

STAFF



RULES & INFORMATION PACKET

CAMP POSITIONS

Please prayerfully consider each position and fill out the application. (All positions could be staffed by either men or women).

KITCHEN WORKERS - Need 12-14 people

- food preparation
- serving meals
- kitchen clean-up

INSTRUCTORS - Need 15-18 people (Clergy are considered Instructors as well)

- lead 10-15 campers in a meaningful discussion group after the Keynote presentation
- teach an elective to campers; i.e. crafts, Bible studies, vocal groups, theater, outdoor activities, etc.
- help prepare, serve, and clean up evening snack
- additional assistance to directors or other camp volunteers as requested

COUNSELORS - Need 26+ people

- caring for, nurturing, encouraging, and befriending 6-8 youth
- lead nightly Bible Study in cabin

WATERFRONT - Need 2 people (current lifeguard certification preferred)

- maintain water safety during open waterfront times

RECREATION - Need 1-2 people (will have another position as well)

- set up, care for, and tear down recreation equipment
- coordinate various tournaments throughout the week

ELECTIVES - anyone interested (with a position other than Instructor)

- can lead an Elective (in addition to your Staff Position choice, please mark other on your application so we can notify you)

When Staff positions are filled by qualified volunteers, we will establish a waiting list. You will be notified of your position by e-mail the week of July 1st, therefore, we need all applications on time! **Staff meeting will be Sunday, July 7th.** The time and place will be included in the e-mail.

STAFF RULES

All Staff:

- ❖ Friends and family are not permitted to visit the camp during the week.
- ❖ Observe the camp schedule closely.
- ❖ Watch for young people who seem to be having “get acquainted” or “feeling left out” situations.
- ❖ Do not keep campers from an assigned place without prior approval from one of the directors.
- ❖ At meals, **STAY SEATED** in the Lodge until everyone is dismissed.
- ❖ Smoking is permitted at designated smoking areas and only during your free time. This does not include before dismissal of meals and never on a hill. Please try to not use this area as a constant hang out place because the campers will want to join you.
- ❖ Because of past problems with cell phones, camera phones, MP3 players, walkie talkies, radios, etc., please do not use these during camp. Do not use your cell phone as a camera or an alarm. **The campers look to us to follow the same rules they are required to follow.** Any of the above items being used will be confiscated and returned at the end of camp.
- ❖ There is internet at camp that we will be using to update our Tar Hollow Parents Facebook site. Staff **will not be permitted** to be on the Internet **without prior approval** from a director and **NEVER** while campers are in the Lodge.
- ❖ Drugs and Alcohol are prohibited in all State of Ohio Parks. All prescription medicine and over the counter drugs are required to be turned in to medical staff in their original containers or packaging.
- ❖ For the safety and security of staff and campers, the Staff Leadership Team (Executive Committee and/or Hill Supervisors) reserve the right to search cabins, personal property, and automobiles.
- ❖ All care packages will be opened in front of the Staff Leadership Team (Executive Committee and/or Hill Supervisors).

Counselors:

- ❖ Your first responsibility is to your cabin. Nothing should interfere with that without first notifying a director or hill supervisor. Co-counselors are to follow the same rules as single counselors.
- ❖ Report to meals and all events **on time**. Check often to make sure all your campers are accounted for. If they are not, notify your hill supervisor or one of the directors.

- ❖ Get acquainted with the young people in your cabin as they arrive at camp. There will be time for you and your campers to take luggage to your cabins and explore the camp together. A mass meeting for further orientation will occur at 3:00 p.m.
- ❖ Cabin devotions should be done nightly before any other in cabin activities. Consider ways in which a worship center can be used to enhance your cabin devotions. Involve as many cabin members as possible. Have sessions with the young people to discuss the significant things of the day. Make sure campers are familiar with the following day's schedule.
- ❖ Ensure all campers are at Morning Watch on time. If they are not, go back up the hill and find them. Give yourself adequate time, so your campers can be on time, too.
- ❖ Do not go up the hill at night without ALL of your campers. If you must leave one or more camper(s) down the hill, notify your hill supervisor or a director.
- ❖ Camp activities should involve all cabin members (including the counselors).
- ❖ Check on health, hygiene, and well-being of all cabin members regularly. Please encourage DAILY showers and teeth brushing!
- ❖ Counselors should not leave their cabin when campers are required to be in the cabin.
- ❖ If you or a camper must come down the hill at night for an emergency, notify the hill supervisor before starting down. If the hill supervisor cannot be located, notify the counselor next door so they can help supervise your cabin.
- ❖ All cabin members, including counselors, are to help with hopper duty and dirty duty.
- ❖ Keep cabin clean and in order. This includes the grounds around the cabin.
- ❖ Turn lights out on time and observe quiet time.
- ❖ **Any staff leaving the camp without authorization may be sent home immediately.**

