**Staff Handbook**

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**Welcome Letter**

Dear Covenant Bible Camp Staffer,

Quyanaqpak (big thanks) for your willingness to come and share the love of Jesus with God’s precious children. Bible camp ministry is an exciting and challenging ministry that causes us to rely more and more on the Holy Spirit every day we serve. Even though there are plenty of games and fun, we also take the opportunity and responsibility of sharing the Gospel of hope very seriously. As you prepare for camp, go through camp, and reflect once camp is finished, remember to pray without ceasing.

Many of our campers come from very difficult situations and are in desperate search of hope. One camper once told former Director, Chip Swanson, that camp is the only place they go all year where someone will tell them that they are loved. And we love campers because Jesus first loved us (1 John 4:9). It is only the love, grace, and mercy of God that can bring hope out of hopelessness, light out of darkness, and beauty out of the ashes.

What a joy it is to serve a risen Savior together in this incredibly important ministry. Jesus is risen and gives new life to all who will follow Him with their lives. I look forward to doing ministry beside you this summer and look forward to the many miracles God will do in your life and the lives of His precious children.

In Christ,

Marc Lantz

CYAK Program Director

|  |  |
| --- | --- |
|  |  |

# Camp Overview

# *Our Mission:*

# A natural place – to meet with the supernatural God and super people!

# Camp is a place where:

# Youth encounter the Living God in new and exciting ways.

# Jesus is experienced through personal, loving relationships and unforgettable memories

# Churches find retreat, learning, and healing within the body of believers.

# Families find new ways to connect through faith, with Christ and with the Church.

# Campers are challenged to strengthen their relationship with Jesus Christ.

# Money will not stand in the way of any camper who wishes to come to camp.

# Camp is about:

# Sharing the Good news of the Gospel.

# Reaching out to the lost and hurting.

# Being culturally relevant yet holding Scriptural truth as alive for every age.

# Providing a safe and nurturing environment – Listening well.

# Being a tool and resource for church ministries.

# Giving campers space to develop their gifts

# Covenant Bible Camp is a ministry of Covenant Youth of Alaska 10 miles upriver from the village of Unalakleet. The weather will be anywhere from 20-70 degrees throughout the season of camp. May is often very cold from 20-55 degrees. June is warmer from 30-70 degrees, and July is usually from 40-80 degrees. Expect rain and lots of mosquitoes. Bring mud boots and bug dope (mosquito spray).

# Covenant Bible Camp has capacity for 100 campers and 80 staff. Campers and staff should expect to sleep in unheated, insulated cabins without electricity or plumbing. Outhouses are scattered throughout camp property. There is a well that provides water for drinking and a communal hand washing station near the kitchen with cold running water. There is a sauna and staff showers, available for elders throughout the week and staff during transition days.

# Covenant Bible Camp runs six separate weeks of programs for a wide range of ages each summer. Campers have come from over 40 villages throughout Western Alaska and the Road System.

# All of our staff are professing Christians, active in their local churches and volunteer without pay. They are all asked to pay their own transportation costs. A freewill donation of $100 a week for food expenses is also given by many staff. We are blessed to be continually financially supported by churches across the country and highly value our partnerships with our brothers and sisters.

# Camp activities include Bible Study, worship, hiking, canoeing, canoe trips, naturalist studies, games, cultural activities, climbing wall, fishing, arts and crafts, sauna, bridge jumping, swimming, and an annual “Musk Ox Run” and “Eco-Challenge”.

**Philosophy of the Ministry**

*Ministry…*

*Or*

A **JOB?**

**A job is your choice,**

**A ministry is Christ’s call.**

**In a job you expect to receive,**

**In a ministry you expect to give.**

**In a job you give something to get something,**

**In a ministry you return something that has already been given unto you.**

**A job depends on your abilities,**

**A ministry depends on your willingness to allow the Lord to use you.**

**A job well done brings you praise,**

**A ministry done well brings honor to Christ.**

**-James N. Spurgeon**

As a staff member at the Covenant Bible Camp, you are a part of a team. Each staff member has been chosen to do ministry and to play an important role for the larger team. The Covenant Bible Camp is a ministry, please remember that as you work. You are an example to the campers and the end goal of our ministry is to bring students to faith in Jesus Christ.

