the report should be made.** The law provides that, if a person does not make a required report, the person may be prosecuted for a class 3 misdemeanor and may be liable for any damages proximately caused by the failure to report as provided in Section 18-1.3-501, C.R.S..

## **Discipline Policy**

### **Aims of Correction:**

- Obedience
- Respect
- Responsibility--order, safety of others
- Establish limits clearly—instruct campers in advance about the standards that are expected of them.

### **Guidelines of Correction:**

- There are specific channels that must be followed regarding correction. They should be followed in the order listed below:
  - The Counselor
  - The Head Counselor
  - The Camp Director
- Non-counseling staff members should be involved in correction only if the counselor is unavailable and the incident requiring discipline occurs in the staff member's regular work area.
- Corrections at camp should never involve physical punishment, and humiliation and verbal abuse are not to be part of our correction procedure.
- Privileges such as store access or a portion of free time may be suspended. Be sure to enforce any proposed discipline.
- When used as a correction, separation should be brief and appropriate to the child's age and circumstances. The child should be within earshot of adults in a safe, well-lit, and well-ventilated place. Separation will not be used for more than 5 minutes.
- The camper must always know what issue they are being corrected for.
- Staff are not able to offer corrections that they do not have the authority to take or implement.
- Sending a camper home is the last resort, but it will be used in extreme circumstances. Only the Camp Director has the authority to take or threaten this action. If the camper repeatedly refuses to follow the guidance of those in authority, is causing harm to other campers, or engages in self-harm, the parents or guardians will be notified, and the camper will be sent home.
- Staff are to use correction times as learning opportunities, time to get to know the campers, and to learn more about their spiritual condition.

### **Approach in Correction:**

- Staff should review what was done wrong and why. The camper should tell staff members what was done wrong in their own words. The camper should accept responsibility for their actions.
- Do not leave them or send them away just after correction. Show them, love has not been lost.
- Do not hesitate to take the time to zero in on the root issues.
- Deal with actions quickly.
- Learn to be flexible and to adjust to individual needs.

- Staff should rely on the convicting power of God the Holy Spirit and the guidelines of God's Word. The book of Proverbs has much to say about discipline: Proverbs 3:11,12; 5:23; 12:1,4; 15:10,12; 17:10,11; 19:18; 20:30; 22:6,15; 23:13; 24:21; 29:15,17,19.

## **Fire Policy**

### **Command Procedure**

- The Program Coordinator is to oversee camper safety.
- The Office Admin is to oversee staff safety.
- The Facilities Manager is to oversee firefighting in the absence of official Fire Department personnel.

### **Evacuation Procedure:**

Immediately evacuate all people from the building or buildings where the fire is located. If only the building where campers are housed is affected, the person giving the alert should tell each counselor to immediately evacuate their group from the building in an orderly manner. All those evacuating a building during a fire or a fire drill should line up by the flagpole for roll call.

The person sounding the alert should send two messengers at the earliest possible moment—one to call the Camp Director and the other to notify the Facilities Manager of the location and extent of the fire using the emergency radio. The Camp Director is notified and, if necessary, will call 911. The Camp Director can assign others to this duty so that his complete attention can be given immediately to ensure the safety of the campers and staff in the affected area.

The Camp Director should ensure that all campers and staff are gathered in front of the flagpole or another area he may designate, and hold them until the roll call can be made, and it is determined what the next step should be to ensure their safety. He should not sound a general fire alarm (by blowing the siren) unless it is deemed necessary for the safety of the entire camp. The fire alarm is located in the power house near the bell.

The Camp Fire Marshal (Facilities Manager) assesses the extent of the fire and directs available staff to extinguish it in the most effective manner. He is responsible for all available staff members. In the event of the arrival of fire department personnel, he should relinquish command to them.

The Camp Director and the Camp Fire Marshal should be aware of the location of all building exits, fire extinguishers, and hoses.

## **Homesick Camper Policy**

From time to time, we encounter campers who express homesickness. When homesickness occurs, the counselor will:

- 1) Try to engage the camper in activities and with a friend. Counselors should be the “friend,” but strive to connect campers with others in the cabin. Encouraging campers to come alongside a fellow camper who may also be struggling can give both campers a reason to press on.
- 2) Talk with the camper about the homesickness and encourage the camper to push through it, but let the camper initiate the conversation. Do not encourage the camper to call home. Instead, focus the discussion on the positive elements of Camp, i.e., what the camper’s favorite activities are and where the camper excels.
- 3) Inform the Head Counselor of the homesickness so they will be on alert and be able to assist the counselor with the situation.
- 4) If the camper requests to call home, the counselor will let the camper know that it is the Camp’s policy not to call home and encourage the campers to come up with ways to engage. Sometimes, encouraging the camper to write things in their camper journal that they would like to tell their parents can be helpful. If the camper continues to press on the issue of calling home, let the camper know that you will inform the office of the request. The counselor should not bring the camper to the office to make the request.
  - a. The counselor is to speak with the Head Counselor concerning the homesickness and the request to call home.
  - b. The Head Counselor, Director, or office staff will contact the camper’s parent or guardian to discuss the homesickness and request guidance as to how the parent or guardian would like the situation handled.
  - c. The head counselor or director will discuss how the counselor will handle the situation.
  - d. The counselor should not bring up the issue; instead, they should wait until the camper requests to call home again. Then, the counselor can check with the Head Counselor to see what decision has been made. Often, as the camper gets acclimated to Camp, they forget that they want to call home!
- 5) The Head Counselor or Director will talk to the parent/guardian to get their input and will suggest that delaying conversations may be most effective. Sometimes, on the other hand, a phone call will solve the problem. In difficult cases, schedule a regular follow-up (even daily) call to help the camper push through day by day. We believe it is in the best interest of the camper to overcome this anxiety and push through, but we don’t want the child to be truly miserable. And, homesickness is contagious. We need to nip it in the bud at the first signs.

Often, when a camper experiences homesickness, we can shift their focus by keeping them busy and connecting them with their peers. We want to be sensitive to the situation without continuing to bring it up with the camper. The more we focus on homesickness, the more difficult it will be to manage.

## **Lost Camper Policy**

If a camper is presumed to be lost, the counselor should be notified immediately. If the counselor does not know the camper's whereabouts, the Head Counselor should be contacted.

The Head Counselor must notify the office to help arrange responsible staff members to check all buildings on the grounds and outlying areas.

The Camp Director should be notified immediately after notifying the Head Counselor if the camper cannot be located. Notification of the Camp Director should take place no more than 30 minutes after the camper is initially presumed lost. The emergency alarm will be sounded, and everyone is to meet around the flagpole. If the camper does not show up at the flagpole, the Camp Director will send staff to search areas outside the grounds in the immediate vicinity. The Camp Director will be responsible for contacting the local authorities if necessary.

The office will contact the camper's parents or guardians or the camper's emergency contact if contact with the parent or guardian is unsuccessful.

The Camp Director will file a report with the Department of Human Services, as necessary.

## **Runaway Camper Policy**

In a case where a camper attempts to leave our care (aka runaway):

The counselor or staff member must contact the office via emergency radio or send someone for help. The information that must be presented is:

- a) the camper's name
- b) the counselor's name
- c) the name of the replacement cabin supervisor
- d) the location and direction the camper and counselor are heading.

The office must call for backup from the Head Counselors and Year-Round Team to ensure that the cabin is fully supervised and the counselor following the runaway camper is fully supported.

The counselor must remain with and follow the camper until backup arrives, at which point the counselor must follow the direction of the backup team. The counselor will continue to verbally communicate with and reason with the camper to try to get the camper to turn around. The counselor may not grab the camper or physically restrain the camper, unless the camper is at immediate risk of self-harm. The counselor may step between the camper and the camper's destination to block the camper's path, without physically restraining the camper.

Once the team responsible for backup arrives, they will direct the counselor as to whether to stay with them or return to their cabin. The backup team must remain with the camper, keeping the office informed as to their location.

The office will contact the local authorities to request assistance in the recovery of the camper, as necessary.

The office must contact the camper's parents or guardians or the camper's emergency contact if contact with the parent or guardian is unsuccessful.

Once the camper has been recovered, a discussion will take place with the camper and the camper's parent or guardian to determine if the camper will be allowed to stay for the remainder of that camp. In most cases, the camper will be required to leave with the parent or guardian.

The Camp Director will file a report with the Department of Human Services, as necessary.

Once a camper has run away, the Director will evaluate whether the camper may return for future camps.

## **Natural Disaster Policy**

In the event of a forest fire or other natural disaster, all staff are trained to expect a siren to sound, and all persons are to meet at the flagpole in the center of the camp. Instructions will then be given on whether it was merely a drill or on procedures to follow. At the beginning of each camp week, the siren is sounded, time is recorded for all campers to reach the flagpole, and instructions are given to each camper, cabin group, and counselor on what to do if they hear the siren again.

In the event of a forest fire: Depending on the direction, speed and proximity of the fire will determine whether or not all persons at camp: shelter in place in the center of the ball field with all available water sources running in that area; shelter in place in either the dining hall or the bathhouse facility in the center of camp; or evacuate all peoples from the camp in all vehicles available with a planned evacuation route to Cedaredge meeting at First Baptist Church of Cedaredge for a staging area to return campers to parents and guardians, or a route to Collbran meeting at Grace Bible Church of Collbran or Plateau Valley School as a staging area to return campers to parents.

In the event of flash flooding, we will remain at the Camp, as the site is at a higher ground elevation than the creek in the middle of the property.

If a predatory wild animal enters Camp, all staff have been trained to give a "Lockdown Bear" call over the radios walkie-talkies and to get campers into the nearest building structure until the animal leaves or the situation has been dealt with in manor in accordance with the Colorado State Parks and Wildlife regulations and or advice from the local Colorado State Parks and Wildlife Officer in this jurisdiction or Colorado State Patrol. When the situation is handled, an "All Clear" call will be given over the radios.

For campers with special needs, the counselor and the Camp Nurse will be responsible for ensuring the camper is moved to a locked-down area or transported to temporary quarters, according to the Camp Nurse's discretion. At the beginning of the camp, the Counselor will meet with the Camp Nurse to discuss the camper's plan. The Counselor must be expected to follow the plan, as developed by the Camp Nurse. The counselor or camp nurse will ensure that the camper's parents are contacted and informed about the evacuation plan.

## **Evacuation Responsibilities:**

### ❖ **Office Administrator /Kitchen Manager**

- Update Camp's answering system with a message for parents indicating where campers may be retrieved
- Post a whiteboard at the gate with information for emergency personnel indicating that evacuation has been completed
- Account for all staff members, and assist them in contacting families with pickup information
- Gather:
  - Housing list to check attendance
  - Registration records for the summer
  - Current staff application files
  - Guest group files
  - Post evacuation instructions on the website and social media for parents
  - The director's notebook and computer
  - Checkbook
  - Cash
  - Office computer/Financial computer
  - Radios
  - Camp banner to identify the Camp at the evacuation site

### ❖ **Camp Nurse**

- Health certificates for all campers & staff
- First aid kit
- Camper medications
- Campers with special needs
- Take the medical services computer
- 

### ❖ **Program Coordinator/On-Call Staff for Guest Groups** (in conjunction with Guest Group leaders)

- Travel with campers and counselors to the evacuation site
- Make sure all Counselors and Campers are accounted for
- Assume responsibility for checking out campers to parents/guardians
- Take the program computer

- ❖ **Counselors/Guest Group Cabin Leaders**
  - Travel with campers to the evacuation site
  - Assist the Program Coordinator in checking out Campers
  - Alert the nurse to campers with special needs
  - Help maintain order.
- ❖ **Facilities Manager**
  - Verify that all buildings are empty
  - Turn off gas and electricity to buildings, lock as appropriate
  - Gather pertinent maintenance files, certifications, and computer

If Camp must be closed for an extended period after the evacuation, parents will be called as soon as possible and asked to pick up their campers. Evacuate all people from the camp in all vehicles available with a planned evacuation route to Cedaredge, meeting at First Baptist Church of Cedaredge for a staging area to return campers to parents and guardians, or a route to Collbran meeting at Grace Bible Church of Collbran or Plateau Valley School as a staging area to return campers to parents.

For campers with special needs, the counselor and the Camp Nurse will be responsible for ensuring the camper is moved to a locked-down area or transported to temporary quarters, according to the Camp Nurse's discretion. At the beginning of the camp, the Counselor will meet with the Camp Nurse to discuss the camper's plan. The Counselor must be expected to follow the plan, as developed by the Camp Nurse. The counselor or camp nurse will ensure that the camper's parents are contacted and informed about the evacuation plan.

### **Adverse Weather Policy**

Camp staff monitors adverse weather very carefully. In the event of lightning, all staff have been advised and trained that a 1/1000 count of 10 or less from flash to sound of thunder is dangerous, and all campers are to be ordered inside the nearest building structure until lightning has not been spotted for 20-30 minutes.

### **Security Policy**

In the event of an active shooter or other credible threat, Twin Peaks Bible Camp will follow the “Active Shooter Policy.” This procedure is explained at every camp’s first staff meeting. If a staff member has missed the meeting or otherwise needs clarification, they should discuss the procedure with the Director and ensure they understand the policy. “Shelter in Place” should never be joked about or taken lightly.

Any strangers or unidentified persons on the campgrounds should be directed to the office. If the visitor does not do so, their presence should be reported to the office immediately.

When a camper leaves camp early or when the camp session is over, the counselor is responsible for ensuring that the child is returned to the parent or guardian, or to a properly identified adult designated by the child's parent or legal guardian.

Counselors will be responsible for knowing where their campers are during the day and ensuring all campers are present at and return from each activity.

In the event of an emergency, the Director or Office Admin must be notified immediately. In their absence, other year-round staff must be notified.

All media inquiries regarding Twin Peaks Bible Camp events should be directed to the Camp Director. Staff members should not give interviews to media representatives without the Camp Director's prior consent.

## **Active Shooter Policy**

The following policy has been discussed with law enforcement and is being constructed, as per their advice. In the event of an active shooter on the Camp premises, all staff are instructed to RUN, HIDE, and FIGHT, caring for and protecting campers.

**RUN:** they are to run away from gunfire; into the cover of the woods to avoid open areas; they are to proceed to uphill to the fence line area which is south of the main Camp’s grounds; they are then to head west onto the adjacent property until they find a service road; they are then to follow that road until it exits the property onto the pavement; they are then to proceed downhill following the roads to the town of Collbran.

**HIDE:** if they are already in a building and the shooter is close, they are to avoid windows and doors so as not to be seen, they are to lock doors; as soon as they can hear that gunfire is away, they are to leave the building and then follow the RUN procedures, this to avoid being trapped in a building and having the shooter return.

**FIGHT:** if the shooter tries to enter a building where people are hiding the adults are to have planned who will attack the shooter, one is to focus on dislodging the weapon, one is to attack the shooter low and one

is to attack the shooter high, they are to use any means necessary to disarm and disable the shooter; they are then to evacuate the building and follow the RUN instructions.