Instructors:

- ❖ Your responsibilities as an instructor include:
 - 1) Leading a small group discussion for 45 minutes with 10 - 15 campers following each keynote presentation. The keynoter will guide you each day with questions about that day's topic.
NOTE: You can bring ideas to help involve the campers, especially ideas for getting to know the members of the group. **Incentives like food or candy may also be good.**
 - 2) Teaching an elective for 60 minutes. There will be two- 2 day electives. So you will have two different groups for two days each. (1st group: Tuesday and Wednesday then 2nd group: Thursday and Friday) or you may wish to have your elective for the whole week (four days) if you'd prefer.
NOTE: You may limit the number of campers in your class if you wish, and we can provide up to \$10.00 per camper to cover any supplies that you may need to

purchase. Please keep your receipts and turn them in to Tom Cooper at the beginning of the week of camp. We try not to have too many discussion type electives because the campers enjoy activities and crafts. Please consider the campgrounds when planning your elective. There is a beach, lake, craft house, volleyball, basketball, open meadow, etc.

- ❖ It will be first-come-first-serve on your type of elective. Holly Barr needs the following very important information by June 28th:
 1. Elective Title
 2. Several sentences describing your elective (for the camp book)
 3. Number of campers you can teach at one time.
 4. The number of days you prefer to have your elective. (2 days or all 4 days).
- ❖ E-mail Holly Barr at tarhollowchurchcamp@gmail.com.

By signing the application, you are stating you have read and agree to follow the rules listed above.

Any violation of the Camp Rules will be subject to one or more of the following consequences:

- Extra camp duties as assigned by a Director
- Being sent home
- Not permitted to return to camp in future years without committee approval

Living Together at Tar Hollow

1. LEAD BY EXAMPLE

⁷ Show yourself in all respects a model of good works, and in your teaching show integrity, gravity, ⁸ and sound speech that cannot be censured; then any opponent will be put to shame, having nothing evil to say of us. Titus 2:7-8

No matter your camp role - cook, nurse, instructor, director, counselor, etc. we are all leaders. Everyone is expected to be a leader. Being a good leader means setting a good example. Modeling the kind of Christian behaviors you want to see in others is the best way to influence fellow staff and campers.

2. TAKE INITIATIVE TO MAKE THINGS BETTER

¹⁰ Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. 1 Peter 4:10

By paying attention to your surroundings at camp and finding opportunities to help or volunteer, we will all have a positive impact on camp and the campers we serve. Examples could be picking up trash, helping set up an evening activity, talking to a lonely camper, or helping when we are short a hopper.

3. MAINTAIN CONSTRUCTIVE RELATIONSHIPS

³¹ Put away from you all bitterness and wrath and anger and wrangling and slander, together with all malice, ³² and be kind to one another, tenderhearted, forgiving one another, as God in Christ has forgiven you. Ephesians 4:31-32

The best results happen when staff supports one another's efforts. Our ability to operate a smooth camp and have the impact of showing Jesus Christ in us will be more visible when we approach everyone and every situation with a positive attitude and communicate support and confidence in each other's abilities. By sharing information, acknowledging problems, and sorting conflicts early on, we will create relationships based on trust and respect.

4. MAINTAIN THE SELF-CONFIDENCE AND SELF-ESTEEM OF OTHERS

¹¹ Therefore encourage one another and build up each other, as indeed you are doing. 1 Thessalonians 5:11

Volunteering and participating is easier in an atmosphere of acceptance and approval. By showing respect to staff and campers and recognizing their contributions, you give people the self-confidence to share ideas openly and to ask for their feedback and help.

5. FOCUS ON THE SITUATION, ISSUE, OR BEHAVIOR; NOT ON THE PERSON

⁸ Finally, all of you, have unity of spirit, sympathy, love for one another, a tender heart, and a humble mind. 1 Peter 3:8

Blaming people does not solve problems. Focusing on the situation, issue, or behavior will help us remain objective when faced with challenges. We solve problems more effectively, make better decisions, and maintain constructive relationships with the staff when we look at the big picture (context) and consider others' point of view with an open mind.

Youth Protection Program

Code of Ethics and Rules

In the protection of our children and youth, the following rules of behavior and ethics are to be adhered to by all volunteers and staff members in our child/youth programs.

