



## **Volunteer Handbook**

### **Revised Fall 2023**

### **Welcome!**

We are excited to have you as a part of the RLCC team: a team that is dedicated to reaching people for Jesus Christ. We believe that you, as a volunteer staff member, are a key part of this ministry. We pray that you will allow God to use you at camp.

Your effectiveness as a volunteer staff member will play a major role in RLCC's program, as well as in your own church. You have an opportunity to directly influence a young person's life, so take full advantage of it. There is a world full of people who need Christ, *and we can take Him to them.*

Volunteering at RLCC is not like going on vacation. Serving at camp involves hard work, long hours and sleepless nights, but it can be one of the greatest blessings in your life. You will be watched very closely by the campers. They will see your spiritual life, words, attitude and knowledge of your Bible. How we live our lives is a more powerful tool in reaching others than is telling them how to live their lives. God has brought you and your campers here for a reason.

If you are feeling a little overwhelmed at this point, it is only natural. Find your strength resting completely in God. You may want to ask God to examine and prepare your heart so that you can effectively minister to the campers placed in your life. Ask for wisdom. Find yourself resting in God's grace. We will also be praying with you that God will keep you sensitive to the campers' needs. Prayer is a powerful tool. Pray for your camp and come prepared to see God at work. If we can assist you this week, please let us know.

**Thank You,**

**The RLCC Team**

# VOLUNTEER HANDBOOK

## ABOUT ROUND LAKE CHRISTIAN CAMP

Round Lake Christian Camp has been owned and operated by the Independent Christian Churches and Churches of Christ since 1949. You may view the list of those Churches at: [www.roundlake.org](http://www.roundlake.org). Curriculum and teachings must fall in line with the statement of faith of these churches.

Round Lake Christian Camp is in the ministry of partnering with you to change lives. We know that God meets people at retreats and camp sessions in very clear ways, leading to life-changing decisions. For this reason, RLCC is committed to working with church groups and other ministries to provide a unique environment where people can more clearly come in contact with the Lord.

RLCC is not the “church.” Rather, it is a tool for the church to utilize. Our role in God’s Kingdom is to facilitate decisions which will arise more naturally in a camp setting and to partner with the “church” to bring about those life-changing experiences.

### Round Lake Christian Camp’s Mission Statement

“A unique place where the gospel of Jesus Christ is experienced”  
Learn-Grow-Share

## RLCC CONTACT INFORMATION

**Website:** [www.roundlake.org](http://www.roundlake.org)

**Facebook:** [www.facebook.com/roundlake](http://www.facebook.com/roundlake)

**Phone:** 419-827-2017

**Email:** [office@roundlake.org](mailto:office@roundlake.org)

## REQUIREMENTS TO SERVE AS ROUND LAKE VOLUNTEER STAFF

- You must be a Christ-follower exemplifying a consistent testimony for Christ (1 John 5:11-15).
- Volunteer staff must possess good moral character and have NO involvement in the criminal justice system on morals charges.
- It is suggested that volunteer staff be at least two years older than the oldest camper in the age group they are working with.
- You need to understand the age characteristics of your campers and be prepared to deal with personal decisions for salvation and other commitments. For questions regarding more serious commitments or problems, please see your dean or camp management.
- You will be expected to provide primary supervision of your campers at all times.
- Each volunteer staff must complete a background check prior to volunteering at RLCC. The background check link is provided in an electronic format. **THIS MUST BE COMPLETED NO LATER THAN THREE WEEKS BEFORE ARRIVING AT CAMP.**
- Demonstrate a positive attitude in regards to food, speakers, leaders, recreation and any other situations that may arise. Please express any concerns to the dean or camp management instead of to your campers. Confront your campers one-on-one rather than in a large group.

## COMMON SENSE REQUIREMENTS

- When possible, please make arrangements to have someone watch your children while you serve at camp. Your children can distract you from ministering to your campers.
- Please don't come expecting a vacation. Camp is hard work!
- If you volunteer with your spouse or boyfriend/girlfriend, enjoy this ministry experience together. Just remember that your campers come first this week. Focus on spending time with your campers.
- Please don't discuss personal problems in front of campers. See the dean or camp management if you need to talk.
- Please don't introduce questionable or controversial doctrines or beliefs to the campers. (See Round Lake Statement of Faith)
- Please rethink cabin raids, food fights, playing with food or any other destructive activities before they become a bad decision. **ABSOLUTELY NO HAZING!**

## DUTIES

You are responsible to your dean and camp management. You are expected to cooperate with all other camp leadership. THEREFORE:

- Inform the dean of any disciplinary problems.
- Share any emotional problems that might affect other campers with the dean.
- Advise the camp management of any physical damage to RLCC facilities.