# You have been chosen to serve God’s children. Please be faithful in prayer for each other and the program. Our hope is that the time you spend here will be a time of growth for you spiritually, emotionally, intellectually, and physically.

**Unalakleet, Alaska General Information**

Alaska is the least densely populated state. It is eight times the size of Minnesota, over twice as large as Texas and has fewer miles of paved roads than Rhode Island. Alaska has more coastline than the rest of the US combined. Like many villages, in rural Alaska, Unalakleet is only accessible by airplane. Two barges come to the village each summer.

*Unalakleet* is an adaptation of the Iñupiaq word "Una-la-thliq"(pronounced "You-na-la-thliq") in Inupiaq, means "where the east wind blows".

The population in Unalakleet is around 800 people. The racial makeup of the village in 2000 was listed as 12% Caucasian, 85.5% Alaska Native, and 2.5% other.

Unalakleet is located at the Norton Sound end of the Unalakleet-Kaltag Portage, an important winter travel route between Norton Sound and the Yukon River. Unalakleet has long been a major trade center between the Athabascans who lived in the interior of Alaska and the Inupiat who lived on the coast, as well as the Yupiks who lived to the south. The Russian-American Company built a trading post in Unalakleet in the 1830s. In 1887, Axel Karlson arrived from the Swedish Covenant Church to teach and evangelize. Reindeer herders from Lapland were brought to Unalakleet to teach sound herding practices in 1898. In 1901, the United States Army Signal Corps built a 975 km (605 mile) telegraph line from St. Michael to Unalakleet.

The Evangelical Covenant Church started a boarding high school in 1954. It served students from all over western Alaska until it closed in 1985 due to the changing face of education in the villages of Alaska with the addition of local government high schools in all villages. Unalakleet is a central hub for outlying villages, providing air cargo and air taxi services and a link to Anchorage. It is served by daily twin turbo-prop airline service to Anchorage by PenAir and Ravn Aviation, as well as daily flights to Nome and outlying villages by Bering Air, Ravn Alaska and Alaska Transportation Service.

Unalakleet is the first checkpoint on the Norton Sound in the famous Iditarod Trail Sled Dog Race 718 miles from the start in Anchorage. The first musher to reach this checkpoint each year is awarded the Gold Coast Award, which includes $2,500 in gold nuggets. Unalakleet also plays an important role in the *Iron Dog* race. **Preparing for the Camp Season Checklist**

* Pray before applying
* Submit your application online at [www.covenantbiblecamp.org](http://www.covenantbiblecamp.org)
* Receive an acknowledgement letter via email
* Complete abuse prevention training (this will be emailed to you)
* Read through the staff manual
* Raise funds to pay for travel and camp costs
* Email travel plans to [info@covenantbiblecamp.org](mailto:info@covenantbiblecamp.org)
* Plan to attend staff training at either Call to Worship Camp in May, or schedule an alternate training time
* Print, reread and bring a copy of your job description to camp
* Submit travel payments and/or room and board donations before heading out to camp
* Ask the camp questions as often as they come to mind

**Staff Conduct and Guidelines**

As Staff of Covenant Bible Camp, we have taken on a responsibility for the campers under our care. That responsibility is not only to the Camp and the Campers, but it is to the Lord. We have been given an opportunity to minister to these campers for one week, a week that could impact them for a lifetime. There are some basic guidelines that we ask staff to abide by during camp, for the benefit of everyone. Consider these guidelines thoughtfully and search you heart – if you are unable to comply with any of them it may be necessary to reconsider serving at Covenant Bible Camp.

**#1 – Be with campers!**

Because we have committed to making the campers our first priority, this commitment should be demonstrated in how we spend our time at Camp. If your cabin is scheduled for an activity – you should be there too. Whether counselor or support staff, you must consistently put the campers first. We need to work as a team for camp to run smoothly. Use your assigned break to rest. If you need an additional break, speak to the Head Counselor and a break staff will take over for you. If you feel yourself beginning to ‘check-out’ emotionally, mentally, or physically it is your responsibility to tell someone. It is not fair to campers to have a counselor who cannot give them the attention that they need.

**Actions Speak Louder Than Words**

In all of these areas, remember that we are setting an example for the youth under our care – they watch us more closely than we know!