During such an event, any staff member in the proximity of the phones at the Camp will call 911 and report an active shooter to Law Enforcement. The one calling needs to provide their name, the name of the Camp, the Camp's location, and any other information requested by the emergency operator. All staff and campers are advised to flee the Camp property to head downhill to Collbran and find the nearest road in order to get to the town. A staging area will be set up at either Grace Bible Church of Collbran or Plateau Valley School, where parents will be reunited with their camper following Law Enforcement and Medical approval. This training is given to camp counselors and staff at the beginning of the week. All staff and camp counselors have a means of constant communication with one another in the event of such an emergency. All campers are given this policy information at the start of camp.

**REMEMBER – THIS IS NOT SEQUENTIAL – STAY FLEXIBLE!!**

- **EVACUATE IS ALWAYS BEST.**
- **LOCKDOWN/BARRICADE IS 2<sup>nd</sup> BEST.**
- **COUNTER IS THE LAST DITCH EFFORT.**
- **ALERT AND INFORM SHOULD HAPPEN EARLY AND OFTEN!**
- **THE SINGLE BEST THING WE CAN DO IS PRAY AND PLEAD WITH THE LORD TO PREVENT THE NEED EVER TO USE THIS TRAINING. BUT IF SOMETHING HAPPENS...PRAY THAT THE LORD WILL GIVE EACH OF US THE ABILITY AND WISDOM TO DO THE VERY BEST JOB OF PROTECTING OURSELVES AND THOSE IN OUR CARE BY BRINGING TO MIND THIS TRAINING.**

For Campers with special needs, the counselor and the Medical Services Director will be responsible for ensuring that the camper is moved to a locked-down area or transported to temporary quarters, as directed by the Medical Services Director. At the beginning of camp, the Counselor will meet with the Medical Services Director to discuss the camper's plan. The Counselor will be expected to follow the plan, as developed by the Medical Services Director. The counselor or Medical Services Director will ensure that the camper's parents are contacted.

## **Transportation Policy**

1. When campers are being transported at any time, at least one adult supervisor and the driver shall be present. No child shall be permitted to remain unattended in any vehicle.
2. Only the number of children and adults for whom there are enough seat belts shall be transported. Standing in the vehicle while it is moving is prohibited. No person shall sit on the floor or in aisles, or project their head or limbs out of the vehicle.
3. No more than two people, including the driver, shall be permitted to occupy the vehicle's front seat. Each person permitted to ride in the front seat shall be secured by a seat belt. Campers are not allowed to sit in the front seat.
4. Campers are to load and unload on the same side of the street as their destination.
5. Trucks are not to be used to transport campers, and staff members are not allowed to ride in the truck bed.
6. All persons transporting campers shall be appropriately licensed to operate the vehicle they are driving. They must be 25 years of age or older, have a clear driving record, and must take the Twin Peaks Bible Camp driving course. They also need to be in good health.
7. At least one adult in each vehicle shall hold a current Red Cross First Aid / CPR Certificate or equivalent. The vehicle shall have a first aid kit, a fire extinguisher, and flares.
8. All occupants must use seat belts whenever the vehicle is in motion.
9. Except for emergencies, highway stops shall be in an area safely away from traffic flow. If there is any danger from traffic, campers are only allowed out one at a time, accompanied by an adult.
10. On trips longer than 6 hours, there shall be at least two qualified, licensed drivers.
11. Emergency procedures, such as those at Camp, shall be followed in any camp vehicle.
12. The speed limit in campgrounds is 10 MPH. If campers are present, the speed limit in campgrounds is 5 MPH. Speed limits off campgrounds are to be strictly obeyed.
13. Parents must sign permission for the camp to transport a camper, including in the online registration and health records.

### **Use of UTVs at Camp**

The use of UTVs at camp are restricted to staff and those who have taken the Twin Peaks Bible Camp's "Safe Operating Training."

- Drivers will be 16 years and older and hold a current driver's license.
- The speed limit in campgrounds is 10 MPH. If campers are present, the speed limit in campgrounds is 5 MPH. Speed limits off campgrounds are to be strictly obeyed.
- The number of passengers is limited to the legal number of seats the vehicle is designed to carry.
- Drivers are responsible for passengers' safety and must ensure that all passengers obey the rules and are properly seated.
- Driving and riding on UTVs is a privilege, not a right. Driving and riding privileges may be revoked.

## SPIRITUAL RESOURCES

## Leading a Camper to Christ

We must be clear in our own minds about what the campers should know and do to be saved. Each camper will have different problems and questions. We must be completely alert and dependent on the Holy Spirit to guide our counseling. The following is the basic plan of salvation, which you should know and follow, especially if you're not experienced in this. This can be simplified for the younger campers.

- A. God loves you - John 3:16, Jeremiah 31:3
- B. But you have sinned - Romans 3:23, Romans 3:10,12
- C. Sin has its penalty - Romans 6:23, Romans 5:12
- D. Jesus paid the penalty by dying for our sins - Romans 5:8, 1 Peter 2:24
- E. You must believe Jesus did this for you and trust Him to save you – Rom. 10:9,10,13, John 1:12

This must be a personal matter and a definite decision. As the Holy Spirit leads you, encourage a decision without pushing the camper to say something they don't mean or understand.

1. Read the verses from the Bible with the camper.
2. Pray with the camper.
3. Give the camper a verse of assurance - 1 John 5:13, Revelation 3:20, John 10:27,28
4. Encourage daily Bible reading and prayer. Start in the Gospels.
5. Afterward, fill out the follow-up form, pray for the camper, and keep in touch with them after camp.
6. Encourage the camper to tell others of the decision they have made. (E.g., friends, parents, other counselors, relatives, speaker, elders, pastor, campers at Friday night campfire)
7. Encourage the camper to go to a good church. Offer your help and that of the camp in finding a good church.
8. Encourage the camper to tell others about Jesus so that they can be saved.
9. Be sure the camper has your address when they leave camp so that they can write to you for help as needed.
10. Encourage the camper to meet with the Speaker before leaving camp. The Speaker will provide some literature for the camper to take home and study. Encourage the camper to make full use of these materials.
11. We never want to rush a profession. Children will often do what they think we want them to do to please us. Be careful of this, especially with the younger campers.

## Verses to share with your Campers

Abandonment:	Matthew 18:21-22; Romans 8:35-39
Adoption:	Exodus 2:1-10; Romans 8:15; Ephesians 1:5
Anxiety/ Worry:	Philippians 4:6-7; Matthew 6:25-34; Luke 8: 22-25; John 2:1-12; Mark 4:19
Eternal Security:	John 10:28-29; Romans 8:38-39
Following Your Heart:	Jeremiah 17:9; Proverbs 3:5-6; 1 John 3:20; Galatians 5:17; 2 Timothy 3:16
Gender/Sexuality:	Genesis 1:27; Matthew 19:4
Homosexuality:	Romans 1:26-27; 1Corinthians 6:9-10; Leviticus 18:22; Matthew 16:24
Salvation by Works:	Romans 4:5; Romans 9:30-32; Ephesians 2:8-9; James 2:14-26; Galatians 2:16; Philippians 3:9; Titus 3:5, James 2:10
Sin:	1Corinthians 10:23-24; 1Corinthians 6:12; James 4:17
Trinity:	<p><b>There is one God—and only one.</b> Deuteronomy 6:4; 1 Corinthians 8:4; Galatians 3:20; 1 Timothy :52</p> <p><b>Actions are associated with the Father, the Son, and the Holy Spirit—sometimes as separate persons at the same time.</b> Genesis 19:24; Isaiah 48:16</p> <p><b>Scripture distinguishes members of the Trinity from each other.</b> Matthew 28:19; John 14:16-17; 2 Corinthians 13:14; Hebrews 1:8-9; Numbers 27:18; Psalm 2:7, 2:12, 45:6-7, 51:10-12; Proverbs 30:2-4; Hosea 1:4</p> <p><b>Each individual person of the Trinity is described as God.</b> John 1:1, 114, 6:27; Acts 5:3-4; Romans 1:7, 9:5; 1 Corinthians 3:16; Colossians 2:9; 1 Peter 1:2; Hebrews 1:8; 1 John 5:20</p> <p><b>The persons of the Trinity have different roles but are still equally God.</b> Matthew 11:27; Luke 22:42; John 4:42, 5:36, 16:13-14, 20:21; Acts 10:38; 1Corinthians 8:6; Colossians 1:16-17; Titus 3:5; 2 Peter 1:21; Revelation 1:1, 4:11; Genesis 1:2; Job 26:13; Psalm 104:30; Isaiah 61:1</p> <p style="text-align: right;"><i>bibleref.com</i></p>
Why do Bad Things Happen?:	Isaiah 55:8-9; Job 13:15; Job 1:21; Psalm 23:4; Romans 8:28

### **Good Online Resources:**

<https://www.gotquestions.org/>, <https://www.412teens.org/>, <https://gqkidz.org/>

## **Pray, Pray, Pray!**

In order for the work at Twin Peaks Bible Camp to be effective, God must do it! We begin our day at camp with prayer. Your help in praying right now would be greatly appreciated. Some specific items to thank God for and to ask Him for are as follows:

### **Praise God For:**

Who He is and what He has done for us personally.

What He has done for camp in the past: safety, salvation of boys and girls, and sending counselors, campers, staff, and program staff.

### **Ask God To:**

Give us camps this summer that are full with children ready to make decisions for Jesus Christ.

Cause believing campers and staff to grow spiritually.

The Gospel would impact the Angel Tree campers, and Jesus would strengthen them when they leave camp.

Exalt and magnify the name of the Lord Jesus Christ this year through the speaker's messages, planning of the program, and the attitudes of the staff.

Give the staff attitudes of unity, growth in love, and a servant's mentality.

Keep campers and camp safe.

Help each one involved at camp to hate our sins and love the Lord Jesus Christ more.

Control and defeat Satan's attacks.

Strengthen and sustain year-round staff members.

Provide for our needs of money, building improvements, new buildings, program development, and scholarships.

## Sharing Your Personal Testimony

by Charles Swindoll

One time-honored and effective method of evangelism is the giving of your personal testimony. The skeptic may deny your doctrine or attack your church, but he cannot honestly ignore the fact that your life has been changed. He may stop his ears to the presentations of a preacher and the pleadings of an evangelist, but he is somehow attracted to the human interest story of how you--John Q. Public--found peace within. Believe me, the steps that led to your conversion and the subsequent ramifications are far more appealing and appropriate to the lost than a pulpit exposition of John 3 or Romans 5. If you have not discovered the value of telling others how God rearranged your life, you've missed a vital link in the chain of His blessing.

On six separate occasions between Paul's third missionary journey and his trip to Rome, he stood before different audiences and presented Christ to them (Acts 22-26). Six times he stood alone. Six times, he addressed unbelievers, many of whom were hostile and rude. Do you know the method Paul used each time? His personal testimony. Each time he spoke, he simply shared how the debate had changed his own life with them. Not once did he preach a sermon. Why? Because one of the most convincing, unanswerable arguments on earth regarding Christianity is one's personal experience with the Lord Jesus Christ. No persuasive technique will ever take the place of your personal testimony. I challenge you to give serious thought to, and then present, the way God saved you, along with the exciting results of His presence in your life.

Now I'm not talking about the common garden-variety "churchy braggamony." We have all yawned and groaned as others rambled and preached their way through their so-called testimony, which was about as fresh, appealing, and tasty as warm, month-old lettuce. That kind of testimony never attracted anyone! I'd like to help you prepare your testimony so that it might become an effective, powerful missile launched regularly from your lips into the ears of the unsaved. Consider these five suggestions:

1. You want to be listened to, so be interesting. No one, no matter how gracious, enjoys being bored. It's a contradiction to talk about how exciting Christ really is in an uninteresting way. Work on your wording, thought flow, and key terms. Remember the person who isn't saved. You need to guard against religious clichés and hard-to-understand terminology.
2. You want to be understood, so be logical. I suggest that you think of your salvation in three phases... and construct your testimony accordingly:
  - A. Before you were born again--the sin, loneliness, lack of peace, absence of love, unrest, and fears.
  - B. The decision that revolutionized your life.
  - C. The change, the difference He has made since you received Christ.
3. You want the moment of your new birth to be clear, so be specific. Be extremely careful here. Don't be vague at all about how you became a Christian. Speak of Christ, not the church. Refer to the decision you made, the moment of time when you received the Lord. Be simple and direct. Emphasize faith more than feeling.

4. You want your testimony to be used, so be practical. Be human and honest as you talk. Don't promise, "All your problems will end if you become a Christian," for that isn't true. Try to think as an unbeliever thinks as you are speaking. Refuse to pick theological lint. Restrain yourself from plucking the wings off religious flies. Theoretical stuff doesn't attract his attention as much as practical reality.
5. You want your testimony to produce results, so be warm and genuine. A smile breaks down more barriers than the hammer blows of cold, hard facts. Be friendly and sincere. Let your enthusiasm flow freely. It's hard to convince another person of the sheer joy and excitement of knowing Christ if you're wearing a jail-warden face. Above all, be positive and courteous.

Give thought to this, my friend. Ask God to open your lips and honor your words...but be careful! Once your missile hits the target, you'll become totally dissatisfied with your former life as an earthbound, secret-service saint.

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## Utilizing Our Strengths – Neutralizing Our Weaknesses

**One of the greatest strengths of Christian camping** is the opportunity to build close relationships over a short period of time. God has chosen to accomplish much of His work through people caring for one another, and the intimate relationship a counselor builds with their camper is a powerful tool.

On the other hand, **one of the greatest weaknesses of Christian camping** is the limited time we have to see what God can do through the relationships He gives us. We work hard to get to know campers, understand their needs, and make them feel comfortable with us—and then the week is over.

That's why the ministry of camper follow-up is such a dynamic opportunity. It utilizes Christian camping's strengths and neutralizes its weaknesses!

We offer a few brief thoughts for those of you who may accept the challenge of pursuing an ongoing ministry to the campers God has given you.

What is Follow-up?

1. Follow-up is an **attitude** of ongoing love and concern for a camper that results in **action**.
2. An **action** of feeding, nurturing, discipling, and praying for that camper long after the initial contact.

Some suggestions for ways to follow up include:

1. **Collect e-mail addresses before you leave camp.** Mark your calendar with a reminder to send your campers a quick note on a regular basis. Make sure you have parent permission and parent email addresses to CC on all interactions with campers.
2. **Take some of your campers on an outing.** (For example: a picnic, a hike, a game of Frisbee in the park, a high school football game, or McDonald's) Make sure that any contact outside of camp complies with the sexual abuse and other camp policies.
3. **Send seasonal cards.** You can send birthday cards and a cabin photo to use as a Christmas greeting. How about a postcard marking their first week of school or inviting them to join you at a winter retreat at Camp?)
4. **Have someone take a picture of you with each camper.** Send them later as a reminder of the good times you had together at Camp.
5. **Keep track of your campers' decisions during the summer.** Call or write, the camper. Send mail to see how they are doing with their goals.
6. **Initiate a round-robin letter between cabin members.** (Make sure you have parents' permission and enclose addresses!)
7. **Establish a Bible study with those interested.** Start with just a 4-6 week commitment and see where that goes.
8. **Commit yourself to do something to follow up.** Set realistic goals and find someone who will hold you accountable. (The Camp staff would love to help you with this!)
9. **Pray regularly for your campers.** Put prayer lists where you will be sure to remember them.