## COUNSELING AND DISCIPLINE

- The camp is **legally required** to report any observations or information relating to campers in abusive situations (i.e. physical, emotional or sexual abuse and neglect). Please notify the dean and camp management.
- There is a delicate balance between managing and policing your campers. We expect you to maintain control, but this should be accomplished through a caring, loving attitude.
- Physically or mentally cruel punishments or discipline do not reflect the love of Jesus.
- Volunteer staff must refrain from any inappropriate touching of campers which might be misinterpreted. Please refrain from roughhousing or manhandling campers in any manner which might be viewed as offensive or could be physically harmful to campers.
- Be sure to include the camp management in any significant discipline matters.
- Be careful not to tolerate any inappropriate behavior by campers (i.e. hazing, harassment or anything else questionable). If you have doubts, it likely should not be happening.

## MISCELLANEOUS

- Learn campers' names and connect with them as soon as possible. You are encouraged to spend quality time with your campers, especially during "free time."
- Attend all volunteer staff meetings, meals and activities. Show up on time to avoid missing anything!
- You are responsible for your campers at all times.
- Be aware of your campers' special needs. Comply with all special requests from the nurse regarding limitations, medical conditions, etc.
- You may be asked to volunteer with campers from churches other than your own. If some of your campers are not from your church, make a special effort to include them and make them feel a part of the group. We want everyone to feel included.
- When campers want to talk about life, guys should talk to guys and girls should talk

to girls. Never talk to campers alone; always have another volunteer staff member with you. Talk in open spaces where others can see you.

- Be prepared to lead small group times for your group. A fun game or a bag of tricks is always handy during down time. Feel free to prepare something before camp!
- Help your campers protect their valuables (theft happens... even at RLCC.).
- Smoking and alcohol consumption are never permitted by campers or volunteers at RLCC. Be on the lookout for drugs, alcohol, cigarettes, etc. Report to camp management if found. All medications, both prescription and OTC, should be turned in to the camp nurse.
- You will build relationships at camp with campers who will want to keep in touch. Be wise in your communications with them after camp. Parents/Guardians should consent to and be involved in any communication (social media, email, texting, etc.) between a camper and volunteer after camp. The camp strongly discourages one-on-one communication with a minor. Always involve their Parent/Guardian.

## DOCTRINAL DIFFERENCES

*As a matter of operational policy while at RLCC, we ask our staff and volunteers not to teach, promote or practice any major doctrinal issues which have historically brought disunity or division to the church. We are not asking staff or counselors to change their personal beliefs but simply to adhere to this policy while serving at camp. This policy exists for the order, harmony and good of all. (See Round Lake Statement of Faith)*

## DRESS CODE

Modesty is the policy at Round Lake Christian Camp. Modesty in all areas of dress is an important part of every Christian's testimony.

Special attention should be given to clothing fit, appropriateness and slogans. Also, shoes and shirts are required to be worn at all times in all locations- except for the lake and slip-and-slide!

**One-piece bathing suits are required.** Those without a one-piece suit may wear a darkly colored t-shirt to cover up a two-piece suit. Modest tankinis are also acceptable. Here are some examples of things that do not conform to the concept of modesty:

**Girls:** Extreme French-cut bathing suits, low-cut and/or revealing necklines, the "bra-less" look, open midriff, tank tops or dresses with spaghetti straps

**Guys:** Speedos and/or unlined bathing suits or underwear showing over pants/shorts that hang too low

## ATTENDANCE

- Attendance is required for everyone at all meetings, meals and group activities unless excused by the dean.
- No one is to leave the grounds without permission while camp is in session.
- Wristbands must be worn at all times. Lost or broken wristbands must be replaced **IMMEDIATELY**. A replacement can be obtained from the Camp Office. If you see an adult on the grounds without a wristband, please send them to the camp office or the dean.