* Model a healthy relationship with Christ – campers are watching!
  + Find time to read the Word, pray, and be still before God
* Respect one another as staff, respect the campers, and respect yourself.
* ***A substance free lifestyle is the camp policy.*** Substances include alcohol, tobacco, and illegal drugs.
  + ALL staff is expected to follow this policy. Any staff that openly condones the use of any substance while at camp ***will be asked to leave***.
* Public Displays of Affection among dating couples are inappropriate while at Camp
  + Occasional hand holding and hugs are acceptable
    - Campers need to see healthy romantic relationships
    - Staff in a romantic relationship must be modeling a healthy relationship. This includes abstaining from pre-marital sex. Staff is expected to teach abstinence.
* Appropriate dress is at minimum a t-shirt and pants. No low cut shirts, tank tops, shorts above the knee, or shirts that expose your belly – this goes for both genders!
  + Clothing should also not have holes in the shirts or above the knee for pants/shorts.
* Language should remain clean, uplifting and encouraging.
* Keep appropriate physical boundaries with campers – avoid all unnecessary touch with the opposite gender
* Staff is expected to uphold a high Biblical moral standard and a commitment to the Lord, with both their actions and words. We should attempt to be above reproach in all areas.

**When in Doubt, Ask**

* There is no lone-wolf staff at Bible Camp. Asking for help is a sign of our strength. We are a team and all staff should be happy to help other staff.

# Camper Rules

"Don’t let anyone look down on you because you are young, but set an example for the believers,

in word, in walk, in love, in faith, in purity." (I Timothy 4:12)

1. Show Respect; for yourself, for others, to the Lord
2. Drugs (including tobacco and marijuana) and alcohol are not allowed at Camp.
3. Girls are not allowed in Boys Cabins and vice versa.
4. Public displays of affection among couples are not appropriate at Camp.
5. Modest clothing attire is required (see staff guidelines for appropriate dress).
6. Campers are required to attend all scheduled activities.
7. No one is allowed to leave camp unless they have permission from the Site Director.
8. No eating or drinking in the cabin after snack time. Counselors can and will confiscate any snacks/drinks after 10pm.
9. No energy drinks at camp.
10. No electronics at camp (alarm clocks, cameras, and watches are excepted).

**JAOTA Rules**

There are also 4 traditional camp rules that are fun for the campers to recite. The rules form an acrostic which spells JAOTA, pronounced with a Swedish “J,” so that it sounds like, “Ya Ought ta” (you ought to).

1. Be **J**oyful
2. Be **A**round
3. Be **O**n **T**ime
4. Be **A**vailable

**Rule of Three**

We want all campers and staff to be safe. Whether it’s safe from a wild animal such as a moose or bear or getting injured on a trail, we believe in the wisdom of “safety in numbers.” Therefore, we have the Rule of Three. The Rule of Three is that campers/staff shall always be in groups of three or more, unless it is a married couple.

**Camper Discipline**

1. Attitudes and behavior problems can be contagious. One camper can affect the camp experience for all other campers and staff surrounding her/him.
2. It is our responsibilityto provide security, safety, food, rest, fun, and spiritual help for all campers.
3. Discipline is a Biblical concept that creates lifelong habits in a young person. We want to do our part to encourage our campers to become the best person that God created them to be.

What not to do

* Campers are not to be physically touched, hit, grabbed, or shaken for discipline.
* Campers are not to be humiliated or emotionally or spiritually abused.
* Never discipline in anger. Never be afraid to leave the situation and seek help if you are angry or do not know what to do.
* Do not ignore the situation.
* Do not share details of disciplinary problems with other campers unless absolutely necessary.