## ADMONITIONS

## Admonitions from a Head Counselor

### Minister Spiritually

A camper looks to his counselor for more spiritual guidance than probably any other person during a single week. For that camper, his counselor is an example of who Jesus is. Will the camper see his counselor as a “Jesus” he wants to follow, or a “Jesus” that bears no significance? That is why the spiritual aspect of counseling must be the highest priority. The spiritual discipling of the counselor’s campers will be seen in the following areas:

- 1) Devotions – cabin time at night where the Word is opened, and the camper’s eyes are turned toward Jesus as the day closes.
- 2) Giving Testimony—The counselor’s firsthand account of his relationship with Jesus. This needs to be an honest, heartfelt, personal story glorifying God for the miracle of salvation.
- 3) Personal heart-to-heart conversations with campers—answering campers' questions and frustrations with life. This is a hard one and is not possible without God mercifully showing grace to the counselor.
- 4) Interacting with other counselors and staff—The counselor can talk all they want in the cabin about loving one another, but until the campers see the counselors walking their talk during the week, the words will have fallen upon deaf ears.
- 5) Prayer—For some reason, this is one of the hardest spiritual activities for counselors to be passionate about. The campers should see/hear their counselor pray a lot! Prayer should be communicated as integral to life. Seek out opportunities to pray with and for your campers.

### Devotions

- Why are devotions important?

They end the day focusing on God and what he taught the campers and even the counselors during the day.

- How do I prepare for devotions?

“Devotions” should be a time where the campers reflect on what has happened at camp and apply it to their lives. It should not be a “preaching” time, but a crowbar time. It should be a time to crack open the campers' minds through questions and even stories, to hear their hearts, and to make them think more deeply about God and His Son. Also, devotions need to be another time of stressing God’s Word and the necessity of prayer in life.

Some ways to do this:

- 1) Simply ask if there is anything on their minds that they want to talk about

- 2) Stories are a great way to make the campers think. They do not need to be long epic tales of daring adventures; simple, personal stories from the counselor's life will provoke many deep discussions.
- 3) Do not just sit on your bunk and drone on about theological intricacies. Move about the room and interact with the campers. Maintain eye contact with them.
- 4) Make your devotional "camper-friendly" by keeping it at their level. Ten minutes go by very quickly, so keep it short.
- 5) Prepare devotions before camp even starts, but don't be afraid to change your plan.

Choose a topic before the week starts that you will focus on during devotions for that week. If plans change so that you focus on something else, that's great. But now you have a backup plan every night.

- 6) Use as much from what happened during the day in the presentation of your devotion. Repetition is the father of all learning, so use what is fresh in their minds to teach a biblical truth.

### **Giving a Testimony**

Kids want to know what has happened in their counselors' lives. They want to hear personally if God is who He says He is. Many counselors fall into a trap when they refrain from giving their testimony, thinking it's boring and non-spectacular. A counselor should seriously think through their testimony and practice telling it before they arrive at camp for the summer.

A well-delivered testimony has several principles:

- 1) It's personal – this is YOUR story—no one else's.
- 2) Continually return to Christ and Salvation – that is the reason we are alive.
- 3) It's brief and simple, but not short and boring – this is a story of your life, but certain specific details in stories do not need to be told (i.e., names, graphic descriptions of a troubled time). This needs to be a story of turning sadness into joy. **If you focus on the bad things that have happened and go into great detail about your sin, then that is all the kids will hear.** You need to focus on the saving Work of Christ on the cross for YOU.
- 4) Smile! Delivering a testimony can be nerve-wracking, and it's easy to let that show on your face. But you are expressing to the campers what Jesus Christ did for you! Show the excitement and joy you have because of His forgiveness.

### **Heart-to-Heart Discussions with Campers**

We all know that ministering spiritually to campers is not an activity that we plan and set a time limit on. During the week we have with these kids, it is your job as their counselor to establish a lifestyle of ministry. Many opportunities will arise for you to chat informally with your campers. Your campers will feel loved knowing that you care for them and want to talk to them. These conversations can be with a group of campers, but sometimes, the camper wants to tell you something about their life that they do not

want the entire cabin to know. You will need to pick up on this and find time to talk to them in a more discreet setting.

A couple of notes to follow:

- 1) The schedule sets aside plenty of time for one-on-one conversations with the campers. Take advantage of these times.
- 2) When talking one-on-one, make sure that you are not in a closed room with just yourself and the camper. We need to be above reproach in all interactions with the campers. Do not open yourself to question. There are plenty of places around camp that you can talk with a camper in private, but not “hiding.” Let the other counselor in your cabin know what you are doing and where you are going.
- 3) Even if the conversation isn't going in the direction you want, just let them talk. Your campers want to be heard. What they feel is important may seem dumb to you, but you need to actively listen to them. Hear them; don't just passively listen.
- 4) Encourage as much as you can!
- 5) Ask the camper how you can pray for them. This often opens the floodgates.
- 6) Don't be afraid to write things down to help you remember. However, don't “hover” in the conversation like a therapist. Listen to the camper, then, after they leave the conversation, jot down some notes. Don't leave these notes sitting out in the cabin for any camper to read. Keep these private. The camper(s) trust you. If the one-on-one time is dragging a little, here are a couple of “entry questions” to get the conversation going:

- 1) If you could change one thing in life right now, what would that be?
- 2) What is super-awesome in your life right now?
- 3) What really stinks for you right now in life?
- 4) Who would you call your best friend? And what do you like about them?
- 5) What do you like to do when you're not at school?

These questions are not super-spiritual, but they will provide you with plenty of hooks to deepen the conversation.

### **Interacting With Other Counselors & Staff**

The counselor can talk all they want in the cabin about loving one another, but until the campers see the counselor walking their talk during the week, the words will have fallen upon deaf ears. It will amaze you how much the campers see or hear. You may think that you are alone and can complain about the games or the food without a camper hearing, but you would most likely be mistaken.

The camp staff needs to be unified. Remember, the kids see the counselors and staff as ‘super-spiritual.’ What they see in the lives of the adults at camp will be what they think of Jesus-followers in general. We should not preach unity, forgiveness, and love during devotions and then fail to put them into practice in our own lives.

## **Prayer**

For some reason, prayer often gets relegated to an “if we have time” activity. This definitely should not be so. The church has done a terrible job of teaching our young people how to pray. Your campers will very likely not be very excited about praying, especially out loud. There are several things that you will need to communicate to your campers about prayer:

- 1) Praying is not a religious activity or responsibility that must be fulfilled to be a “good Christian.”
- 2) Prayer is powerful and effective (James 5:16)
- 3) Prayer should be a constant, integral part of our lives (1 Thess. 5:17)

One of the most effective ways to communicate the importance of prayer to your campers is to lead by example. Don’t be afraid to pray for your campers out loud. Ask them what you can pray for them about. And most of all, have your campers pray together. This can be during devotions at night, during Patch-Prep time in the afternoon, directly after chapel in the morning, or any other time that your group is together. Show them what it means to “pray continually.”

## **Love Appropriately**

It should be the aim of every counselor to ensure that all campers feel loved while at camp. Kind words or a hand on the shoulder may be the one thing a camper remembers of their time at camp. However, the affirmation and love must be shown appropriately and reasonably in the following ways:

### **Touch**

Physical touch can powerfully affirm and show love to someone. However, it must be appropriate and sensitive. There is not really a list of “approved” ways to appropriately touch a camper. However, here are a couple of principles to keep in mind:

- 1) Not all campers want to be touched. If you put a hand on a camper’s shoulder and they pull away, don’t push it. Let them be. In your one-on-one time with that camper, you will most likely find out why the camper is wary of touch.
- 2) Keep all contact in the open. **Never touch in a sexual manner; that will be an immediate cause for dismissal from camp and will be reported to the authorities.**
- 3) Do not use touch as a form of discipline. We, as counselors, are not their parents and cannot discipline them as a parent would in the home. No matter how angry the campers make us, we must not touch them

with the intent to harm. Many of the kids you will have in your cabin(s) are victims of physical abuse. Being touched by an adult is scary. Make all touch gentle.

#### 4) Roughhousing:

- We all know that boys like to rough and tumble. It has actually been proven that young boys (grade school and middle school) need more physical contact than their female counterparts.
- Boys relate physically. So, when that 10-year-old comes up and tackles you, don't panic. Don't push him away by telling him it's inappropriate. You can play with him in an appropriate, gentle, and kind way that communicates, "Hey, you're all right, buddy. Not only that, but you're strong!"
- When boys see that you can respond to them by physically building them up, they will connect with you immediately.
- Roughhousing must be safe, appropriate, and **initiated by the camper(s)**.
- Pranks – sternum rubs, wedgies, Saran wrapping, cold showers, etc., are strictly prohibited. We want the campers to enjoy their time at camp. We are at camp for the campers. There is no benefit gained from an entire cabin ganging up on one or two campers. Again, only use physical contact with the campers in a gentle, loving way. We have better things to do than think up pranks. Because these tend to escalate when started, they are not allowed at Twin Peaks Bible Camp.

#### Story (From Camp Elim):

One particular week, I was the Boys' Head Counselor for a grade school camp during the summer. I knew a lot of the campers and the counselors in a particular cabin, and I knew that they were a rowdy bunch. So, I paid them a little more attention than I did the other cabins, especially around planned quiet times. This particular night happened to be campfire night. As I was walking through the East Dorm helping the counselors transition their campers toward a desired state of calm (yeah, right), I noticed that the aforementioned cabin was strangely calm. The main ring leader of the cabin, an eleven-year-old, was lying in his bunk, totally still. A little alarmed, I walked into the cabin to see where the counselor was; he was preoccupied with another camper complaining of a stomachache. I quickly told the counselor that I was checking on Bobby (not his real name). He nodded, and I walked over the still, strangely calm bed. When I got to the camper's bunk, I found out why he was so still. He was crying. Perplexed, I sat down on the edge of the bed. Of course, asked him what was going on...no answer. I had this particular camper in my cabin the previous year, and I had never seen such behavior out of him before. I was concerned. Without even thinking about it, I put my hand on the back of his head and tousled his hair, saying, "It's all right to cry, Bobby. It shows you care. Cry all you want, I'm not going anywhere." His crying immediately intensified. After about ten minutes, he stopped crying and turned his head to tell me that he was crying because he was afraid his dad was going to hell. We talked briefly about the Lost and how our hearts should break for them. After talking a bit, he sat up and gave me a big hug, telling me, "Thanks for telling me it's ok to cry. I needed that." A kind word and a gentle hand show that you care.

#### Words

- Words can cut to the heart faster than any arrow. They can also encourage and brighten someone's day just as fast. Note: campers have bionic ears! Every day, I say words that I later regret. I am often insensitive, judgmental, and discouraging with my words. We all know that our words get us into trouble. The book of James describes what our words (the tongue) are capable of. For such a small part of our body, it sure says a lot about us.

### **Jokes**

- Do not allow jokes in the cabin that make fun of someone else.
- Do not allow coarse joking among the campers (see Ephesians 4:29; 5:4).
- Use jokes and funny stories as hooks to get your campers' attention. (see above)

### **Correction/Discipline**

- It's ok to let your words show emphasis. Show emotion! However, don't use your words to attack a camper.
- Do not use degrading words, i.e., "You're such an idiot." "What were you thinking? Jerk." (Although your intention is in jest, it may not be taken as such. Do not assume the camper knows you are joking.)

### **Encourage!**

- Use every opportunity possible to encourage the campers verbally.
- Use the camper's name. Memorize your campers' names as quickly as you possibly can. That shows them you care and want to know them.
- Make random comments about how you appreciate your campers.

### **Sarcasm**

- I suggest you refrain from using sarcasm to communicate with your campers. It is often difficult to determine if someone is serious or joking when they are being sarcastic.
- Say what you mean, mean what you say.

### **Comments**

- Guard your tongue when making comments about a particular camper or campers to others. It is great to voice concerns or frustrations in a prayer meeting, but outside of that protected time, do not talk about other campers in front of others.
- Plan on not complaining at all while you are at camp. Complaining is a selfish act that denies your position as a counselor. Speak highly of people, programs, etc., even if you are frustrated, tired, or angry. (When you are encountering frustration, take that to the Head Counselor or Director, not other counselors, staff, or campers, in order to resolve the issue or to receive the encouragement you need for handling the situation.)

## Gifts

- Leaving a piece of chocolate on their bunks or notes are tangible ways to show acceptance and love to the campers. Again, needs to be appropriate and must not demonstrate favorites.

## Random acts of kindness

- Your gift to your campers does not have to be a purchased item. Random acts that show them you are willing to put them before yourself can be a great gift.
- Make sure they know why you are doing something. Do not make a big deal about your gift, but communicate that it's a gift. Many campers will not even understand what a gift is... This can be an excellent opportunity to talk about grace.

## Little tokens of appreciation

- These items are small: a Jolly-Rancher and a cool-looking rock. I suggest you bring approximately one item per camper and give it to the campers at a designated time during the week.
- Do not leave anyone out. Make sure you give this gift to everyone in your cabin.
- Again, communicate the aspect of a gift.
- It can be extra special to your campers if you tie your gift into an aspect of the week, e.g., talking about God's Word in chapel—give them a small plastic compass (corny, I know, but it's something that will help them remember, and they will have something tangible to take home).

## Your Effort and Time

- The most significant gift you can give your campers is **YOU!** Giving 300% to your campers throughout the week is a huge gift to them. Your continued vigilance, attention to every detail, and putting them first every chance you get are what will make them feel most loved. They may not even recognize that you are giving them all you've got, but they will know when you are holding back from them.
- Simply walking with a camper to the chapel or spending extra one-on-one time during free time shows them that you value them. They are worth your time! Make sure they know this.
- When in doubt, give!!!!

## Discipline Effectively

Every child needs to be disciplined. In a camp atmosphere where the campers are separated from their parents, the disciplinary actions of the counselors must revolve around several key ideas:

- 1) Consistent—The warning and application of discipline must be followed throughout the “cabin.”
- 2) Appropriate—Discipline that is acceptable in the home is not always appropriate at camp, i.e., physically punishing campers is out of bounds.

3) Provoke correct behavior – encouragement is much stronger at correcting inappropriate behavior. We want to build the campers up, not tear them down.

4) Earn Respect – if the campers do not respect you, they will not obey you.

### **The Basics**

The word “discipline” is not a word that makes anyone feel warm and fuzzy on the inside. Discipline is something that nobody enjoys. A friend of mine once said, “I really dislike discipline, but I like the benefits that discipline brings.” He was speaking of personal discipline, but personal discipline is not all that different from interpersonal discipline. Personal discipline is setting boundaries and acceptable attitudes and behaviors for yourself. Interpersonal discipline is simply setting those boundaries for someone else (including yourself). Effective and appropriate interpersonal discipline revolves around these principles:

#### **Consistency**

- The Warning

Warning the camper(s) of improper action(s) can often be the only step needed to correct the behavior. Sometimes the camper is not even aware that they are “out of bounds.” However, for campers who are willingly behaving in ways contrary to the preset boundaries, an accurate warning is needed. What makes a warning effective and accurate?