- 1) Awareness of and adherence to all procedures and guidelines specified in West Ohio Conference Mandatory Safe Sanctuary Standards and Localized Tar Hollow Policy in conjunction with the Sidney First United Methodist Child/Youth Protection Policy (see next page).
- 2) Smoking or using tobacco products in the presence of minors is prohibited.
- 3) Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
- 4) Do not use or tolerate the use of profanity in the presence of minors.
- 5) Those working with children and youth shall not abuse such minors, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
 - Sexual advances or sexual activity of any kind between any person and a minor;
 - Sexual advances or sexual activity of any kind to a minor;
 - Infliction or physically abusive behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision;
 - Mental or emotional injury to a minor;
 - The presence or possession of obscene or pornographic materials at any church-related function;
 - The presence, possession, or being under the influence of any illegal, illicit drugs;
 - The consumption of or being under the influence of alcohol while leading or participating in a church.
- 6) Access to any locked records will be limited to appropriate Staff.
- 7) Update Volunteer Information Form when requested.
- 8) Be willing to submit to background check and/or drug screen upon request.
- 9) Treat all people of all races, religions, ages, and cultures with respect and consideration.

Tar Hollow Christian Adventure Camp
Localized Safe Sanctuary Policy

in Conjunction with West Ohio Conference SAFE SANCTUARIES Mandatory Standards
Tar Hollow Christian Adventure Camp and the leaders (referred to herein as Tar Hollow) will follow the spirit and the intent of the West Ohio Conference SAFE SANCTUARIES Mandatory Standards with the following modifications for camp:

Screening

Section 1. e. Tar Hollow may require volunteers to have a completed pastoral reference with their application. The Pastoral Reference Form is provided by Tar Hollow and is included in the application. The Pastoral Reference Form supersedes the 2 references required under Section 1. e. Active Volunteers with a minimum of 20 years of service to the camp are not required to submit a Pastoral Reference Form. An Active Volunteer is a volunteer that has attended camp within the past two years of their application being submitted.

Background Screening

Section 2. Tar Hollow will require the National Background check.

Section 4. National Background checks will be conducted once every 5 years. Persons that have a break of volunteering of one or more years will be required to have a new Background Check. Volunteers that have a break in service at Tar Hollow, but maintain an active volunteer status with Sidney First U.M.C. Youth or Children Ministries will not need to be re-checked until their 5th year.

Retention of the background results will be kept in a central, locked file at Sidney First U.M.C. In addition to the central file, copies may be kept by Tar Hollow in a locked cabinet. Tracking of volunteer background checks is the responsibility of Tar Hollow. An electronic file containing the results, years checked, and years when a volunteer is required to be checked must be maintained by Tar Hollow. A back-up version may be saved by Sidney First U.M.C.

Supervision

Section 1. Tar Hollow will not require all volunteers be trained on First-Aid and CPR. Tar Hollow will have a minimum of one Nurse or E.M.T. Except for unforeseeable circumstances, Directors and Hill Supervisors will be trained on First-Aid and CPR.

Section 2. In reference to the “two-adult rule”, the Hill Supervisor fulfills the role of the “roamer” in the evenings. Medical volunteers (nurse, E.M.T., or doctor) are exempt from the “two-adult rule.”

Section 3. Section 3. Tar Hollow serves Junior High and High School campers. Supervision is insured with the understanding that campers are provided a level of independence to visit their cabin, the bath house and shower house during designated times of the day.

Section 7. No person shall supervise an age group unless he/she is 18 years of age or older and is at least 4 years older than the youth being supervised.

Medical Information

- In the event of injury or illness to an individual while attending Tar Hollow Christian Adventure Camp, it is important that we receive a complete and accurate medical history on each person attending.
- It is essential that we know when your last **TETANUS INJECTION** was. If you do NOT have an up-to-date tetanus injection, we strongly urge you to obtain one prior to attending camp.
- All medical information is treated **confidentially** and will only be released to medical personnel or other camp staff as needed to provide the best care for each individual.
- For the protection of the campers and staff, **ALL** prescription medications as well as over-the-counter medicines, **WILL BE HELD BY CAMP MEDICAL PERSONNEL FOR THE DURATION OF THE CAMP.** Exceptions will be made in the case of EMERGENCY - heart, epi-pens, or asthma medications. Medicines must be given to medical staff or other staff assigned to the WELCOME TENT upon arriving at Tar Hollow. Required medications will be distributed appropriately by the medical staff at regularly scheduled times. "As needed" or "In case of" medications will be made available upon your request from the medical staff.
- PLEASE LEAVE **ALL** MEDICATIONS, BOTH PRESCRIPTION AND OVER-THE-COUNTER, IN THEIR **ORIGINAL** CONTAINER, AND MARK THEM CLEARLY WITH THE **FULL NAME OF THE STAFF** FOR WHOM THEY ARE INTENDED. All unused portions will be returned to you at the end of camp.
- **NO ONE** will be permitted to attend this camp without the "Medical Information Form" being signed and on file with the camp staff along with your application **BEFORE FIRST DAY OF CAMP.**

If you have any questions or concerns, please contact the camp staff through email (tarhollowchurchcamp@gmail.com) or by phone (Holly: 937-658-2865).