Preventative Discipline

* Always be around!
  + Most problems between campers arise because the counselors were not around. Lack of supervision is also a major cause of accidents. **Be where the campers are**. This one principle will prevent most incidents from ever taking place.
* Never assume the campers know what is expected.
  + Make sure to clarify rules from the very beginning. Go over camp rules and discuss rules specific to your cabin on the first day of camp.
* Deserve their respect.
  + Be consistent from day to day. Try to have fun with them while still maintaining that you are their leader, not their peer. Lastly, always treat them with respect.
* Be aware of camper physical needs.
  + Sleep – Tired campers can get cranky. Enforce lights out and quiet after that time.
  + Diet – Be aware of what your camper is eating (or not eating). Encourage your camper to get the nutrition that their body needs, not just junk food.
  + Medication – Be aware of your camper’s medication needs. Make sure campers who need medication receive it at the proper times. Talk to the Nurse if you have any concerns.
* Keep them busy.
  + Where there is boredom there can be mischief – encourage campers to participate in all camp activities.
* Get to know each camper as an individual.
  + Forming genuine relationships and friendships goes a long way.
  + If you notice that your camper is having a hard time, make a point to just sit with them and listen. Even if they don’t have anything to say.
  + Let them know that you are on their side.

General Tips for Effective Discipline

How to respond when you have problems with campers:

* Remember that Native culture is an indirect culture. Often the best way to teach is to tell a personal story about the issue at hand and how God wants us to deal with it. This is often more effective than asking accusatory questions.
* Encourage campers to accept responsibility for their actions, not to pass the blame. Your counseling should take this path: take responsibility, admit guilt, ask forgiveness, and make it right.
* Let them know that you see the behavior and want it to change, be clear and concise (and be sure to address it immediately).
* Separate the camper from the group. Talk to them and lovingly find out what the problem was. Often poor behavior is seeking attention from peers and/or from leaders. Removing the camper from the situation and having a conversation could quickly alter their behavior.
* Apologize for any action you or other staff may have taken to allow the situation to escalate.
* Use a 3 strikes model. Clearly warn the camper each time a strike is given for a repetitive behavioral problem and explain why you are giving the strike. After three strikes, disciplinary action will be taken.
* Note: If the misbehavior is extreme or very inappropriate, then the behavior should be made known to the Program Director immediately, without any warnings.
  + Such behaviors include (but are not limited to):
    - Fights with any physical contact
    - Stealing
    - Getting caught in a cabin assigned to the opposite sex.
    - Intentional damage of property (camp, or personal)
    - Threats
    - Emotionally, Physically or Sexually abusive comments or actions.
  + It is understood that staff may have to physically grab or restrain a camper for the purposes of making the camper or another camper safe. For liability reasons, any instance of this should be reported to the Director, failure to do so might increase liability should any charges be made against the camp or the staff member.
* Always inform the Head Counselor and/or Program Director of any behavioral problems and disciplinary actions taken.

Age Appropriate Discipline

Discipline will look different for each age group. The younger campers are usually easier to discipline. Taking away a fun activity or snack can be very effective. “Volunteering” a camper or cabin for rock hauling (trail repair) or extra chores if they misbehave can also be very effective. Remember that discipline is not revenge. High School discipline is usually much more difficult. Removing a High School camper from their friends and the group for a time and having a conversation with them is often the most effective. During disciplinary actions, do your best to show the camper Christ’s love and grace. Discipline is a great teachable moment. For example, if you take away a camper’s snack, also take away your own (or haul rocks with your campers) and explain to them that Christ also took our punishment upon Himself on the Cross, and that we will no longer receive eternal death because of His sacrifice. Often behavior problems are symptoms of a larger wound in the camper’s life. This may be a time to share Christ’s healing with them. When you are uncertain how to handle a situation, ask the Head Counselor, Program Director, Associate Director, and/or Director for help.