Do not use a warning as a threat.

Make the warning non-threatening, i.e., “You’re gonna get it, buster!!!” is not a good warning. Neither is “I’m going to kill you” for obvious reasons.

Simply inform the camper that their action has consequences.

- The Follow-Through

The most important part of the warning is follow-through. If you warn a camper about a certain behavior or attitude and then do not carry through with your warning, you will lose the respect of and ultimately your authority over your campers. The continuation of what you say with your mouth and what you act upon must be consistent.

#### **★ Inappropriate Discipline/Consequences**

**The following examples are forms of discipline unacceptable to anyone in authority at camp.**

1) Physically touching the camper: No arm grabbing, spanking, pushing, shoving, hitting, or head turning is acceptable.

- 2) Do NOT attempt to discipline a camper when you are angry. If you find yourself becoming angry at a camper or in a situation involving campers, excuse yourself and let another counselor know you need a minute.
- 3) Yelling is an ineffective way to communicate: the camper will close all doors if you yell at them. Speak slowly and with seriousness, but do not raise your voice.
- 4) Calling names: stupid, idiot, moron, loser, etc.
- 5) Do not single out a specific camper in front of the cabin. They will feel picked on and embarrassed.
- 6) Other ways that it is inappropriate to discipline?

★ **Appropriate Discipline/Consequences**

**Appropriate discipline gets the camper's attention without making them feel stupid or harmed.**

- 1) Missing out on free time
- 2) Not getting to participate in an activity
- 3) Take away the offending "toy" or other article with a promise of later return.
- 4) Separation of the two "fighting" campers
- 5) Any other ways of implementing appropriate consequences?

**Provoke Correct Behavior**

Encouragement is much stronger than correcting inappropriate behavior. We want to build the campers up, not tear them down. Let them see they have a choice!

• Camp is not a prison

- 1) Communicate to your campers that they do not have to obey you. They have a choice. If you try to promote an "or else" atmosphere in your cabin, your campers will struggle with obedience and respect, and will not enjoy camp.
- 2) However, you must enforce the consequences of a disobedient act. The campers can choose to disobey you, but they will see the consequences of their actions.

• Camp is a Safe Place

- 1) Your campers should be treated better at camp than anywhere else.

## 2) Motivation by fear vs. motivation by desire

- Many of the kids you'll have in your cabin are simply afraid of screwing up.
- Schools, many parents, etc., motivate the kids by emphasizing what will happen if they fail.
- Your campers should want to do what you say.

The best way to provoke correct behavior is to communicate that there is **nothing** they can do to disappoint or make you like them less. The campers need to feel that you love them unconditionally. There is almost no better way to show your campers Christ's love than to love them unconditionally, even though you do not know them. It will blow their minds!!

### **Demand Respect**

If the campers do not respect you, they will have a hard time obeying you. If you show them respect in return, they will obey you all the more.

#### • Democracy vs. Monarchy

1) Your cabin should not be run like a democracy. You are the king of your cabin, and the campers need to know that. Schedule items, sleeping arrangements, bedtimes, etc., should not be up for debate.

2) However, you should not be a tyrannical "king." Give your campers the benefit of the doubt, and if they abuse your generosity, let them know that there are consequences.

3) Do not be afraid to apologize to your campers. Some of them have never heard their fathers, mothers, or anyone else in authority apologize to them for harsh words, being wrong, etc. You will win huge amounts of respect if you are humble enough to say "I'm sorry."

Remember, your campers are kids, not adults. They need direction and clearly defined boundaries. Do not waver on these boundaries, but stick to your "guns" no matter how many times they try to push the rules. Some campers think it is great fun to contradict their counselor, especially campers who have been to camp before. Stand your ground, and do not let them question you. Be gentle, but also firm in your authority over them. They may dislike you for a moment, but you will retain their respect.

## **It's Not Working!!**

Ok, now that we've given you all the tools you need to be a successful counselor at Twin Peaks Bible Camp, what are you going to do when none of this works? What are you going to do when all planning has failed, and you just don't know what to do? That is the single greatest challenge that faces counselors – the unexpected. Usually, the "unexpected" takes form in the campers who drive us crazy. Those troubled kids with obvious issues can drive us to raise our hands in despair and wish for Friday night to arrive quickly. Here are some concepts and principles to help you not only survive the frustrating campers but reach them in a way no one has before.

## I. Don't Get Played

• Kids with “issues” are very good at manipulating people to get what they want. It’s a survival mechanism they have developed to protect themselves from getting run over in normal life. They do not understand that not all adults are against them. So, these campers will unleash their potent skills to “play” you in order to achieve what they desire. Here’s how you can avoid being “played.”

During the first couple of hours with your campers, determine which campers will be difficult. It may take some time for these kids to reveal themselves, but they will eventually be visible by:

- 1) Lack of eye contact
- 2) Uninvolvement
- 3) Disrespect
- 4) Unbridled, unchecked energy and not listening to corrections
- 5) Physically aggressive with other campers.

After you’ve found the trouble camper (or campers...have fun!), seek them out and get to know them. If they feel that you are avoiding them, they will increase their “annoyance factor” to try to get you to notice them.

Set very clear boundaries and rules, but do not be tyrannical. Let them know what they can expect during the week. Kids who are surprised by certain changes can feel insecure, which can lead to frustrating behavior.

Do not end instructions/directions with “ok?” This leads them to assume they have the option to do the opposite. It may sound silly, but it’s true. Another tool to use if you're trying to gauge whether they understood you is to say, "Repeat back to me what you just heard me say." This will help you understand how the child is perceiving instruction, discipline, and encouragement.

## II. Patience, Patience, Patience

• Did I mention patience? Kids with a lot of anger, insecurity, and hurt built up inside them are so used to protecting themselves that they often have extreme attitudes. Some common behavior signs I’ve seen are:

1) The Comedian. Those campers who constantly try to make others laugh, most disconcertingly during inappropriate times, are protecting themselves from others getting too close. But they are crying out to be noticed, too. This paradox takes a lot of patient direction. Help the camper see when it is appropriate to crack jokes and when they need to be quiet. Do not reject their attempt at humor by demeaning them or what they’ve said; just redirect them.

2) The Runner. These campers protect themselves by not responding to questions, refusing to participate in games, not playing with the rest of the campers, and reverting to playing by themselves during free time. These campers need to be stretched outside their comfort zone. Continually encouraging them to

participate, finding another camper who will ask them to play, meeting them where they are, i.e., sitting and talking if that is all they will do, are some ideas to help pull the Runner out of their shell.

3) The Fighter. This behavior is the most dangerous because of the obvious harm to you or other campers. This is rarer than other behavior problems, but if the camper feels threatened or under a lot of stress, this may be how they choose to protect themselves. If you find that you have a Fighter in your cabin, tell the Head Counselor. You will need help keeping an eye on the particular camper throughout the week. However, do not be scared of this camper. They need your attention and efforts just as much as the others. Right from the start, do not let them get away with being physical toward another camper. Let them know that any fighting (not just physical, but verbal as well) will not be tolerated. Tell the angry camper that if they feel like hitting someone, they should talk to you. You'll help them let loose some steam. The Fighter needs to feel it's okay to be angry. It's not ok for them to hurt other campers or staff. Equipping them to come to you when they are angry will give them a way to address their anger without resorting to hurting others.

- If you can recognize that these campers are not trying to be difficult but just trying to survive, then you can reach deep and simply be patient with these campers. They do not need another adult yelling at them for being. They simply need you to understand that you understand them. This is much harder said than done, but it will make all the difference if you are willing to patiently guide, love, and come alongside these campers.

### III. Love

- The cool, fun, excited kids are easy to love. It takes almost no effort. But the kids that absolutely drive you crazy need your love and acceptance just as much. They need to know that you care about them, too. They will do everything they can to challenge you, but deep inside, they are crying out for your guidance, security, and kindness.

Guidance: Set the rules and do not budge from them. It will be tempting to relax and let them do “whatever.” You may even feel like the bad guy, but you are, in fact, helping them in ways that complete freedom never could.

Security: Let the camper(s) know that no matter what they do or say, you will not think less of them. They need to feel safe and secure when they are at camp, so constantly communicate your acceptance of them. Tell them they are cool. Tell them that they are a blast to hang out with.

Kindness: Most kids don't know what it means to be kind. They have been taught since kindergarten to “be kind,” but the majority have no idea what that means. Most people associate kindness with being “nice,” but the two attributes have nothing in common. “When you want to be nice, it's because you want to please the other person; you want everyone to be happy. When you want to be kind, it's because you want to do what is right, regardless of how other people feel about it. *Nice* is permissive. *Kind* is based on grace” (Crystal Lutton).



# COLORADO RULES & REGULATIONS

## **Twin Peaks Bible Camp's Child Care License**

### **Background Checks:**

#### 2.120 Child Abuse Or Neglect For Background And Employment Inquiries (TRAILS)

- All employees and volunteers who are entrusted to supervise campers will undergo a Child Abuse or Neglect Background Check prior to serving at Twin Peaks Bible Camp.
- Every 5 years, all child abuse and neglect inquiry background checks must be renewed by resubmitting an inquiry form and the current fee to the Department for processing. An updated clearance letter of verification of the submission of the inquiry form must be obtained within five (5) years from the date reflected on the current clearance letter.

#### 2.121 Criminal Record Check

All employees and volunteers who are entrusted to supervise campers will undergo a CBI and FBI fingerprint criminal background check. Each applicant must have their fingerprints taken and processed at a vendor approved by CBI. These background checks will be completed prior to serving at Twin Peaks Bible Camp.

Every 5 years, all FBI background checks must be renewed by completing the fingerprint process. An updated clearance letter of verification of the submission of the inquiry form must be obtained before five (5) years from the date reflected on the current clearance letter.

A child care facility shall not employ or certify an individual who has been convicted of certain criminal felonies or misdemeanors, according to Colorado License Reg 2.121D7.

#### 2.126 Reporting and investigation of Child Abuse

A child care facility must require each staff member and volunteer of the facility to read and sign a statement clearly defining child abuse and neglect pursuant to state law and outlining the staff member's personal responsibility to report all incidents of child abuse or neglect according to state law.

Pursuant to section 19-3-304, C.R.S., and caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department of human or social services, the local law enforcement agency, or through the child abuse hotline reporting system as set forth I section 26-5-111, C.R.S.

#### 2.132 Smoking And Tobacco Products

Pursuant to sections 26.5-5-314(2), 25-14-103.5, and 18-13-\*121, C.R.S., tobacco and nicotine products are prohibited by law from use in and around licensed child care facilities.

## **2.400 Rules Regulating Children’s Resident Camps**

### **2.411 Camp Personnel**

Each camp must have an on-site director who must be at least twenty-one (21) years of age. The director must have twelve (12) months (1820 hours) verified leadership experience in an administrative or supervisory position, with groups of children (5) years of age or older, since they attained the age of eighteen (18) years.

At each permanent camp, there must be one health care worker who is responsible for monitoring the overall health of campers and staff. A health care worker must be one of the following: a licensed physician, a registered nurse, a licensed practical nurse, a licensed physician’s assistant, a certified nursing aide, or an individual who holds current certification in emergency medical services. A health care worker must be at the camp twenty-four (24) hours per day.

At any camps less than thirty (30) minutes from emergency medical services by vehicle, in clear weather, there must be at least one (1) staff member with each group of children qualified with Department-approved First Aid, CPR, and Medication Administration Training and delegation.

All staff members and volunteers must complete a Department-approved Standard Precautions training prior to working with children. This training must be renewed annually.

For every thirty (30) or fewer children in attendance, there must be at least one (1) staff member with each group of children who holds current Department-approved First Aid and CPR certification for all ages of children.

There must be sufficient camp counselors or staff members who have a supervisory role with children at the camp to meet the staff ratio as indicated in rule section 2.412

Children under the age of six (6) years who live at camp or are visiting must be directly supervised by a caregiver, who is not included in the staff to camper ratio, at all times. Staff members whose children are under six (6) years of age cannot be supervising campers or leading activities when they are supervising their own children.

There must be specialized staff members who are responsible for specific portions of the camp program. Requirements for those specialized staff members are found among the requirements for the specialized activity areas in the “Rules Regulating Special Activities,” in rule sections 2.600.

### **2.412 Supervision**

The camp must have an accurate system whereby staff members who are responsible for the supervision of children must know where each child is at all times.

At no time may a camper be left without qualified supervision. Sleeping quarters of the counselors must be within sight or hearing distance of the sleeping quarters of the children whom they supervise. Children may sleep alone for specific program functions, such as solos or survival experiences, and then only when regularly monitored pursuant to the camp's written program. The camp's written program must include an audible mechanism for a camper to alert a staff member who is able to immediately respond.

In a children's resident camp, the ratio of one (1) staff member having a supervisory role with children per number of campers must be maintained at all times as follows:

<b>Age of Children</b>	<b>Number of Children</b>	<b>Number of Staff Members</b>
8 through 10 yrs. Old	8	1
11 through 13 yrs. Old	10	1
14 yrs. And older	12	1

#### 2.413 Healthcare

The camp health care worker must be responsible for administering medication to campers.

A record of any medications administered must be maintained in a medication administration record pursuant to rule section 2.409(C)

The camp may, with written parental consent and authorization of the prescribing practitioner, permit children who have asthma to carry their own inhalers and use them as directed. All staff must be aware of which children have asthma and which ones may use their own inhalers as needed.

Topical preparations such as petroleum jelly and bug sprays may be administered to children with written parental authorization. These preparations may not be applied to open wounds or broken skin unless there is a written order by the prescribing practitioner.

Home remedies, including homeopathic medications, must not be administered at camp without written parental consent, authorization of the prescribing practitioner, and delegation as required in rule section 2.411(B).

To ensure the protection of campers from sun exposure, the camp must:

Obtain the parent or guardian's written authorization and instructions for applying sunscreen or the use of another form of parent or guardian-approved sun protection to their children's exposed skin prior to going outside. A doctor's permission is not needed to use sunscreen at the camp.

Apply sunscreen, have campers apply sunscreen, or use another form of parent- or guardian-approved sun protection for campers prior to going outside. Sunscreen must be reapplied as directed by the product label.

When supplied for an individual camper, the sunscreen must be labeled with the camper's first and last name; and

If sunscreen is provided by the camp, parents must be notified in advance, in writing, of the type of sunscreen the camp will use.

#### 2.414 Guidance

Guidance must be appropriate and constructive or educational in nature and may include such measures as diversion, separation of the child from the situation, talking with the child about the situation, or praise for appropriate behavior.

Children must not be subjected to physical harm, fear, or humiliation.

The program director must not use, or permit a staff member to use, corporal punishment as defined in section 22-1-140, C.R.S.

Guidance must not be associated with food, rest, or toileting. Children should never be punished for toileting accidents. Children must not be denied food or forced to eat as a disciplinary measure.