## DINING HALL

Please ensure there is one volunteer staff member sitting at each table. You are responsible for keeping order at your table. Please be there to assist your campers in clearing their table and wiping it down. Please help out our kitchen staff by leaving it clean. Thanks in advance!

## HOUSING

- Each dorm group is responsible for keeping its dorm room clean. Please inspect your dorm upon arrival, reporting any issues to the camp management.
- **Please stay out of other cabins. Girls' areas are off limits to guys and guys' areas are off limits to girls.**
- Never be in a dorm room alone with campers. Always have another volunteer with you. If you are the only one there, please stand outside the room with the door open until another volunteer is available. Avoid a situation that comes down to their word against yours. Always have a witness. This policy is in place to protect you.

## SESSIONS

- Volunteer staff members are responsible for helping to maintain order during sessions. Please sit with your campers at every session.
- During worship, we ask that campers refrain from any type of dancing that draws undue attention to themselves or that could be considered overtly sexual or dangerous. Please help the dean maintain control in this area.

## PERSONAL PROPERTY

- Campers at RLCC are not permitted iPods, mp3 players, cell phones or personal gaming systems or equipment while at camp. Since campers are not allowed to have them, volunteer staff should not use electronic devices in front of campers.
- We understand that in some situations volunteer staff may have things they

need to take care of at home. Without leaving the campers alone, make arrangements to use your cell phone or computer when the campers are not around.

## TRANSPORTATION

- Due to liability considerations, there is no need to move your vehicle after arrival on the RLCC grounds. Please do not do so unless you have permission from the dean or camp management.
- You will notice many golf carts and utility vehicles on our property. Do not operate these unless you have permission from camp management.
- Never transport a camper in your personal vehicle.
- Keep our campers safe by not driving your personal vehicle near or around them.

## EMERGENCY PROCEDURES

**FIRE:** In case of fire, ensure all of your campers are accounted for. You will hear a continuous, loud beep. If you are in the Retreat Center, evacuate to the parking lot 200 feet from the building. If you are in the Lodge, meet up in the Gym. If you are in the Boys' Dorm, relay to the Camp Office. At that time, you will be given further instructions by the RLCC Camp Management. If a camper is missing, notify the camp management or dean immediately.

**Weather:** RLCC Camp Management monitors the weather daily and will contact the dean to begin thinking about where to go should bad weather arise. Seconds count.

Lead all campers to a safe shelter area such as a safe room, basement, or the lowest level of a building. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls. Put as many walls as possible between you and the outside. Have campers get under a sturdy table and use their arms to protect their heads and necks.

## **Threats to Personal Safety / Intruder: Ashland County Sheriff 419-289-3911**

### **When people are acting in a violent behavior**

If you see something- Say Something!

If you hear something- Say Something!

- People trying to trick you or someone else into coming with them
- People offering to help can sometimes be strange or doing so for subversive reasons
- People hiding in or around areas where youth are gathered
- Any other reason that may cause fear or concern for safety

### **Reacting to Threatening / Violent Behavior of Personal Safety**

**Alert** those around the situation- proper authorities

**Lockdown**- account for those in immediate danger

**Inform** those of the danger

**Counter** with aggressive behavior

**Evacuate** the danger zone

## **VOLUNTEER RESPONSIBILITIES FOR CAMPER HEALTH AND SAFETY**

- You are responsible for helping campers have a safe week. Your campers' health and safety are your main priority.
- Drink plenty of water. The water from the faucet is the same water as in the drinking fountains and the water jugs in the dining hall. Please make sure your campers fill their water bottles regularly from the water stations, not the jugs in the dining hall.
- Encourage campers to eat at every meal and to drink fluids.
- Try to remain calm when someone is injured. When an injury does occur, your responsibility is crowd control. Contact Camp Management and the nurse for assistance. Stay with the injured camper.
- Never hike or compete in activities barefooted. Bare feet are only permitted at the lake.
- Make sure both you and your campers use sunscreen.



## MEDICATIONS

**RLCC has a volunteer nurse (typically EMT or higher) at each session who will handle medical needs during your week of camp.**

### **Prescription Medicine Distribution Procedures for Campers**

1. Upon arrival, campers turn in labeled and bagged medications to the nurse during registration.
2. The RLCC nurse will keep all medications in his/her possession or locked away to maintain safe keeping of all prescription medications.
3. Medication will be administered at designated times and locations. One volunteer staff from each family group will escort his/her campers to the designated location.
4. If meds are needed at night, the nurse will administer them at night from a designated place.
5. Upon departure, the campers' guardians will "check out" the medications to return home.