**Sample Daily Schedules**

*(Time will vary each week)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **HS/Jr High Hike Day** | **HS/Jr High Musk Ox Day** |  |  | **PF/TB Day** |
| **8:00 AM** | Staff Meeting | Staff Meeting |  | **8:00 AM** | Staff Meeting |
| **8:50 AM** | Line Up & Breakfast | Line Up & Breakfast |  | **9:00 AM** | Breakfast |
| **10:00 AM** | Chores | Chores |  | **9:45 AM** | Chores |
| **10:30 AM** | Chapel | Chapel |  | **10:15 AM** | Chapel |
| ***11:30 AM\*\**** | Prep for Hike & head out! | Small Group /Cabin Time |  |  |  |
| ***12:00 PM*** | HIKE! | Lunch and chores |  | **11:15 AM** | Morning Game |
| ***1:00 PM*** | Lunch on the Tundra | Musk Ox Run! |  | **12:00 PM** | Lunch and chores |
| ***1:30 PM*** |  |  |  |  |  |
| ***2:00 PM*** |  |  |  | **1:00 PM** | Afternoon Activity 1 |
| ***3:00 PM*** |  |  |  | **2:00 PM** | Afternoon Activity 2 |
| ***3:30 PM*** | Canteen at camp | Canteen at camp |  | **3:00 PM** | Canteen |
| **4:30 PM** | Cabin Time/ Clean Up | Cabin Time/Clean Up |  | **3:30 PM** |  |
| **5:00 PM** |  |  |  | **4:00 PM** | Cabin Time & Clean Up! |
| **5:30 PM** | Dinner and chores | Dinner and chores |  | **5:30 PM** | Dinner and chores |
| **7:00 PM** | Chapel | Chapel |  | **6:00 PM** |  |
| **8:30 PM** | Big Game | Big Game |  | **7:00 PM** | Chapel |
| **9:30 PM** | Snack | Snack |  | **8:00 PM** | Evening Game |
| **10:00 PM** | Return to Cabin/ B&F | Return to Cabin/ B&F |  | **9:00 PM** | Snack |
| **11:00 PM** | Lights Out | Lights Out |  | **9:30 PM** | Return to Cabin/ B&F |
|  |  |  |  | **10:00 PM** | Lights Out! |

# Breaks

Each day of camp counselors will receive at least one break during a game or an activity. These **breaks or not a suggestion; they are mandatory**. During your break, take a nap, grab a snack, wash your hair, take a dip in the river; just relax! Remember camp is like a marathon, not a sprint. Pace yourself or you will burn-out. A burnt-out staff person is no good to campers or the camp.

If you need an additional break, do not hesitate to ask. There are assigned break staff that are ready and willing to take your place. Try to request additional breaks during activity, games, or down times. However, if you are tired, do not push yourself.

# Special Events

There are some special events that have become traditions at Bible Camp, the Musk-Ox Run, the Hike, and the Eco-Challenge. These events will take place during the afternoon activity time, between lunch and dinner.

Musk Ox Run -

This is a 5K ‘run’ that starts at the bridge, and goes to the old Musk Ox Run, approximately 5 kilometers down the road. Every camper and staff participates in this run in some capacity. Campers are not required to run, but they must at least walk the trail. Staff will contribute in different roles; running along with the campers, ‘sweepers’ bring up the end, leaders should stay at the beginning of the group, some will ride ahead in a 4 wheeler and set up a table with oranges and water for the finishers, and keep times as the first campers finish. Usually everyone walks back to camp, and stops at the bridge for Bridge Jumping along the way. Final times are announced during evening chapel.

The Hike –

The Hike is an activity that takes all afternoon. Kitchen staff makes a lunch that can be packed, and all help to carry the food up the hill. It takes about an hour to hike to our destination. When we arrive, we eat lunch and then there often will be a devotion on the hill. On the way back to camp, we stop in the Tundra for games! On the way back campers will often want to stop and bridge jump along the way – remember, this is only allowed under the supervision of the lifeguard.

Eco-Challenge –

The Eco-Challenge is a big event with many smaller parts. The camp is divided into three or four teams, and within the teams, each person is assigned a different task. The tasks may include; running, canoeing, swimming, and fire starting. A course is set throughout the camp, and each task must be completed before moving on to the next. Each task and the order of tasks will be determined and then explained by the Recreation Director. The winning team is the first to bring a can of water to a rolling boil in the fire started on the beach.

Monk Lunch –

This time honored tradition goes back to the days of St. Francis of Assisi. Ok, maybe not. Regardless, this event has been going on as long as anyone can remember at camp. Monk Lunch is one meal where the discipline of silence is practiced. There should be no speaking or loud noises. Staff will be given markers to mark anyone who speaks or is loud. If anyone receives 5 (sometimes 3) marks gets to do “penance” by doing outhouse duty. Don’t ask me why, but campers love it!

# Cabin Cleanup

It is important that you encourage a clean cabin on a daily basis. During most weeks your cabin will be checked daily. Most program directors give rewards at the end of the session for the overall winners, so cabin clean up becomes a competition throughout the week. The camp nurse usually does the inspections and will announce the daily tallies during evening chapel. At this time, there is also a chance to recite a memory verse (chosen by your cabin group).