Separation, when used as guidance, must not exceed five (5) minutes and must be appropriate for the child's age. The child must be in a safe, lighted, well-ventilated area and be within sight and hearing of an adult. The child must not be isolated in a locked or closed area.

Verbal abuse or derogatory remarks about the child are not permitted.

Authority for guidance must not be delegated to other children, and the camp must not sanction one child punishing another child.

#### 2.415 Security Practices

- Twin Peaks Bible Camp staff will follow the active Shooter procedure, Fire Procedure, and Emergency & Evacuation Procedures.

#### 2.416 Food and Nutrition

Each camp must establish a written policy for its nutrition and food service program.

#### 2.417 Transportation

The camp must obtain written permission from parents or guardians for any transportation of their child during camp hours.

The number of staff members who accompany children when being transported in the vehicle must meet the child care staff ratio found in rule section 2.412(D). The driver of the vehicle is considered a staff member.

The camp must not permit children under the age of eight (8) or children under 57” tall to ride in the front seat of a passenger vehicle. Children under eight (8) must be secured in a child restraint system that is appropriate for the age and development of that child. The child restraint must be safe and free of hazards.

Campers must be loaded and unloaded out of the path of moving vehicles.

Campers must not be left unattended in the vehicle.

For trips away from the camp, a list of individuals must be readily available either in the vehicle(s) or at the camp office.

### 2.609 Archery

The archery supervisor shall have certification, documented training, or experience from a recognized organization or certifying body for the activities offered.

The archery range shall be free from hazards and well-marked. There shall be a clear path to the target, which is not obstructed by rocks, trees, or branches. Traffic, trail, or other camp activities shall not be placed in the direction of the flight of the arrows.

Equipment shall be maintained in a safe condition. Bows and arrows shall be inspected for fractures, splinters, or cracks before each use. Damaged bows and arrows shall not be utilized.

Equipment shall be stored under lock and key when not in use. Bows and arrows shall be used only in the specified archery area.

The archery supervisor or a staff person trained and authorized by the archery supervisor must always be present when children are at the archery range or field.

All archers shall use the same firing line. Arrows shall be issued only at the firing line.

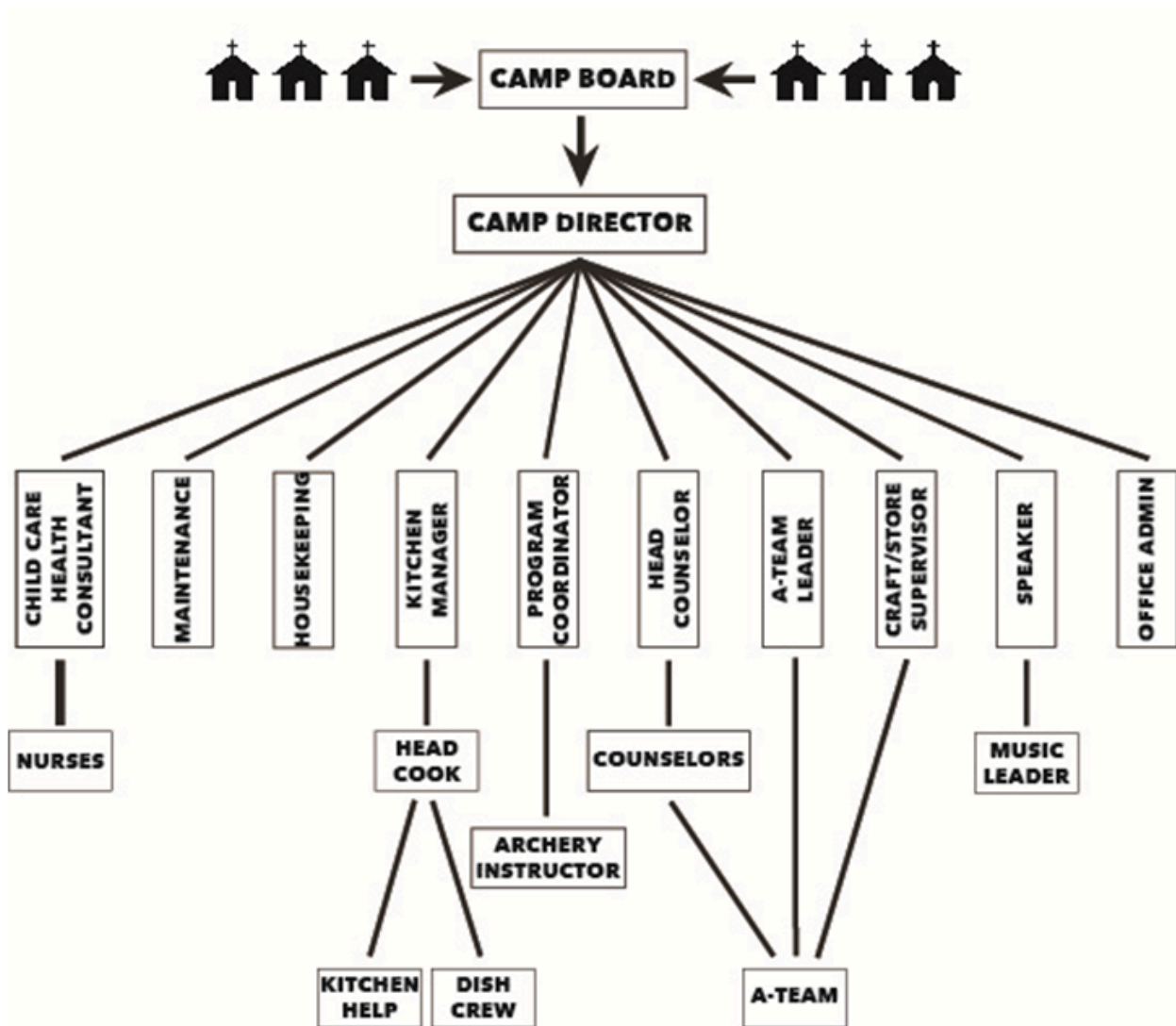
Arrows shall be nocked to the bow string after shooters are on the firing line and after the signal to shoot has been given.

Before arrows are released, shooters shall have a definite target.

A supervising staff member must control movement. All persons must stay behind the firing line until the signal to retrieve arrows is given. All arrows shall be retrieved at the same time.

# JOB DESCRIPTIONS

## Organizational Flow Chart



## **A-Teamers**

### **POSITION OBJECTIVE:**

To assist with assigned duties in a support role. To help supervise campers participating in the day activities under the direction of the counselor, perform daily cleaning chores, work projects, and assist counselors as needed. Model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude towards campers and fellow staff members.

### **SKILLS NECESSARY:**

- Must be at least 13 years old
- Must have completed training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Commit to following the “TPBC Code of Conduct” in the staff manual.
- Possess the ability to subordinate personal desires to the needs and interests of campers.

### **RESPONSIBLE TO:**

*On Duty – A Team Leader, The Director*

*Off Duty- Counselors*

### **PRIMARY DUTIES:**

1. Familiarize yourself with the Staff Manual and understand the responsibilities beyond your job description. Agree to and uphold the Camp Mission, Statement of Faith, Vision, Values, and Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the A-team orientation at 9:00 am on Monday.
3. Attend the 11:15 a.m. all-staff orientation on Monday.
4. Monday morning, set up for check-in. During camper check-in, assist in greeting families in the parking lot. Please direct them to check in. Help campers find their counselor and their room. Visit dorms to get to know counselors.
5. Report to work as assigned by the A-Team Leaders. Remain on duty until excused by the A-Team Leader or your next scheduled task.
6. Share responsibility for all aspects of the A-Team tasks. Assist with daily preparation, cleanup, and end-of-day and end-of-week tasks.
7. Supervise campers making craft projects, which you have been assigned by the Arts & Crafts Staff, with love and a cheerful, patient attitude. Ensure you are thoroughly familiar with all the projects to provide clear instructions and address campers' questions.

8. Clean up the craft room. Sweep and wipe tables on the craft porch, while maintaining general neatness.
9. Try to learn each camper's name. Show interest in them. If no camper is coming to you for help, circulate and look for opportunities to encourage, advise, or engage in conversation when appropriate.
10. Keep a careful watch over the equipment. Tools, chemical cleaners, and other equipment must not be left unattended or accessible to campers.
11. On Friday, help campers make sure projects are completed.
12. Complete assignments listed on the daily schedule.
13. You are expected to attend evening Chapel sessions and evening devos /activities.
14. Perform any tasks other than those assigned if requested.

**DESIRED CHARACTERISTICS:**

One of the most important characteristics for this position is the ability to communicate and work effectively with others, including campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff, of all ages, to possess a heart for loving and serving people of all ages. Individuals who demonstrate this desire exhibit enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff members need to possess a sense of maturity in judgment, patience, self-control, and strength to lead and serve others. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **A-Team Leader**

### **POSITION OBJECTIVE:**

To help supervise A-teamers with daily cleaning chores and work projects, and assist counselors as needed. Aim to lead A-teamers in devotions and to mentor them in their spiritual needs. Model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude towards campers and fellow staff members.

### **SKILLS NECESSARY:**

- Must be at least 18 years old and a high school graduate, and pass a CBI/FBI background check and a Child Abuse and Neglect Registry background check.
- Must have completed training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Commit to following the “TPBC Code of Conduct” in the staff manual.
- Possess the ability to subordinate personal desires to the needs and interests of campers.

### **RESPONSIBLE TO:**

*The Director*

### **PRIMARY DUTIES:**

1. Familiarize yourself with the Staff Manual and understand the responsibilities beyond your job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Hold an orientation meeting with the A-team at 9am Monday morning to familiarize them with cleaning procedures, kitchen duties, and rules. Coordinate with the Craft and Snack Shop Supervisor to train them on crafts and store duties.
3. Attend the 11:15 a.m. all-staff orientation on Monday.
4. Help A-teamers set up for Check-in on Monday morning. During camper Check-in, help greet families in the parking lot. Please direct them to registration. Help campers find their counselor and their room. Visit the dorms to get to know the counselors, encourage them to be in their rooms, and greet campers and parents.
5. Share responsibility for all aspects of the A-Team tasks. Assist with daily preparation, cleanup, and end-of-day and end-of-week tasks.
6. Watch over the equipment. Tools, chemical cleaners, and equipment are not to be left unattended or accessible to campers.
7. Be cooperative and patient when A-Teamers ask for help with projects.
8. Create a daily schedule and manage assignments for A-teamers.

9. Unless otherwise assigned, you are expected to attend evening Chapel sessions and evening devos/activities.
10. Establish and nurture discipleship-oriented relationships with A-team members, training them to foster spiritual growth and a deeper relationship with Jesus Christ.
11. Inspect A-Team bunks daily. Read scores to A-team members during lunch announcements. Provide scores to the Program Coordinator or the Director. Inspect cabins before releasing A-teamers on Saturday. (See the inspection checklist provided in the Counselor Survival Packet.)
12. Assist and minister to the A-team under your care as follows:
  - a. Have face time with each A-team member by Wednesday morning.
  - b. Speak with and pray with each A-team member several times during the week.
  - c. If an A-teamer needs to be disciplined, do so in a loving manner, not in front of other A-teamers or campers.
  - d. Talk to A-teamers in ways that encourage their spiritual growth, helping them with personal problems and offering advice.
  - e. Encourage them to memorize verses.
  - f. Observe latecomers at meals, in chapels, at prayer meetings, or during activities. Please feel free to stress the need for promptness.
  - g. Ensure A-teamers are in their cabins at designated times and enter quietly at night.
  - h. When a counselor has a counselor helper, assist them in fulfilling their responsibilities as detailed in their job description.
13. Work to maintain the spirit of unity among A-teamers, counselors, campers, staff, and administration. Advise the Director of any discord and its cause.
14. Ensure you know where the A-teamers are at crucial times, including during fire alarms, campfires, off-site activities, and bedtime.
15. Provide an appreciation snack for the A-teamers during the week. Assure the A-team of our appreciation and respect.
16. Look for creative ways to minister to the A-team and get to know them. Cards, notes, and gifts are valuable tools for edifying others.
17. Be available to the Program Coordinator to assist with the program and activities.
18. Perform any tasks other than those assigned when requested.

### **DESIRED CHARACTERISTICS:**

One of the most important characteristics for this position is the ability to communicate and work effectively with others, including campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff, of all ages, to possess a heart for loving and serving people of all ages. Individuals who demonstrate this desire exhibit enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff members need to possess a sense of maturity in judgment, patience, self-control, and strength to lead and serve others. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **Child Care Health Consultant**

### **POSITION OBJECTIVE:**

To assume responsibility for maintaining and improving the Camp's Healthcare Program. Assist the Director in developing health policies and procedures and act as the Healthcare Supervisor, supporting the healthcare volunteers (camp nurses).

### **SKILLS NECESSARY:**

- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Commit to following the “TPBC Code of Conduct” in the staff manual.
- Hold a medical license in good standing.
- Maintain professional development requirements:
  - Medication Administration, Part 1 (3 hours)
  - Recognition of Child Abuse Reporting and Neglect (2 hours)
  - Child Care & Preschool Immunizations (1 hour)
  - Standard Precautions, including Prevention and Control of Infectious Diseases and Immunizations (1.5 hours)
  - Everything You Need to Know About Cleaning, Sanitizing, and Disinfecting (30 min)
  - Child Care Health Consultant Provisional Qualification Training (2 hours)

### **RESPONSIBLE TO:**

On Duty – *The Camp Director*

### **PRIMARY DUTIES:**

1. Oversee the Health Care Volunteers (Camp Nurses) and manage the camp's healthcare program.
2. Stay informed about current healthcare regulations for camps.
3. Maintain and update the camp's "Standing Orders" and obtain annual signatures from the camp's supervising physician.
4. Obtain emergency medications from the camp's supervising physician, such as epinephrine, albuterol, and oxygen.
5. Ensure that all policies and health forms are current.
6. Be present for the annual inspections conducted by state and county inspectors.
7. Ensure the Nurse's Cabin is stocked with non-expired supplies and is ready for health care volunteers.
8. Participate in training and mentoring healthcare volunteers.

9. Ensure that all incident reports and medication logs completed by the camp nurses are documented and maintained in accordance with the camp's policies.
10. Make certain that Camp Nurses are prepared to respond appropriately in case of an emergency or evacuation.

**DESIRED CHARACTERISTICS:**

One of the most important characteristics for this position is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff (of all ages) to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead and serve people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## Crafts & Store Supervisor

### POSITION OBJECTIVE:

To assume full responsibility for the direct supervision of all craft shop activities, members of the arts & crafts staff, the care and use of equipment, and the distribution of supplies. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### SKILLS NECESSARY:

- Must be at least 18 years old and a high school graduate, and pass the CBI / FBI background check, and the Trails Child Registry background check.
- Must have completed a TPBC training covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Commit to following the “TPBC Code of Conduct” in the staff manual.
- Ability to use positive behavior management techniques with campers and adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers’ needs and interests.

