



**CAMP BOB AT
KANUGA**

Volunteer Manual



Welcome!

Thank you in advance for volunteering for Camp Bob! We are excited that you will be here at camp! Your presence is truly important and a blessing to all those you will encounter. Thank you for taking the time to give of yourself to these campers.

The main objective of your time at camp is to keep the campers safe while having fun. You will have responsibilities as a volunteer and you will learn some things about the campers, the counselors, the environment and yourself. You probably have many questions at this point, most of which will hopefully be answered by this handbook or along the way. However, do not hesitate to find me at any time if you need help or have a concern. Although I feel like I am everywhere at camp, you may not always be able to find me so look for the closest Camp Bob Team Member. More than likely he or she will be able to help you out. We may not have the answer right away, but we will all work together to find an answer.

Everything you do or don't do; say or don't say here at Camp Bob will have an affect on the life of a child. It may be something as simple as a smile or as little as a knowing look, but it will have an influence.

I hope it as rewarding for you as others have found it to be. Remember that you are away at summer camp and we could not do this without you. So have fun!

IMPORTANT INFORMATION. PLEASE READ!

At least a week before your arrival you should have the following forms on file with Camp Bob and Kanuga Conference:

- Volunteer Registration/ Health Form
- Consent for Release of Volunteer Information Form
- Kanuga Volunteer Guidelines

If you do not have these forms you can download them at www.kanuga.org/camps/campbob on the volunteer page. Or contact Katherine Parnell at Kanuga Conference.

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Katherine Parnell
Camp Bob Director

Why are we here?

The most important part of Camp Bob's purpose is to; first and foremost, ensure the safety of its participants. Camp Bob should be considered a refuge for our campers, a retreat for our volunteers and a community for our staff. Once the "inside" and "outside" safety of our participants is assured, we can focus on the next most important part of Camp Bob's focus:

Developing youth through positive camp experiences.

Program Outcomes

Camp Bob's program is designed to achieve three specific outcomes: trust, hope and love.

Trust:

In self and others

Hope:

For the future

Love:

For others and the environment

The Camp Bob Counselor Team

Camp Bob has approximately 27 team members. Katherine Parnell is the Camp Director and the day-to-day operations administrator for Camp Bob. Other administrators can help with various issues. Camp Bob's administration consist of our Assistant Directors, Waterfront Director, Chaplain/Behavior Specialist, and two Head Counselors.

The core of the team, is the counselors. Most counselors have been through at least one year of college and are studying education, social work, youth ministry and/or another related field. The counselors arrive in mid-May for an intensive staff development period that includes learning first aid and CPR, the different program areas, teamwork building and learning techniques for working with campers. The Camp Bob team can always be your first resource if you have problems or questions. As noted earlier, Camp Bob is a part of the larger Kanuga organization, which means we often have other Kanuga personnel working around camp as well.

VOL'UN'TEER

- 1. a person who voluntarily undertakes a service or duty**

CAMP BOB VOL'UN'TEER

- 1. a doctor, minister, teacher, advisor, parent, friend, role model, mentor and coach who voluntarily undertakes a service or duty to campers.**

Volunteer Responsibilities

As a volunteer counselor, you can have a significant impact on the campers in numerous ways:

- 1) You can be a positive role model
- 2) You can help children build healthy relationships with others
- 3) You show that people and communities care
- 4) You can help prevent problems and conflicts
- 5) You can be a mentor, friend and counselor
- 6) You can make a difference in a child's life
- 7) You can share personal testimonies of your life

As a volunteer counselor you will be expected to:

- 1) Live and interact in a cabin with 10-15 campers. Volunteers will have a semi-private living space at one end of the camper's cabin.
- 2) Participate in daily activities with the campers.
- 3) Supervise, entertain and lead children in activities during unstructured time such as before and after meals.
- 4) Remain at camp for the duration of the camp.
- 5) Communicate with and act as a support for the Camp Bob Counselors and campers. This may include but is not limited to assisting with group control, providing a physically and emotionally safe environment, communicating specific needs, asking questions, reinforcing camp rules and being enthusiastic about camp.
- 6) Build a caring community in your cabins and throughout camp.

This may seem like a lot of hard work and responsibility, and it is. No worries! You will have support from other volunteers in the cabins, Camp Bob Counselors and the whole Kanuga community. We are all here for the same reason...these children!