Things to Know For Cabin Cleanup:

* Let the campers see you pitching in with cleanup – they take their cues from us as leaders.
* For Lead Counselors, this might be a good area to delegate leadership to your Jr. Counselor.
* Every camper should be encouraged to be an active part in keeping their cabin clean.
* Cabin cleaning should happen throughout the day as able, but checks may be done around dinner
* Encourage campers to keep their bunk area straightened and clean, and free of clutter and trash (i.e. candy wrappers).
* Hang up wet towels, swimsuits, etc. on designated lines outside of your cabin.
* Incorporate a memory verse into cabin clean up – select a verse and practice it with your cabin group. You will have a time to recite it for bonus points at evening chapel.
* Be Creative! Points may be given for decorations.
* Have the campers help clean up an area besides their own bunk area, i.e. sweeping, dusting, picking up trash etc.
* Please do not be late to the next event for the sake of clean up!

**Daily Chores**

Chores are assigned to every cabin group to be completed directly following each meal. If you lose track of what chore you’re responsible for, there is a chore/gesboard displayed inside the door of the temple. The following are the chores that will be assigned to your cabin group throughout the week.

* Dishes – the dish pit is located directly behind the temple. Two Cabins or more will be assigned this task for each meal. These cabins are responsible for washing, rinsing/sanitizing, drying and putting dishes away properly in the kitchen. Because this is the most time consuming chore, the cabins assigned to dish crew will be allowed to eat first.
* Outhouse/ETC Duty – each out house needs to be checked and stocked. If an outhouse is too full, let someone on the facilities/maintenance crew know. Ensure that there is adequate toilet paper and pour one scoop of fresh lime into the hole. Outhouses take very little time, so this chore is combined with ETC. Ask the camp steward for an ECT chore at the beginning of the meal. Wood gathering or chopping may be included in this chore.
* Temple –A large amount of dust tends to accumulate in the temple, we fix this by scattering coffee grounds on the floor to collect the dust, and sweeping it up again. The tables need to be cleared and sanitized before sweeping. Temple crew eats last so they do not disturb eaters while cleaning.
* Ark – sweep and organize the Ark, setting it up for chapel time. Benches and Bibles should be arranged and games should be neatly put away. Ark crew also cleans and straightens up the craft room.
* Free Time – Free time may or may not be on the rotation. If it is, lucky you! Have some free time!

How to Share a Testimony

*And so it was with me, brothers and sisters. When I came to you, I did not come with eloquence or human wisdom as I proclaimed to you the testimony about God.  For I resolved to know nothing while I was with you except Jesus Christ and him crucified.  I came to you in weakness with great fear and trembling.  My message and my preaching were not with wise and persuasive words, but with a demonstration of the Spirit’s power, so that your faith might not rest on human wisdom, but on God’s power.* -1 Corinthians 2:1-5

Why Share?

1. As we share, we glorify God. Jesus said: “Whoever speaks on their own does so to gain personal glory, but he who seeks the glory of the one who sent him is a man of truth; there is nothing false about him.” (John 7:18)
2. Even if we are not confident in public speaking, our testimonies have power. In Revelation 12:11, it describes Satan being overcome by the blood of the Lamb and the testimony of believers.
3. Others find faith by hearing about Christ and his work in our lives. (Romans 11:17). You may have a specific difficult experience that someone else may need to hear - maybe God has begun to help you forgive someone who hurt you and in hearing your story the Holy Spirit may prompt another person to forgive and transform their life!
4. When you share your story, you remember who you are and what God has done. Sixteen times in the book of Deuteronomy, God commands his people: “remember” the things He has done. One example is: “Remember that you were slaves in Egypt and the Lord your God redeemed you.” (Deuteronomy 15:15) Public remembrance shapes our identity and our faith in good ways when we are faithful in celebrating what God has done in our lives.
5. You come forth from a place of comfort to trust in the Holy Spirit to help you share!

What is a Testimony?