### RESPONSIBLE TO:

On Duty – *Camp Director*

Off Duty – *Staff Supervisor*

### PRIMARY DUTIES:

1. Be familiar with the Staff Manual and the responsibilities outside your job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. orientation on Monday.
3. Establish a nurturing, discipleship-oriented relationship with the arts & crafts staff, training them toward spiritual growth and a more intimate relationship with Jesus Christ.
4. Assume full responsibility for direct supervision of all store/ craft shop activities, members of the arts & crafts staff, the care and use of equipment, and the distribution of supplies with minimal waste.
5. Train staff and be alert to the needs. Remind them and demonstrate the craft and shop rules:
  - i. Shoes must be worn at all times.
  - ii. Names must be listed on all projects.
  - iii. All tools and supplies must be returned at the end of each work period.

- iv. No campers behind the counter.
- 6. Notify the Director or Maintenance of any Store/Craft Shop maintenance needs.
- 7. Conduct a briefing with staff about running the shop and their responsibilities.
- 8. Conduct a brief orientation for campers on the rules and procedures of the craft shop at a scheduled time.
- 9. When the store/craft shop is open, spend time helping campers with problems and offering ideas. Try to learn their names and show genuine interest in them individually. When only a few campers are in the craft shop, take the opportunity to engage them in longer conversations. Be thoroughly familiar with all the projects so you can explain them to the campers.
- 10. Be responsible for each day's craft project preparation and cleanup at the end of the day and the week.
- 11. Prepare signs and maintain inventory display boards, and ensure there are enough craft slips ready for the craft boards for the day.
- 12. Keep inventory stocked.
- 13. Discuss, evaluate, and pray daily with the arts & crafts staff.
- 14. Evaluate the Arts & Crafts program at the end of your time as the Store & Crafts Supervisor. Note any suggested changes, additions, or deletions from the program. Review these suggestions with the Director.
- 15. Ensure that the Store/Craft Shop and porch are thoroughly cleaned each Friday and are ready for the next week/checkout.
- 16. On Friday, help campers make sure projects are completed.
- 17. Perform any task other than those assigned, if asked
- 18. At the end of summer:
  - a. Submit to the Director a list of all supplies and projects on hand, an inventory of all tools and equipment, and suggested changes in the craft program for next year.
  - b. Pack all supplies and projects away.
  - c. Clean the Craft Shop thoroughly.
  - d. Assign and assist in the completion of the checklist.

**DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## Counselor

### POSITION OBJECTIVE:

To provide hospitality to the campers and camp staff. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### SKILLS NECESSARY:

- Must be at least 18 years old or a high school graduate, and pass CBI / FBI background check, as well as the Trails Child Registry background check.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### Spiritual

- Must be a born-again Christian (John 3:7; Romans 10:9-10; John 1:12-13)
- Have a dynamic, progressing relationship with God the Father and the Lord Jesus Christ (1 John 1:3; 2 Corinthians 2:14; Ephesians 2:12)
- Demonstrates their dedication to Christ by acts of love, obedience, and the practice of Christian actions and attitudes (John 12:34-35; John 15:12, 17)
- Know the Word of God and show evidence of time spent in daily, personal Bible study and prayer (Psalm 119:9, 11; 2 Timothy 2:15; 1 Thessalonians 5:17, 21; 2 Corinthians 5:9; 2 Corinthians 10:5; John 3:17)
- Uses God's standard of judgment and discernment (Hebrews 5:14; 1 Corinthians 2:14-15)
- Show a sensitivity to God and the Holy Spirit by having compassion on the lost, a strong interest in the growth and development of Christians, and a wise and careful approach in leading children to Christ (Matthew 28:18-19; 2 Corinthians 5:11, 13, 14; Colossians 4:6; 2 Thessalonians 3:1; Ephesians 6:15)

### RESPONSIBLE TO:

*Head Counselor, The Director*

### RESPONSIBLE FOR:

Each individual in their cabin group, and possibly A-teamers assigned to the cabin.

**OBJECTIVE:**

To role-model an active, growing walk with Christ while building campers' knowledge and personal relationship with the Lord Jesus Christ.

**MEANS:**

Building relationships that allow for the communication of the gospel, demonstration of biblical values, and Christ-like living.

**PRIMARY DUTIES:**

1. Be familiar with the Staff Manual and the responsibilities outside your job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. orientation on Monday.
3. After the orientation meeting, Counselors should be in the cabin to greet campers and their parents. Welcome campers and help them feel at home as you get to know them.
4. **Spend as much time as you can with your campers.** Establish and nurture discipleship-oriented relationships with campers, training them for spiritual growth and a deeper relationship with Jesus Christ. Go out of your way to be available to each one.
5. Notify the head counselor or the Director anytime you plan to leave the grounds. Under normal circumstances, counselors should not have to leave. In the rare event you must leave the camp's grounds, please sign out at the Office. We need to know where you are in case of an emergency. Plan your schedule so that you are on hand to fulfill all assigned responsibilities.

At Chapel:

- i. When the bell rings, see that all of your campers gather by the chapel and pray together as a group.
  - ii. See that campers are seated in their assigned section, when applicable. Position yourself to help maintain order.
6. Prepare and present cabin devotions each evening for your cabin group.
  7. See that the lights are out and that talking stops at the appropriate time on the schedule. Remain in your cabin after "dark" unless excused by the Head Counselor or Program Coordinator. If a camper becomes sick at night, one counselor will accompany the camper to the infirmary, and the other counselor will stay with the cabin.
  8. Attend Counselor Circle when assigned. Be prompt and prepared to share brief prayer requests about individual campers, especially concerning their spiritual condition.
  9. Make sure all of your campers are out of bed and dressed on time for the morning activities.
  10. By word and example, encourage and enforce quiet during Quiet Time.

At Meals:

- i. Make sure your campers arrive on time with washed hands, pray together as a cabin, and line up in an orderly way by cabin.

- ii. Encourage campers to eat with good table manners.
  - iii. Encourage campers to eat a well-balanced meal. You are their “parent” for the week and thus responsible for seeing that their physical needs are properly met. Note any dietary restrictions.
  - iv. Sit at the head of the table when possible and see that order is maintained.
  - v. Enforce an appropriate noise level (e.g., quiet voices, not pounding tables, etc.) from your table to ensure that announcements can be heard and to help control the overall noise level in the Dining Hall.
  - vi. See that campers properly scrape dishes and clean up after each meal.
11. Supervise the cabin and grounds as assigned. (Inform the Facilities Manager of any maintenance problems in the cabins.) See that your cabin is thoroughly cleaned (including bathrooms and grounds) and inspected by the head counselors and/or staff supervisors.
  12. Assist in the operation of activities as assigned by the program staff.
  13. You must be present at all camper activities unless excused by the program coordinator or head counselor. Encourage your campers to play hard and fair while displaying good sportsmanship.
  14. When applicable, meet with the Camp Nurse at the beginning of camp to discuss campers with special needs, and follow the plan developed by the Camp Nurse.
  15. In the event of a fire alarm, line up all campers at the flag pole and report attendance to the head counselor.
  16. During the “Rest Hour” time, see that all campers are in the cabin. Encourage the campers to use this time for quiet activities such as memory-verse work, letter writing, rest, and reading.

In the Cabins:

- i. See that campers do not enter any cabins but their own unless invited and accompanied by the other cabin members. See that campers do not enter any cabin of the opposite gender.
  - ii. Jumping on beds is forbidden.
  - iii. Teach your campers respect for other people and their property.
17. Discuss any disciplinary measures you take with the head counselors. Do not threaten campers with disciplinary actions you will not or cannot carry out.
    - a.
  18. If problems arise with campers other than your own, report them to the head counselor unless safety is threatened. If safety is a concern, step in to address the problem and then report the incident to the head counselor.
    - a. At Campfires:
      - i. Immediately check the attendance of all your campers. Report attendance to the head counselors.
      - ii. You may be asked to share your testimony at one of the campfires. Please take advantage of this opportunity. Please keep your testimony brief and ensure your comments are age-appropriate for the campers.

- iii. Hear the testimony of any camper who professes salvation or assurance of salvation. In cooperation with the Program Coordinator, complete the appropriate forms and select the appropriate follow-up materials.
  - iv. Fill out Campfire Reports for the campers in your cabin and report to the Director on the decisions made during the week.
  - v.
19. Fill out a Spiritual Goal Card for each camper. This should be done only after a one-on-one conversation about the camper's relationship with Jesus Christ. Help them identify one specific goal to work on throughout the year. (See Spiritual Goal Card instructions.)
  20. By word and example, encourage campers to learn memory verses. Keep a record of each individual's progress toward fulfilling cabin points. Make time to hear memory verses. Rules for earning points are the same for counselors and campers. (Adjustments in these rules may only be made by the Program Coordinator or Camp Director.) Say your verses to the Head Counselors.
  21. Please turn in appropriate materials by 3:00 p.m. on Saturday afternoon. These would include follow-up forms, spiritual decision cards, and evaluation forms.
  22. Stay at camp until all of your campers have been picked up and cleaning duties are completed. Visit with parents as opportunity permits. Check out with the head counselor and the Camp Director before leaving.
  23. Prayerfully consider how you can be involved in continuing ministry to some of your campers. Your ministry to your campers is not and should not be limited to the time you spend at camp. Continuing to build relationships with your campers after camp is a very rewarding and effective way to help our campers learn and grow. Just as the Apostle Paul continued to visit and write to the people he ministered to, we also have an opportunity to encourage our campers by visiting, writing, or calling them throughout the year. Regular contact with your campers will be a great help to them as they struggle to put into practice the powerful lessons they learn at Camp. See the Program Coordinator for ideas and tools for follow-up.
  24. On Saturday, ensure that your cabin is thoroughly cleaned (including bathrooms, shared hall/bathroom, and grounds) and inspected by the head counselors and/or staff supervisors. Take a break from cleaning to attend the closing Counselor Circle.

### **DESIRED CHARACTERISTICS:**

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## Dishwasher

### POSITION OBJECTIVE:

To assist the kitchen manager with washing dishes and performing kitchen and dining room duties. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### SKILLS NECESSARY:

- Must be at least 15 years old (turning 16 in that calendar year) for grade school and middle school camps. Must be at least 18 years old or a high school graduate for high school camps.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Commit to following the “Twin Peaks Bible Camp Code of Conduct” as found in the staff manual.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers’ needs and interests.

### RESPONSIBLE TO:

On Duty – *Kitchen Manager*

Off Duty – *Director*

### PRIMARY DUTIES:

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. orientation on Monday.
3. Report for work at least 30 minutes before each meal. Fill sinks with hot water and prepare the dishwasher for operation.
4. Report for duty on time and do not leave until all work is finished and the Kitchen Manager or Head Cook dismisses you.
5. Wash dishes. Notify the Kitchen Manager if dishes are not being properly scraped. Before putting them in the dishwasher, ensure all food particles are removed.

6. See that all dishes are completely clean and are put away in their proper place.
7. Sweep and mop the Kitchen each evening. Return rugs and mats.
8. After each meal, clean the sinks and the dishwashing counter. After mopping the floor, wash the mop in Clorox and hang it on the rack in the Laundry room.
9. Wash out the kitchen and dining room garbage cans each week.
10. Assist at all picnics, helping to get food out and back, and with cleanup afterward.
11. Assist at the end of the camp week with clean-up of Dining Hall and cabins as directed by the Kitchen Manager and Staff Supervisors.
12. Assist with preparing food, as instructed by the Kitchen Manager.
13. Clean the kitchen range as assigned.
14. Complete assignments listed on the daily checklist.
15. Wear appropriate closed-toe shoes with non-slip soles.
16. Keep nails short. Do not use artificial nails or nail polish, as they are a hazard to food safety.

**Work Schedule:**

- i. For information about time off, see the “Time Off” section in the Staff Handbook under “About Your Stay at Camp.”
  - ii. Your **tentative daily schedule** is:
 

1. Time In	Time Out
2. 7:30 a.m.	10:00 a.m.
3. 11:45 a.m.	2:00 p.m.
4. 4:45 p.m.	7:30 p.m.
  - iii. Times will vary depending on the number of staff members working this week, schedule changes, special needs, and staff meetings.
17. Perform any tasks other than those assigned, if asked.

**DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **Head Cook**

### **POSITION OBJECTIVE:**

To manage the daily operations of preparing meals and managing the kitchen workflow. To provide hospitality to the campers and camp staff. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must be turning 18 years old during the current calendar year, or older.
- Must complete a “Food Handlers” course and ensure all helpers in the kitchen are practicing safe food handling and serving practices.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Communicate the kitchen's needs clearly with those who serve under them and promote unity within the kitchen team.
- Possess the ability to subordinate personal desires to campers’ needs and interests.

### **RESPONSIBLE TO:**

On Duty -Kitchen Manager

Off Duty – *The Director*

### **PRIMARY DUTIES:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Go over the week’s menu and camper food allergies with the Kitchen Manager.
3. Coordinate with the Kitchen Manager on food inventory and ingredients to reorder for the following week to ensure no ingredient shortages.

4. Attend the 11:15 a.m. orientation on Monday.
5. Neat, clean clothes are to be worn in the kitchen. Wear appropriate closed-toe shoes with non-slip soles. Hair must be clean and tied back while at work. Aprons need to be worn and switched out when dirty. Keep nails short. Do not use artificial nails or nail polish, as they are a hazard to food safety.
6. Arrive at the kitchen promptly. Plan adequate time to ensure meals are served at the time specified by the Kitchen Manager each day.
7. Under the Kitchen Manager's direction, prepare meals as specified.
8. Clean up at the conclusion of each food preparation project. Put materials back and wipe off mixers, counters, and other areas or equipment used. Wipe down cooler doors and other equipment, and maintain a clean, well-organized work environment.
  - a. Work Schedule:
    - i. For information about time off, see the “Time Off” section in the Staff Handbook, under the section entitled “About Your Stay and Camp.”
    - ii. Your tentative daily schedule is:
 

Time In	Time Out
6:30 a.m.	8:45 a.m.
9:30 a.m.	12:45 p.m.
2:00 p.m.	6:00 p.m.
7:30 p.m.	8:30 p.m.
    - iii. Times will vary depending on the number of staff members working this week, schedule changes, special needs, and staff meetings.
9. Perform any task other than assigned, if asked.

**DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **Head Counselor**

### **POSITION OBJECTIVE:**

To provide leadership to the counseling staff. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must be at least 18 years old and a high school graduate.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Must have experience counseling at Twin Peaks Bible Camp.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### **RESPONSIBLE TO:**

The Director

### **PRIMARY DUTIES:**

#### **Before Camp:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Do everything possible to recruit counselors and staff through prayer and conversation.
3. In consultation with the Program Coordinator, help outline the camp program's structure, including specific games and activities.
4. Outline your basic strategy of ministry to the counselors. Be specific. Consider factors such as the timing of notes, gifts, counselor meetings, and break periods.
5. In consultation with the Program Coordinator, plan a counselor outing. Get the budget approved by the Program Coordinator.
6. Pray! Pray! Pray!