***Volunteers Shall Never:**

- 1) Use physical punishment or any action administered to the body such as, but not limited to:
 - Rough handling, shaking or using excessive exercise as punishment
 - Forcing child to assume an uncomfortable position
 - Restraining movement by tying
 - Enclosing into a confined space
- 2) Be verbally abusive including using threats, belittling remarks, humiliation, embarrassment, or frightening the child.
- 3) Force, withhold, or substitute food
- 4) Give any child the authority to punish another child
- 5) Place child out of visual/ hearing distance, in the dark, or in an unventilated area
- 6) Punish a child for a toileting accident

*All of these are grounds for dismissal and will be enforced! As well, further appropriate actions will be taken.

Procedures: As a volunteer, you are responsible for documenting and reporting any harassment or abuse to the Camp Bob administrative team. The person to whom the report is made will ensure that the report is passed expediently to an appropriate supervisor. Any supervisor to whom an allegation is made will investigate the allegation and in turn promptly report the allegation and any associated developments to the President of Kanuga Conferences. Camp Bob will take seriously any allegations or suspicions of child abuse and will report such allegations or suspicions to the police and/or state agencies for investigation.

ALCOHOL POLICY

We work with children. Illegal (including underage consumption) or improper use of alcohol will not be tolerated. No alcoholic beverages are permitted at the Bob Campbell Youth Campus. Volunteers should **NOT** consume alcoholic beverages at any time during your stay, prior to work responsibilities, or discuss personal use of alcoholic beverages in the vicinity of campers. To do so are grounds for dismissal.

ILLEGAL/PRESCRIPTION DRUGS

We work with children. The use of illegal drugs and the misuse of prescription drugs will not be tolerated.

SMOKING

We work with children. No smoking is allowed at the Bob Campbell Youth Campus. Volunteers are expected to set an example for the campers.

Camp Bob at any time may take disciplinary action or terminate volunteer service of any person who does not adhere to the above guidelines.

Better Living at Camp

(A.K.A. Volunteer Rules)

1. **Stay on the camp grounds** unless leaving for camp events or previously notifying the Camp Director.
2. Volunteers are to **know where their campers are at all times** and should **stay with their group** unless the Camp Bob Volunteer Director is previously notified. (Make a roster check often, if only in your mind).
3. **Report any injuries** to the counselors or Camp Nurse. Camp Bob Counselors will have medical kits with them at all times to take care of minor injuries. If needed the nurse will notify the director.
4. You may enjoy food and drink in **Andrew's Dining Hall**. Food is not allowed in cabins.
5. Counselors, volunteers and campers must **wear nametags** for identification at all times.
6. During your **free time from 10:30pm-11:30am**, volunteers must **stay in designated areas** and check in and out with the Camp Bob counselor members in your cabin. Please realize campers and other guests at Kanuga are trying to sleep so please keep your conversations at a low volume. Out of respect for others, quiet hours at Kanuga begin at 10:30 pm.
7. A **volunteer's private relationships should never be displayed** or discussed around campers. A volunteer is expected to maintain a professional relationship with their counselor colleague during the camp session. Absolutely **no Volunteer/ Camper private relationships** allowed!
8. **No males in or around female cabins. No females in or around male cabins. NO EXCEPTIONS.**
9. Volunteers are **prohibited in and around the Camp Bob Counselor housing** and the counselor lounge area. **NO EXCEPTIONS.**
10. **Keep camp picked up and clean.** Work together.
11. **Proper foot wear is required** to participate at camp. For liability and safety reasons flip flops and *Crocs* without a back strap are for in cabin use and going swimming only.
12. **Cell phones** are a distraction during camp. **Please keep them turned off during camp** activities and reserve the use for your time off in the evening only.
13. **Report any serious violation of rules** to the Camp Director immediately. These include but are not limited to (These rules apply to volunteers as well):
 1. Smoking, drinking or use of drugs
 2. Possession of weapons of any kind
 3. Sneaking out of cabin after hours
 4. Fighting or threatening others
 5. Being in or around the cabin area of the opposite sex/ or Camp Bob counselor housing.
 6. Stealing

What to Bring

- Clothes for 5 days, 4 nights
- Toothbrush, razor, soap, shampoo etc.
 - *Bathroom area does have toilet paper, electric outlets*
- Towel for swimming
- Flashlight
- Poncho or rain gear (we go rain or shine)
- Athletic Shoes and/ or Hiking Boots (They might get wet!)
- Sandals (*Optional, but if you do bring them **they must have ankle strap/ back strap.** If you want flip-flops for the bathhouses, they are acceptable, but only in the bathhouse not around camp for liability reasons*)
- Insect Repellent
- Sunscreen
- Acceptable swimwear (Ladies no bikinis. Tankinis that cover or one-piece only)
- Creativity, patience and sense of humor/ fun!