1. A testimony focuses on the work that God has done or is doing to transform and impact the life of a believer. It usually follows three movements, like an act with three plays:
   1. Movement 1: Life before the work of God (this could be before you were a Christian or before God transformed a specific area of your life).
   2. Movement 2: The work of God. This movement should answer the question: how did God speak to you or change you? This might include God working in your life through a person, a series of events, or a church; through Scripture; or any other means God used.
   3. Movement 3: Your life since the transformation. Explain how your life is now different as a result of God’s work. How is God maintaining this movement in your life? Has God used this movement to push you into ministry?
2. A ‘witness’ sometimes give a ‘testimony’ in a court of law during a trial to describe the truth of what they know or have seen. The Greek word in the Bible for witness and martyr are the same: (*martyras*). Those who have given their lives for the Gospel are called martyrs because their lives and deaths gave witness and testified to Christ’s power. Their faith was stronger than their fear of suffering and death (read Hebrews 11). As you give your testimony - you are sharing what you know of God and have seen him do as a witness, standing in a rich tradition of Christians doing the same over the last two thousand years.

How to Prepare a Testimony

1. Spend time in prayer and ask God what to share in a particular setting. You may have several testimonies appropriate for one occasion. Here are a few examples (this list is not exhaustive:
   1. When you first came to faith and became a Christian
   2. When God provided for a specific need: (I was sick, and God healed me, now I practice healing prayer; I was hungry, God provided for me, now I feed others as I am able)
   3. When God convicted you of a particular sin and delivered you from temptation: (God convicted me of my sin of pornography; I confessed to other believers and to Him and received His grace; I now have taken the following steps to be accountable)
   4. When you saw God intervene on another person’s behalf or your behalf
   5. When God taught you something specific or called you do something specific
   6. How God used a specific spiritual discipline or truth in Scripture to transform you
2. Ask God to reveal to you a Scripture passage to frame your testimony. Sometimes a testimony comes to mind when you’re in the Word, or you have a passage that God has used to help you. If you share your testimony with a mentor or pastor or another believer informally they might be able to help you find a Scripture passage that is appropriate to share with your testimony.
3. Write your testimony and the verses down. Start with a prayer asking God to use your testimony to glorify Him, and then share your Scripture and how it connects with your story. You will also close with the same scripture at the end. Repetition of the theme of God’s work helps people remember (this is why Scripture is often repetitive- God repeats the really important stuff to help us!). For example: “I am going to open this time by reading Proverbs 3:5-6, and then I will be sharing about how God taught me to trust in Him with my whole heart and not lean on my own understanding…then after you read and share, close with...
4. Your goal is to glorify Christ when you share and so you want to be as clear as possible. Take the time to edit what you’ve shared as you ask yourself the following questions:
   1. Is there anything in this testimony that could be a distraction from the main point of what God did and is not necessary for glorifying God?
   2. Is there anything inappropriate I am sharing that might hurt another person? (For example: Publicly naming or shaming someone who has hurt you; talking in detail about sexual or physical abuse that might trigger someone else’s trauma who is in the room)
   3. I am I glorifying sin in movement one? (For example, talking about how much fun I had partying or how many people I slept with, or how many beers I drank before I really got out of control…) Use discretion and discernment in how much detail to include and how to share it.
   4. Am I glorifying myself? (For example, talking at length about how incredible of a ball player I was before I got injured or how I had the personal strength to quit smoking or how I saved someone else’s bacon. Or talking at length about all the great things I do now (vs. sharing about the Spirit’s leading in transformation). These unhelpful ‘testimonies’ are usually less about God’s work and more about how I’ve been working on being a better person).
   5. How is what I am sharing going to make someone feel who is still stuck in the same sin as I was? Will they feel shamed and dirty or invited and compelled to new life in Christ?
   6. Is God the subject of the sentence more often than I am? This is good test to see if the weight of the sharing is on God’s work or my work. For example, you could share that, “God led me to starting feeding homeless people and revealed to me that I needed to start serving in my local church vs. I decided to start feeding homeless people and serving at church because it makes me happy…” Who is the hero of the story? Am I the savior in the story I share or the one being saved?
   7. Do I spend more time and detail sharing about my sin or life before God’s work (Movement 1) than I do about God’s work in my life (Movement 2 and 3)? The primary focus and message and the most time and emphasis should be on God and His work (parts 2 and 3).
5. Share the written edited testimony with a mentor or pastor and ask them for feedback on how you can sharpen it. Maybe there is something you need to spend more time explaining, or something that should be changed or left out altogether. This person is not changing your story, but coaching you on how to communicate what God has done and is doing in your life most effectively.
6. Practice sharing the testimony out loud several times. Seriously, this helps so much. Time it with a stopwatch to get familiar with how long the message will take until you have it dialed in to a target time. It is like sighting in a rifle.
7. Make sure it fits the setting where you will share. You may have longer to share with someone one on one than you do in a service. Depending on the church service or youth group setting you might have more or less time. Depending on your audience you may need to explain certain things more in depth or use language the people you are sharing with can understand (consider age and also the cultural background and faith background of the people you are sharing with - if you say, “I felt like Moses coming down the mountain” a non-believer might not have a clue. Also, a 6th grader may not have a clue. If you say, “It was like sighting in a rifle” to kids who live in Chicago, it won’t mean what you want it to mean (they only associate guns with shooting people, and they don’t know how to sight in a rifle).