At Camp

1. Attend the 11:15 a.m. orientation on Monday. See that any counselors arriving late are filled in on what they missed.
2. Assist with camper orientation as assigned.
3. Help greet counselors on Monday morning. During camper registration, help greet families in the parking lot. Direct them to registration. Help campers find their counselor and their room. Visit dorms to get to know counselors and to encourage them to be in their rooms, greeting campers and parents.
4. Establish and nurture discipleship-oriented relationships with counselors, training them toward spiritual growth and a more intimate relationship with Jesus Christ.
5. Inspect camper cabins daily. Read scores to campers at the lunch line. Provide scores to the Program Coordinator or Director. Inspect cabins before releasing counselors on Saturday. (See inspection checklist provided in Counselor Survival Packet.) t).
6. Supervise the conduct of the Camper Quiet Time.
7. Collect needed forms and information.
8. Medication lists are given to each counselor on Monday.
9. Counselor Manuals and Survival Packs were returned to the office at the end of their counseling period.
10. Assist and minister to the counselors under your care as follows:
  - a. Have face time with each counselor by Wednesday morning.
  - b. Talk to and pray with each counselor several times during the week.
  - c. Advise them on ways to deal with problem campers, such as talking to the camper yourself if appropriate. Pursue difficulties with campers until they are resolved. Protect the counselor from being discouraged by the camper's actions.
  - d. If counselors need to be disciplined, do so lovingly, not in front of other counselors or campers.
  - e. Talk to counselors along lines that will encourage their own spiritual growth, helping them with personal problems and advice.
  - f. Encourage them to memorize verses. Ensure that counselors wake all their campers promptly in the morning and have them ready for the day's scheduled activities.
  - g. Observe latecomers at meals, in chapels, at prayer meetings, or during activities. Stress the need for promptness.
  - h. See that campers are in their cabins at designated times; help get them to their cabins at night.
  - i. Inform counselors of any medical problems among their campers (E.g., medicine being taken, exercise or diet restrictions).
  - j. When a counselor has a counselor helper, help them fulfill their responsibilities as detailed in their job description.
  - k. Assume counselor duties if they are sick and must leave camp.
  - l. See that counselors notify you when they leave the campgrounds and that they sign out at the office.

- m. Work at helping older counselors get needed rest and avoid activities that would be difficult for someone of that age and condition.
  - n. Assist them in any way needed.
11. Assist with the Dark & Silent procedure as assigned.
  12. Work to maintain the spirit of unity between counselors, campers, staff, and administration. Advise the Director of any discord and its cause.
    - a. Counselors and counselors.
    - b. Counselors and staff.
    - c. Counselors and campers.
    - d. Campers and campers.
  13. Check with the counselors to make sure they know where their campers are at crucial times, such as fire alarms, campfires, off-site activities, and bedtime.
  14. Provide an appreciation snack for the counselors during the week. Assure counselors of our appreciation and respect.
  15. Look for creative ways to minister to the counselors and get to know them. Cards, notes, and gifts are valuable tools for edifying others.
  16. Be available to the Program Coordinator to assist with the program and activities.
  17. Perform any tasks other than assigned when asked.

### **DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.



## Housekeeping

### **POSITION OBJECTIVE:**

To provide housekeeping responsibilities, including cleaning, disinfecting, sanitizing, and laundry services, as assigned by the supervisor. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must be at least 15 years old (turning 16 in that calendar year) for grade school and middle school camps. Must be at least 18 years old or a high school graduate for high school camps.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Commit to following the “Twin Peaks Bible Camp Code of Conduct” as found in the staff manual.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers’ needs and interests.

### **RESPONSIBLE TO:**

On Duty – *Office Admin*

Off Duty – *Director*

### **PRIMARY DUTIES:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description.
2. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
3. Attend the 11:15 a.m. orientation on Monday.
4. Ensure high standards of cleanliness, hygiene, and tidiness in all sleeping cabins and public areas.
5. To clean, disinfect, and sanitize restrooms, camper quarters, and public areas, according to the “Housekeeping Assignment Sheet.” Follow the daily task schedule to meet camp needs.
6. To immediately report maintenance issues to the Facilities Manager or the Office.
7. To deep clean all cleaning supply areas weekly and stock all cleaning supplies daily.
8. On Wednesday, complete a weekly inventory of cleaning supplies and paper products and report this information to the Kitchen Manager.

9. To keep up with camp laundry, including washing, drying, folding, and storing linens appropriately.
10. Deep cleaning of buildings during slow times, and as needed.
11. Special projects as outlined by your supervisor.
12. Work Schedule:
13. For information about time off, see the section entitled “Time Off” in the Staff Handbook under the section entitled “About Your Stay at Camp.”
14. Your schedule will vary depending on the number of staff members working this week, schedule changes, special needs, and staff meetings. Your supervisor will inform you of your schedule when you arrive that week.
15. You are expected to attend morning prayer meetings and evening chapel.
16. Perform any task other than assigned if asked.

**DESIRED CHARACTERISTICS:**

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## **Kitchen Helper**

### **POSITION OBJECTIVE:**

To provide support to the Head Cook and Kitchen Manager, as well as hospitality to the campers and camp staff. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must be turning 16 years old during the current calendar year, or older.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### **RESPONSIBLE TO:**

On Duty – *Head Cook*

Off Duty – *Kitchen Manager*

### **PRIMARY DUTIES:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. orientation on Monday.
3. Neat, clean clothes are to be worn in the kitchen. Wear appropriate closed-toe shoes with non-slip soles. Hair must be clean and tied back while at work. Aprons need to be worn and switched out when dirty. Keep nails short. Do not use artificial nails or nail polish, as they are a hazard to food safety.
4. Arrive at the kitchen promptly at the time specified by the Head Cook or Kitchen Manager each day.
5. Under the direction of the Head Cook or Kitchen Manager, prepare food as specified.

6. Clean up after each food preparation project. Put materials back, wipe off the mixer, counters, or other areas or equipment used, and wipe down cooler doors and other equipment as instructed.
7. Do not leave the kitchen without the approval of the Head Cook or Kitchen Manager.
8. The kitchen floor must be swept and mopped daily, usually after supper.

Work Schedule:

- i. For information about time off, see the “Time Off” section in the Staff Handbook, under the section entitled “About Your Stay and Camp.”
- ii. Your tentative daily schedule is:

Time In	Time Out
6:30 a.m.	8:45 a.m.
9:30 a.m.	12:45 p.m.
2:00 p.m.	6:00 p.m.
7:30 p.m.	8:30 p.m.

- iii. Times will vary depending on the number of staff members working this week, schedule changes, special needs, and staff meetings.
9. Perform any tasks other than those assigned, if asked.

**DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **Kitchen Manager**

### **POSITION OBJECTIVE:**

Oversee all aspects of kitchen operations, managing staff, ensuring food quality and safety, maintaining inventory, and adhering to health and safety regulations. To provide direction and support to the Head Cook in ensuring hospitality to campers and camp staff. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude towards campers and fellow staff members.

### **SKILLS NECESSARY:**

- Must be turning 18 years old during the current calendar year or older.
- Must complete a “Food Handlers” course and ensure that all kitchen helpers are practicing safe food handling and serving practices.
- Must have completed training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess organizational skills to manage menus, inventory, and ordering of food and supplies.
- Communicate clearly with the Head Cook and those serving in the kitchen as to the specifics of the kitchen operation.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and adapt to challenging situations with maturity, safety, tact, and poise.
- Communicate the kitchen's needs to those who serve under them and promote unity within the kitchen team.
- Possess the ability to subordinate personal desires to the needs and interests of campers.

### **RESPONSIBLE TO:**

The Director

### **PRIMARY DUTIES:**

1. Familiarize yourself with the Staff Manual and understand the responsibilities that extend beyond your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. all-staff orientation on Mondays.
3. Plan the menu for each week of camp, with a minimum of one week's notice prior to the start of camp. Utilizing as much food as possible received from the Food Bank of the Rockies.
4. Coordinate with the Head Cook to ensure they have the necessary knowledge for each menu item.
5. Plan food substitutions for the camper’s special dietary requirements.

6. Ensure that menus comply with the requirements of USDA Child Care Licensing Regulations and Nutrition Standards.
7. Maintain a current inventory of all food, pantry, and cleaning supplies, and coordinate with Head Cooks to ensure the proper amount of inventory is available for the next week. Utilize as much food as possible received from the Food Bank of the Rockies.
8. Order supplies weekly and arrange for deliveries or pickups on weekends. Monitor items available through the Food Bank of the Rockies and arrange for pickup. (This is done throughout the year as items become available)
9. Neat, clean clothes are to be worn in the kitchen. Wear appropriate closed-toe shoes with non-slip soles. Hair must be clean and tied back while at work. Aprons need to be worn and switched out when dirty. Keep nails short. Do not use artificial nails or nail polish, as they are a hazard to food safety.
10. Oversee kitchen, laundry, and cleaning practices to ensure all workspaces and food storage are kept organized and clean, in accordance with state and county regulations.
11. Daily monitor and record all food storage temperatures on appropriate logs.
12. Ensure the kitchen floor is swept and mopped daily, usually after supper.
13. Set aside an appropriate amount of leftovers for staff remaining at camp over the weekends.
  - a. Work Schedule:  
For information about time off, refer to the section titled “Time Off” in the Staff Handbook, located under the “About Your Stay and Camp” section. Times will vary depending on the number of staff members working this week, schedule changes, special needs, and staff meetings.
14. Perform any tasks other than those assigned if asked.

#### **OFF-SEASON DUTIES:**

1. Plan menus for retreats and rental groups.
2. Coordinate with rental groups for special dietary needs.
3. Act as the Head Cook for retreats and rental groups.
4. Order and stockpile inventory by ordering from the Food Bank of the Rockies.
5. Oversee the biannual deep cleaning of the kitchen and dining hall.
6. Submit budget items to improve and replace kitchen equipment.
7. Help the Office Administrator with clerical duties.

#### **DESIRED CHARACTERISTICS:**

One of the most essential characteristics of this job is the ability to communicate and work effectively with others, including campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff members need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **Maintenance /Facilities Manager**

### **POSITION OBJECTIVE:**

To maintain and improve Camp's property and buildings. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must be turning 18 years old during the current calendar year, or older.
- Must have completed a training specific to Twin Peaks Bible camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### **RESPONSIBLE TO:**

- On Duty – *The Director*

### **PRIMARY DUTIES:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. orientation on Monday.
3. Report immediately after breakfast and after lunch to the Director for your job assignments.
4. You will be assigned to jobs in the following categories:
  - A. General Maintenance – You will be assigned to activities that may vary from day to day, dealing with the upkeep of Camp facilities.

B. Grounds – Police camp areas as assigned, cut and trim grass around buildings, trees, shrubs, walls, fences, and open areas. Rake grass and pine needles as needed. Empty trash barrels as required.

C. Wood – Prepare wood for campfires as scheduled. Light it at the proper time, keep it going, and make sure it is completely out when the campfire concludes. At each fire, have a shovel and a five-gallon container of water.

5. Work on special projects as assigned.

6. Help at picnics and outdoor meals as assigned.

7. Complete tasks on the checklist daily as assigned.

8. Work Schedule:

A. For information about time off, see the section entitled “Time Off” in the Staff Handbook, under the section entitled “About Your Stay and Camp.”

B. Your tentative daily schedule is:

Time In	Time Out
9:00 a.m.	12:00 noon
2:00 p.m.	5:00 p.m.
6:00 p.m.	8:00 p.m.

C. Times will vary depending on the number of staff persons working this week, changes in the schedule, special needs, and staff meetings.

9. Perform any task other than assigned, if asked.

### **DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## Nurse

### **POSITION OBJECTIVE:**

To provide medical services to campers and staff. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must obtain an RN degree at a minimum, and be licensed by the State of Colorado. A copy of the license must be on file with the Camp Office.
- Must be 1<sup>st</sup> Aid and CPR certified through a nationally recognized organization and have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### **RESPONSIBLE TO:**

The Child Care Health Consultant and Camp Director

### **PRIMARY DUTIES:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Be familiar with the Nurses Manual and the Camp Software to access staff and camper medical files. Arrive early enough to orient yourself with the nurse's cabin and supplies.
3. Arrive at camp no later than 8:00 a.m. Nurse Orientation starts at 8:30 on Monday. Nurses are welcome to come on Sunday evening to ease travel-related stress.
4. Attend the 11:15 a.m. all-staff orientation on Monday.
5. Be prepared for camper registration by 12:45 p.m. on the first day of each camp. Have blank CDPHE Immunization Forms on hand.
6. Please evaluate all health certificates turned in by both campers and staff as follows:
  - Inspect and note the conditions of the following:
    - i. Allergies, if any.
    - ii. Special diets.

- iii. Restricted activity / special health or physical concerns.
  - iv. Medications taken by the camper. All medications (Must be in original containers) remain with the Camp Nurse, who instructs campers when to report for them. All medications should be returned to the camper at the end of the camp period.
  - v. See that the Medical Treatment Authorization has been signed and the parent or legal guardian has filled out the Activities Statement if the camper is under 18 years of age. **NO CHILD WILL BE ACCEPTED WITHOUT THIS SIGNATURE!**
  - vi. Check the date of the most recent tetanus shot.
  - vii. Campers or staff returning to camp later will not need another exam.
  - viii. Note any problems on the authorization slips so the Camp Director can act accordingly.
7. Make up the following reports at the completion of registration:
- i. To the office, name of any campers requiring a special diet and the type of diet needed.
  - ii. To the office, the name, age, and condition of campers subject to:
    - a. Epileptic seizures.
    - b. Taking medication.
    - c. Having exercise restrictions.
    - d. Any other health conditions the counselors should be aware of.
8. Explain health rules to the campers at the time specified by the Director.
9. Be on hand when daily medications are to be handed out. Ensure that all medications are distributed accurately and on time. Do not expect campers to come to you. It is your responsibility to get campers their medications.
10. Notify the Kitchen Manager when a tray of food is needed for a patient.
11. Be sure a well-stocked First Aid Kit is available and taken to cookouts and hikes. Accompany campers to events (hikes, games, etc.) that are likely to produce injuries. Accompany campers anytime they are transported in a camp vehicle (on campgrounds).
12. on hand at all times. When leaving the grounds, sign out in the office and notify the Camp Director or the office staff. Arrange for a properly certified individual to be on duty while you are off grounds.
13. In the event of an emergency or of a visit to the doctor:
- i. Notify the Camp Director or the office staff of the situation. Transportation will be provided.
  - ii. Use regular camp doctors unless they are not available.
  - iii. When taking a camper from the grounds, notify the Director and the camper's counselor.
  - iv. Notify the Camp Director and the Program Director if a camper is hospitalized either in town or at camp.
  - v. Complete the necessary accident report.

14. Staff health needs are to be handled as follows:
  - i. See that each member has a valid health certificate at the beginning of each week.
  - ii. Sickness often requires a firm hand to keep them down. Notify the Camp Director of any problems and of any sicknesses so arrangements can be made to have their work covered and their health restored.
15. Keep records in the notebook of each patient who comes to the Infirmary: list date, name, symptoms, and any treatment given.
16. Supplies:
  - i. Requests for the purchase of supplies should be submitted to the office for the town-run.
  - ii. Toilet tissue and cleaning supplies should be obtained from the Laundry Room.
17. Wash all sheets, towels, and blankets used in the infirmary. Return to the infirmary for the next week.
18. At the end of the camp season, the nurse for the final camp period should turn in all records and health forms to the office.
19. Get to know the campers, especially those who are sick and need special attention. Spend time with them if they are in the infirmary for an extended period. Use the opportunity to help them with memory verses, answering questions, etc.
20. A qualified Camp Nurse must be available 24 hours a day.