Leave at Home

- Sheets/ Blankets
- Electronic Equipment (Game Boys, CD/ MP3 Players, Laptops, Cell Phones) These items are not allowed to be used at camp unless you have **time off/** as well Kanuga is not liable for any lost, stolen or damaged items. **You bring these at your own risk.**
- Weapons of any kind
- Fireworks
- Non-prescription drugs
- Money
- Items of personal value
- Nice clothes

Some of these items you may want to keep in your car to use if needed. Remember: Part of the fun of camp is not bringing all of the comforts of home.

Arrival

Arrival time is usually mid-afternoon with the first meal being supper. As the children arrive, they will be guided through the check-in process. The check-in time is, to say the least, hectic. Your group may not be the only one here at Camp Bob for the week, so please take some time to get to know the other groups' children and volunteers; you will be in the same cabin with them as well.

If you are arriving separate from the group, try to arrive before the children get here so that you can help the check-in process go as smoothly as possible. Arriving before the children may also give you some time to orient yourself to the campus.

Once the children have been assigned to cabins, you and the other counselors will accompany them to the cabin. Try to make mental notes of who is in your cabin. Keep in mind they will be excited and distracted. Everyone will want to shoot basketball or talk to his or her friends or ask you what is going to happen next. Go with the flow. Try to keep everyone as organized and together as possible. Check in will happen very fast. Have fun! Smile!

1. Once you get to your cabin, have your campers select a bed and drop off their personal belongings. **Do not** let campers swing from the rafters.
2. Once campers are settled in to their bunks, take time to learn a few things about your campers (i.e. names, hometowns, ages, hobbies, etc.).
3. The cabin group will gather with Camp Bob Counselors to do cabin orientation, cabin rules and talk a little about the week.
4. Shortly, the bell will ring and each cabin group will come to the campfire circle for a Welcome introduction by the Camp Director and other Support Staff members.
5. Next your cabin group will go around camp to learn about the dining hall, camp rules, get water bottles, play games and have fun before the evening meal.

Homesickness

Every homesick camper is an individual case and needs individual attention. There are a few things that you can do to help prevent and treat homesickness:

1. Discuss what the camp will be like before you leave or on the bus ride up.
2. Know their names and use them. Help them feel at home in the cabin, for most this is the first time away from homes.
3. Try to catch homesickness early.
4. Keep the camper busy with new interests and activities.
5. Help the camper understand that being homesick is nothing to be embarrassed about (maybe you were homesick once too? / you could tell them about that time).
6. Help the camper make it to "the next meal" or "the next fun activity." Once a child has made it "this far," he/she can go all the way!
7. If a camper continues to be homesick, please inform a Camp Bob Team Member.
8. Never promise a camper that he/she can "go home" or "call mom". Most of the time promising either one of these or actually calling home only worsens the problem. However, please do not tell them "you can not go home or call home."

Homesickness is real and should be handled on a case by case basis. Severe cases should be handled by the Camp Bob administrative team.

Other Info...

-There is a phone on the inside of the Camp Bob Office for phone calls *out*. There is not an easy or reasonable way to receive messages or phone calls at camp. Please use your common sense and keep all outside calls limited and short.

- Campers cannot use the phone to make calls unless it has been approved by a Camp Bob Director or Assistant Director first.

-If someone from home needs to reach you *in an emergency*, he/she needs to call the main Kanuga number: (828) 692-9136. It is important that if someone calls for you in an emergency that they give your name and say that you are a VOLUNTEER AT CAMP BOB. If this information is not given, you may not receive the message.

-You are about 15 minutes from Main Street, Hendersonville, NC. Hendersonville is accessed by Interstate 26 (Asheville, Spartanburg, Columbia, Charleston) and Highway 25 (Greenville, SC). There is a hospital and airport close by.

-Weather here is variable with highs typically in the 80's and lows in the 50's. Rain is always expected.

Again thank you for being a volunteer for the Camp Bob program. Your presence has been a blessing to all those you have encountered!