What to Bring to Camp

- Clothes If it is hot, you will want a couple of changes of clothes each day. Bring a jacket or sweatshirt for chilly evenings or mornings. ALL clothing should be modest and appropriate for a Christian camp.
- Swimwear Swim wear should be appropriate for a Christian community. A t-shirt or cover-up is required during water front games only. All staff, both male and female, are to wear a shirt or cover-up inside and around the perimeter of the lodge (the area from the lodge to the craft house). Wet bathing suits are NOT permitted in the lodge during meals. No Speedos at any time.
- Seating A large blanket or TARP for you and your cabin to sit on during outside services is also helpful.
- Bedding Sleeping bag or blankets, Sheet, Pillow
- Toiletries Along with toothbrush, toothpaste, comb, plenty of deodorant, sunscreen, bug spray, and any other toiletries you may need, be sure to bring **PLENTY OF TOWELS**. Because of the high humidity, things do not dry well. Also, if you are planning to bring your best perfume or cologne, the bees will love to hang around you.
- Bible This is a Christian Camp and it would not look good if you had to borrow one from your campers.
- Flashlight Extra batteries would also be smart.
- Money
- A) Staff can charge at the concession stand, but bills must be paid by **Friday Morning**.
 - B) A group picture will be taken and sold for \$8.00 (The photographer sets the price.) If you want a picture, you need to **PREORDER** and **PAY FOR** the picture with your application.
 - C) A **\$40.00 donation** would be appreciated to cover the cost of your food while at camp. This is not a requirement to attend camp, but we would appreciate it as it helps in covering our food costs.
- Music We always encourage campers to share their talents but if there is time, you *may* have a chance as well.
- Alarm You are responsible for getting yourself/campers up and ready **On Time**. Please do not use your cell phone for an alarm.
- Table Decorations We will have a staff “hop” night and you will need to bring decorations for a table of 8 or 16. We always have a lot of tables to decorate, so if you choose to go in with other staff members, please plan for a table of 8 for

each staff member in your group. You do not need to spend a lot of money on your decorations, the most imaginative tables seem to be the most popular.

Cookies We ask that each camper brings 2 dozen cookies, but this is optional for the staff. *However*, if you want to be able to raid the kitchen for some good homemade cookies, please bake some.

Luggage If you want your luggage taken to camp, it must be at the Sidney First United Methodist Church by 9:00 a.m. the Monday of camp. However, we are always VERY limited in space and ask that if you can take your luggage on your own, that you please do. If you plan to send your luggage on the semi, also plan to help load the semi on Monday morning.

Snacks It is not required, but you may bring snacks to share with your campers or discussion group. All snacks need to be placed in metal tins (Mice like to chew through plastic containers.).

Do not arrive to camp before 1:00 on Monday. We ask that you are there and unpacked in time for the camp meeting at 3:00 p.m.

Tar Hollow Address

STAFF AND CAMPER\$ LOVE TO RECEIVE MAIL AND CARE PACKAGES!

Tar Hollow Resident Camp

CAMPER NAME

16396 Tar Hollow Road

Laurelville, Ohio 43135

Be sure the sender uses their Home Address for the return address (upper left hand corner), in case mail arrives after we have departed.

All care packages will be opened in front of the Staff Leadership Team (Executive Committee and/or Hill Supervisors)

Tar Hollow Phone

- Lodge (our locations): 740-887-4815
- Office at State Park: 740-887-4818

Facebook Page

You can check out pictures and updates throughout the week on the **Tar Hollow Parents Facebook** page (REQUEST TO JOIN). We will attempt to update this page daily during the week.

Directions to Camp

STARTING IN CIRCLEVILLE

1. Start out going **east** on E Main St/US-22 E/OH-56 toward South Pickaway St. Continue to follow OH-56. (14.40 miles)

2. Turn **right** onto State Route 180/OH-180. Continue to follow OH-180. (0.64 miles)

***OH-180 is 0.6 miles past Hayesville Adelphi Road*

*If you are on State Route 56 E and reach Saltcreek Drive, you've gone about 0.2 miles too far. ***

3. Stay **straight** to go onto Concord St/OH-327. Continue to follow OH-327. (3.99 miles)

4. Turn **left** onto State Route 327/OH-327. (3.31 miles)

5. Turn **right** onto Tar Hollow Road (0.98 miles)

If you reach Township Highway 12, you've gone about 1.5 miles too far

6. 16396 TAR HOLLOW ROAD is on the **right**.

***If you reach the end of Tar Hollow Road, you've gone about 1.2 miles too far. ***

23.32 total miles



