

Gasper River Catholic Youth Camp Summer Staff Personnel Policies

Staff Duties:

- All summer staff shall be committed Christians and exhibit Christ-like behavior at work and at play. Staff is encouraged to utilize their time at Gasper River not just as a job but as an opportunity to be in service for God and for personal and spiritual growth. All staff members will be scheduled for daily prayer and can participate in a daily devotion as a staff and with campers.
- All summer staff shall have a servant's heart. Staff is here to serve, not to be served. Humble servanthood will produce many blessings for the staff. Each guest on the site is to be welcomed as Christ.
- All staff will be issued a notebook to record prayer, prayer requests, personal growth or growth of others or any other event he or she deems important. Please note all the ways the Lord blesses this ministry and please be willing to share with the staff and others.
- Staff is to remember that no matter where they may be they are representatives of the Gasper River Catholic Youth Camp and Retreat Center, the Roman Catholic Diocese of Owensboro and the Bishop of the Diocese of Owensboro.
- The staff are strongly encouraged to attend the two staff training weeks in order to complete trainings and certifications and solidify staff unity. If necessary, exceptions may be made upon consultation with the camp director.
- Each staff member will receive a job description outlining his or her primary and secondary duties. The Director will make staff assignments. For efficient operation of the camp, punctuality and regular attendance of the staff is necessary and required. Summer staff is expected to pray for and support one another in their work, help out as the need arises, and recognize that we are working as a team for common goal: bringing campers closer to God.
- Summer staff will arrive for work on Sunday at 1:30 p.m. CDT. All are expected to remain on camp grounds for the duration of the week. However, there are exceptions-doctor's appointment, family illness, etc. The Director will work with the summer staff on each situation as needed.
- Summer staff are to notify the Director as soon as possible of sickness. A nurse will be on the grounds at all times to administer care for campers and staff.
- All staff are expected to attend daily meetings at 8:00 a.m. each day. The work week ends on Friday when the entire camp, including staff housing, is clean.
- Meals and lodging will be provided for all staff during the work week. No more than two staff members should be at a table during meals. Staff may stay at the facility on the weekends, however, no meal service will be provided.
- Summer staff shall interact in a positive manner with campers. Any free time from regularly scheduled activities should be spent with the campers.

Staff Behavior

- Any form of physical or mental abuse towards campers, guests or other staff is forbidden. Question of sexual abuse shall result in the immediate notification of the camp director, the authorities and Bishop of the Diocese of Owensboro. Any such offense is grounds for dismissal.

- Never be alone with a camper.
- Male and female staff are not to enter one another's living quarters at any time. Space will be provided for staff to gather if they choose remain on the grounds during the weekend.
- Summer staff are not to enter into dating relationships with campers or volunteer counselors. They are discouraged from entering a dating relationship with one another, but if one is established, those involved are to conduct themselves in a manner that does not draw attention to their relationship or takes away from a camper's experience.
- The use of tobacco products is prohibited.
- Illegal drugs are prohibited on Gasper River property. Alcohol is permissible with the written consent for the director, however, no alcohol is allowed on site during the summer camp season. Staff shall not return to the property under the influence of alcohol and/or illegal drugs. Staff is strongly encouraged to avoid the use of alcohol during their employment at Gasper River Catholic Youth Camp.
- All staff should monitor their own sleep needs. If sleep deprivation becomes a problem, a lights out policy will be enforced. Remember, safety for campers, guests and staff is a priority.
- Summer staff are not to, under any circumstance, accept tips or presents directly from campers or the camper's family.
- Summer staff shall abide by the camp curfew. Each staff member will be required to be in his or her respective housing before 12:00 midnight. From dusk through curfew, staff members are expected to travel in groups of two or more in order to protect staff members, guests and campers.

Additional Policies

- Summer staff are expected to discipline themselves in personal health and hygiene in order to be at their best for the camp and its guests.
- Gasper River Catholic Youth Camp does not accept responsibility for the loss or theft of staff member's personal property.
- Each summer staff will receive a \$5 money card each week of camp for purchases at the canteen.
- Staff visitors are to be cleared through the camp director prior to the visitor's arrival.
- A washer and dryer unit will be made available for summer staff to use.
- No pets are allowed during the summer camp program.
- Telephone calls made during the day must be limited to 5 minutes. After 6:00 p.m., staff may use the phone for up to fifteen minutes if needed.
- Summer staff's use of camp property such as arts and crafts materials, swimming facilities, sports equipment, etc. is permitted as long as use does not interfere with ongoing camp activities.
- Abuse of any camp equipment, such as the Bush Hog, or possessions will result in the loss of use of the equipment and may require restitution.
- Gasper River Catholic Youth Camp and Retreat Center is not responsible for personal items used during the workday, for example, radios, video or sound equipment, vehicles, CD's, etc.
- Only Christian music can be played at the pool, canteen or in camp vehicles.