### **DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.



## **Office Administrator**

### **POSITION OBJECTIVE:**

To provide hospitality to our campers, staff, visitors, and callers. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must be at least 18 years old or a high school graduate for high school camps.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### **RESPONSIBLE TO:**

*The Director*

### **PRIMARY DUTIES:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. orientation on Monday.
3. Perform all duties assigned by the Director.
4. Be ready to assist everyone by answering questions courteously and cheerfully.
5. Prepare and dispense camp materials efficiently and systematically to minimize waste.
6. Clean the office as needed.
7. Answer the phone:
  - a. Answer the phone with a standard business greeting (i.e., "Twin Peaks Bible Camp, This is {your name}, How may I help you?").
  - b. If the person being called is available, give the caller's name and business.

- c. If the person being called is not available, list the following for their information: name of the person calling, company, if relevant, time of the call, and the desired response.
  - d. Page people for whom there are calls. Do not page campers or counselors during chapel or after lights out – except in case of an emergency. Do not page staff members during evening chapel.
8. Work Schedule:
- i. For information about time off, see the section entitled “Time Off” in the Staff Handbook, under the section entitled “About Your Stay and Camp.”
  - ii. Your tentative daily schedule is:
 

Time In	Time Out
8:30 a.m.	12:00 noon
2:00 p.m.	5:30 p.m.
6:00 p.m.	8:00 p.m.
  - iii. Times will vary depending on the number of staff members working this week, schedule changes, special needs, and staff meetings.
9. Perform any tasks other than those assigned, if asked.

**DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess mature judgment, patience, self-control, and the strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **Program Coordinator**

### **POSITION OBJECTIVE:**

To provide leadership over the structure of the camp program. To provide hospitality to our campers, staff, visitors, and callers. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must be at least 18 years old.
- Must be 1<sup>st</sup> Aid and CPR certified through a nationally recognized organization and have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### **RESPONSIBLE TO:**

The Director

### **PRIMARY DUTIES:**

#### **Before Camp:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Outline the structure of the camp program, including specific games and activities.
3. Evaluate and indicate suggestions for revision of Twin Peaks Bible Camp policies, procedures, job descriptions, and forms.
4. Communicate with the Director concerning equipment and special supplies needed for the program.
5. Do as much as possible, through prayer and conversation, to recruit counselors and staff.
6. Prepare special signs for atmosphere, spirit, or team names.
7. \*Plan and prepare for "rainy day" activities.
8. Review the program with Counselors and other staff members.

9. \*Provide the Director with a complete schedule and a brief, written description of each scheduled activity. Also, the director should be provided with a list of supplies that need to be purchased.
10. \*Coordinate with the Kitchen Manager for any special meals needed for the program.

**\*Items marked with an asterisk need to be completed three weeks before the camp begins.**

At Camp:

1. Attend the 11:15 a.m. all-staff orientation on Monday.
2. Watch for and encourage by Christian example, the work of the Holy Spirit in the camp and the spiritual growth of the campers and staff.
3. Pray earnestly for everyone and everything involved in the program.
4. Understand and be committed to the mission of Twin Peaks Bible Camp.
5. Exercise sound spiritual judgment regarding leadership, planning, and discipline. Avoid haste in decision-making and anger in discipline.
6. Establish and nurture discipleship-oriented relationships with the program staff, training them toward spiritual growth and a more intimate relationship with Jesus Christ.
7. Supervise the camp program to ensure a pleasant, safe, and profitable time for all the campers.
8. Make yourself available to guide and support the counselors as needed.
9. Supervise and assist counselors as follows:
  - i. Greet and help direct incoming counselors to their rooms. Answer any questions they might have.
10. Work with the program leaders and the program staff as follows:
  - i. Review and revise the schedule when necessary. Inform **everyone** involved about the change.
  - ii. Get counselors, campers, and staff to work on skits. Arrange with area supervisors the release of non-counseling staff as needed.
  - iii. Schedule and supervise mealtime activities, including line-up and signing, flag raising, pledge, and prayer. Give people advance notice before you ask them to pray.
  - iv. See that activities are carried out as scheduled.
  - v. Coordinate sessions for Counselors to work during camper free time. Make sure the bell is rung to signal the end of each session.
  - vi. Ensure that all program staff and leaders fulfill their responsibilities.
11. Supervise:
  - i. The line-up of campers before meals, chapel, and activities.
  - ii. The organization of each activity.
  - iii. Cleanup and return of facilities to proper order after activities.
  - iv. Maintain good and wise safety practices during all activities.
  - v. All off-camp activities, such as hikes and picnics.
  - vi. Camper and staff safety in the event of a fire or major emergency.

- vii. Notify proper personnel in the event of a fire or emergency.
  - viii. Announcements at each meal.
  - ix. Presentation of awards at the final Chapel.
  - x. Dark & Silent procedure each night.
12. Evaluation:
- i. Continuously evaluate daily activities and schedules to see whether they are going well and fulfilling their intended purpose.
  - ii. Keep a record of special activities, such as meals and guests, indicating the success or failure of each.
  - iii. Notify the appropriate supervisor of any problems with staff members whose actions relate to the campers or counselors.
  - iv. Communicate with Counselors daily.
  - v. See that all new or revised activities are added to the Twin Peaks Bible Camp Activity Manual.
13. Meet regularly with the Director for prayer and discussion. Keep him informed of activities, program changes, problems, new ideas, and items for prayer and consideration.
14. Notify the Director anytime you plan to leave the grounds.
15. Perform any task other than assigned if asked.

**DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.



## Speaker

### POSITION OBJECTIVE:

To provide spiritual and biblical teaching and guidance to our campers and staff. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### SKILLS NECESSARY:

- Must be a Male of at least 18 years old or a high school graduate for high school camps.
- Must be involved in a ministry or church that aligns doctrinally with the doctrine of Twin Peaks Bible camp.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Be able to clearly communicate the Gospel and Biblical truth with youth in ways that they can understand and learn.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### RESPONSIBLE TO:

*The Director*

### PRIMARY DUTIES:

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. orientation on Monday.
3. Be in agreement with and uphold the doctrinal statement of Twin Peaks Bible Camp.
4. Plan and prepare age-appropriate Bible lessons based on the camp theme and theme verses.
5. Plan and prepare 30-45-minute lessons, one in the morning and one in the evening, and, at the closing chapel, give a 10-minute recap of the week's lessons and a Gospel message.
6. Share a clear Gospel message several times throughout the week, especially on Thursday evening, when we will give the campers the opportunity to respond to the Gospel.

7. Be ready to assist everyone by answering questions and providing guidance to everyone who has a question about the teaching.
8. Be ready to offer biblical counseling to those who may be struggling with the issues youth today face.
9. Pick memory verses (about 4-6) for the campers and counselors to memorize throughout the week. Give the director the verses at least a week before camp starts.
10. Plan some activities for the morning session to accompany and affirm the lessons, and/or coordinate with the Programs Coordinator to help plan and implement them.
11. Coordinate with the worship leader about any music requests at least a week before camp starts.
12. Perform any tasks other than assigned, if asked.

### **DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **Wilderness Camp Counselor**

### **POSITION OBJECTIVE:**

To provide relational and spiritual leadership to campers. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must be at least 18 years old and a high school graduate, and pass the CBI / FBI background check, and the Trails Child Registry background check.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### **Spiritual**

- Must be a born-again Christian (John 3:7; Romans 10:9-10; John 1:12-13)
- Have a dynamic, progressing relationship with God the Father and the Lord Jesus Christ (1 John 1:3; 2 Corinthians 2:14; Ephesians 2:12)
- Demonstrates their dedication to Christ by acts of love, obedience, and the practice of Christian actions and attitudes (John 12:34-35; John 15:12, 17)
- Know the Word of God and show evidence of time spent in daily, personal Bible study and prayer (Psalm 119:9, 11; 2 Timothy 2:15; 1 Thessalonians 5:17, 21; 2 Corinthians 5:9; 2 Corinthians 10:5; John 3:17)
- Uses God's standard of judgment and discernment (Hebrews 5:14; 1 Corinthians 2:14-15)
- Show a sensitivity to God and the Holy Spirit by having compassion on the lost, a strong interest in the growth and development of Christians, and a wise and careful approach in leading children to Christ (Matthew 28:18-19; 2 Corinthians 5:11, 13, 14; Colossians 4:6; 2 Thessalonians 3:1; Ephesians 6:15)

### **Physical**

- Must be at least 18 years of age.
- Good health and physical stamina – know your own physical limitations and be willing to abide by them.
- Capable of maintaining a leadership pace on the trail.

- Have good health practices, and be neat in appearance.

**RESPONSIBLE TO:**

Trail Camp Director

**PRIMARY DUTIES:**

1. Arrive at Twin Peaks Bible camp for registration as instructed by the Trail Camp Director on the day camp begins, to greet your campers and their parents.
2. Assist in the distribution of food and equipment.
3. Make sure all campers are up and washed at the appropriate time in the morning. Check campers daily for cleanliness. See that they are properly dressed for the day's anticipated weather conditions. See that campers change out of wet clothes and hang them to dry.
4. Supervise the area, and clean up if you are to remain in one area throughout the day. If you are moving out, make sure all campers are properly packed up, the area is clean, and nothing is left behind.
5. Assist in teaching any special skills that have been assigned to you by the Trail Camp Director in advance. If you have not been assigned any, help those who are teaching and help when small-group practice of skills is required.
6. While on the trail, stay with your group. If on the roads, help them walk in a single file facing traffic. Make sure they keep up with the group. When a camper is bee-lining with a compass, keep a running check of the group's appropriate location.
7. Please discuss all punishments with the Trail Camp Director.
8. Spend personal time with each camper during the week. Remain available to give spiritual help and guidance to any campers. Involve yourself in activities with your campers throughout each day.
9. Hear the testimony of any camper who professes. Fill out the follow-up card, start the camper with a Bible lesson, and follow the other suggestions in the follow-up and spiritual growth statement. The Trail Camp Director will have materials available.
10. Help in program evaluation – suggest improvements to the Director.
11. Perform any tasks other than those assigned, if asked.

**DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **Worship Leader**

### **POSITION OBJECTIVE:**

To provide music and lead worship before chapels. When possible, incorporate other musically inclined counselors and campers in leading songs. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- May be male or female. (Women may serve in this role biblically under the leadership of the Director; Phil. 4:3; Romans 16: 1-4)
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Possess the ability to subordinate personal desires to campers' needs and interests.

### **RESPONSIBLE TO:**

*On Duty- The Speaker*

*Off Duty- The Director*

### **PRIMARY DUTIES:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. all-staff orientation on Monday.
3. Plan worship songs for both morning and evening Chapel sessions.

#### **\*\*Morning and Evening Sessions\*\***

**\*\*Inclusion of Fun Songs\*\*:** Each Chapel session should include at least one “fun” song. These fun songs can be lighthearted and engaging, as long as they do not contradict our doctrine.

**\*\*Interactive Songs\*\*:** Incorporate a variety of interactive songs into the playlist to encourage camper participation.

**\*\*Theological Soundness\*\***: Select songs that align with our doctrine and are theologically sound.

**\*\*Repetition for Familiarity\*\***: Plan to repeat worship songs so that campers become familiar with them over time.

**\*\*Variety of Songs\*\***: Include a mix of well-known songs and introduce some lesser-known songs for campers to discover.

This approach will help create meaningful and enjoyable worship experiences for everyone involved.

4. Submit the play set to the Director at least one week prior for review and approval.
5. Ensure that all lyrics are formatted appropriately for display during Chapel.
6. Work Schedule:

For information about time off, see the section entitled “Time Off” in the Staff Handbook, under the section entitled “About Your Stay and Camp.”

- a. Your tentative daily schedule is:

Time In	Time Out
8:30 a.m.	9:45 a.m.
6:00 p.m.	8:00 p.m.
  - b. Times will vary depending on the number of staff members working this week, schedule changes, special needs, and staff meetings.
7. Perform any tasks other than those assigned, if asked.

### **DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.

## **Video / Photographer**

### **POSITION OBJECTIVE:**

To assist the Media & Productions team in taking pictures and video clips throughout the week. To model a commitment to the Christian faith and demonstrate patience, enthusiasm, self-control, and a cheerful attitude with campers and other staff.

### **SKILLS NECESSARY:**

- Must be at least 15 years old (turning 16 in that calendar year) for grade school and middle school camps. Must be at least 18 years old or a high school graduate for high school camps.
- Must have completed a training specific to Twin Peaks Bible Camp, covering emergency procedures, personnel policies, and program supervision.
- Possess a desire to love and work with people of all ages, especially youth.
- Possess a personal commitment to Jesus Christ and a willingness to share this faith enthusiastically and appropriately with campers, parents, and staff.
- Commit to following the “Twin Peaks Bible Camp Code of Conduct” as found in the staff manual.
- Ability to use positive behavior management techniques with campers and an ability to adapt to difficult situations with a sense of maturity, safety, tact, and poise.
- Possess the ability to subordinate personal desires to campers’ needs and interests.

### **RESPONSIBLE TO:**

On Duty – *Media & Production Team*

Off Duty – *The Director*

### **PRIMARY DUTIES:**

1. Be familiar with the Staff Manual and the responsibilities outside your specific job description. Agree to and uphold the Camp Mission, Camp Statement of Faith, Camp Vision, Camp Values, and Camp Code of Conduct for all Staff and Counselors, as found in the Staff Manual.
2. Attend the 11:15 a.m. orientation on Monday.
3. Take and edit video of the week’s activities according to the video checklist.
4. Take and download photos from the week, including cabin photos.

5. Take the group photo.
6. Design cabin photos. Make sure these include the cabin name, campers' and counselors' names, and the camp logo.
7. Upload photos to social media as instructed by your supervisor. Watch out for the list of campers who have not consented to their photos being taken (e.g., red wristbands).
8. Be prepared to assist the Program Coordinator and program staff as needed.
9. By example and attitude, encourage adherence to Twin Peaks Bible Camp's policies and values among campers and other staff.
10. You are expected to attend morning prayer meetings and evening staff devos/activities unless excused by your supervisor and the Staff Supervisor due to work responsibilities.
11. Perform any tasks other than assigned, if asked.

### **DESIRED CHARACTERISTICS:**

One of the most important characteristics for this job is the ability to communicate and work well with others – campers, staff, parents, and supervisors. At Twin Peaks Bible Camp, we desire our staff to have a passion for loving and serving people of all ages. People who demonstrate this desire show enthusiasm, initiative, creativity, imagination, sincerity, and a willingness to learn. Camp is more than just having fun, so all staff need to possess a sense of maturity in judgment, patience, self-control, and strength to lead people. As a Christian Camp, we desire a sense of spiritual direction and the ability to demonstrate God's presence in their lives.