### **New - Volunteer Medication Policy**

To ensure camper health and safety, adult volunteers (ages 18+) are responsible for securely storing their medications in a manner inaccessible to campers. **This policy applies to both prescription and over-the-counter medications, as well as vitamins and supplements.** Volunteers may opt to turn their medications in with the volunteer nurse of their camp session for storage. They may also choose to utilize a medication lock box or other storage option where medications cannot be accessed by campers.

If a minor volunteer (ages 0-17) is attending with their parent/legal guardian, the parent/legal guardian is responsible for securely storing the medication of the minor volunteer in accordance with the above policy.

Any minor volunteers (ages 0-17) attending without a parent/legal guardian fall under the Camper Medication Policy and must adhere to the same procedures as campers in relation to medications.

## HOMESICKNESS

- Remember that homesickness is a genuine illness that grows out of insecurity and fear.
- Assure the camper that it is normal and happens to other people as well.
- Be aware of background information or other factors which may make the camper more prone to homesickness, such as trauma or major life-transitions.
- Avoid having the camper call home. This usually worsens homesickness in most campers. Call the parent/guardian first as they know their child best. Allow the parent/guardian to decide whether or not a call between them and the camper would be helpful. Defer to their expertise.

- Enlist the help of a nurturing volunteer staff and try solving the problem before nightfall.
- Offer compassion, encouragement and understanding. Be sensitive to their feelings.
- Pray for them, asking God to help them overcome this challenge.
- Redirect their attention to camp activities. Help them to have fun.
- Involve the dean and/or camp management. Help them make friends with other campers.
- If a camper goes home, that is ok, too. You did not fail.

## **VOLUNTEER STAFF/CAMPER CRUSHES**

It is likely that you may have qualities a camper finds attractive. There is danger associated with the power you have in such a situation. Remember that the goal of camp is to glorify and exalt Jesus Christ; it is up to you to re-direct the camper away from you and towards the Lord. Please do not allow your nature to embellish the moment. Remember that you have a responsibility to look out for the camper's best interest. Be ready to recognize affection from campers, and follow the guidelines below in regard to camper crushes:

- Don't encourage them in the crush.
- Don't display amusement (flirting, flattery, sexual comments, etc.).
- Do help them shift their focus to other things.
- If the crush is on you, be appreciative of their friendship but discourage anything beyond this point.
- If the "crusher" is aggressive, notify camp management and/or the dean to help out with the situation.
- Don't belittle their attention toward the one they have a crush on.

## **CAMPER COUPLES**

Camper couples are inevitable. Our guidelines are in place to free you from being the bad guy. We believe that the kids need to focus on the Lord rather than on each other. In order for us to be unified in the conduct expected of our campers, make sure we handle camper couples accordingly.

- Discuss relationships with them in a mature manner.
- Don't look down on them because they are young - show respect.
- No physical contact.
- Do not encourage campers becoming couples or pairing up.

## **SMALL GROUP AND FAMILY TIME**

Small group time is in the schedule every day. You may receive a booklet with small group questions in it (depending on your week of camp), as well as a handout with activities to do relating to each day's lesson.

Below are some other tips that may help you in this time:

- Small group time can be a review of what you learned from the speaker. Have each camper share something, even if it does not start off as a real spiritual thought. Encourage interaction from the start. Use Scriptures mentioned in the message.
- Please avoid controversial doctrines. We have campers from a variety of Christian backgrounds, and we want to respect all of those campers.
- Questions are a good way to stimulate useful discussion  
*Examples:* What did the speaker say?  
What do you think about what he/she said?  
What changes will you be making in your life?
- Include prayer either as a group or individually  
*Examples:* Pray for each other. Ask for prayer requests. Pray for specific needs.
- Be courteous to those in other cabins or rooms in terms of length and volume.

## CONCLUSION

We hope this manual will serve as a tool to help you be prepared to minister to the campers of the week of camp you are serving. We hope the kids will see Jesus in you at Round Lake. It could be a game-changer for many of them. Again, thank you for serving as a volunteer staff member at Round Lake!