Every believer has a testimony that is worth sharing. Ultimately, God can use anyone’s testimony for his glory and it good to share! May God bless you as you share and invite others to do the same!

# Leading Cabin Devotions

*Cabin devotions are often the most significant time for campers to grow their relationship with Christ.*

Chapel time is designed to introduce spiritual topics to campers. Cabin devotion time is designed for counselors to go deeper with their campers. Many campers are uncertain or afraid to go forward and accept Christ in chapel, but will talk to their counselors about it in cabin devotions.

Tips for a successful Cabin Devotion Time

* Create a cabin environment which will help minimize distractions
  + Have EVERY camper ready for bed before devotions even begin.
  + If your cabin is especially energetic, do a group activity before devotions (like a push-up or jumping-jack contest…campers love these!)
  + If your cabin is along the main path, you may want to cover windows so people walking by do not distract your campers
* Set and follow ground rules the very first night
  + Campers cannot lay in their sleeping bags during devotions
    - Devotions are not a bed time story
  + Only one person talking at a time during devotions
  + No question about God is a bad question
  + Stay in your seat/area during devotions
    - Nobody should need to leave the cabin or wander around during this time
* The first night, focus on getting to know each other better
  + Ask questions like, “What’s your favorite Native food?” or “Why’d you come to camp?”
* Follow the questions given by the speaker as best you can (if the speaker provides them)
  + Often questions given by speakers are leading campers to begin thinking about the next day’s talk or are meant to help the campers go deeper
  + Feel free to reword questions so they sound natural coming from you
  + If there are too many questions to cover, try to combine questions or pick the ones you think are the most relevant to your group
* Do not be afraid to go past “Lights Out” time if a devotion time is going really well
* Tell your testimony!
  + After you’ve told your testimony, ask campers if anyone wants to share their testimony the next evening. Make sure you coach them so that it is God’s story.
* Try to include every camper, especially the quiet ones
  + Devotion time should be mainly asking campers questions and listening to the answers
* Campers are usually happy to share about their faith; Alaskan culture is very open when talking about spiritual matters (good or bad). Don’t be afraid to ask if a camper is a Christian, how they came to Christ, or what they are struggling with.
  + Try to steer campers away from dwelling on evil spirits such as little people, big foot, ghosts etc. it is good to acknowledge that they exist, but focus on how God’s power conquers fear! Likewise, please do not tell scary stories.
* When all else fails, simply have a Q & A night about anything relating to God/Church
* Ask the speaker, camp pastor, and worship leader to join your cabin for different nights
* **Don’t hesitate to ask for help if you are uncertain what to do for cabin devotion time!**

# Communicating Faith With Campers

Personal preparation is essential in communicating faith effectively with campers. There will be opportunities during camp to share the gospel with campers, and there may be a chance to lead a camper to Christ. For some, this is an overwhelming task. Below there are some examples of Biblical truths that you could share with campers, to help get you thinking about what you might say in either of these situations. It is not necessary that you use all of them. Remember to simply speak from your heart and pray that the Lord will give you the words to say. Remember that it is the Lord working through you, you are simply His tool and ultimately His will be done. If you would like help, do not hesitate to ask.

**God loves us so much that he wants to forgive us for our sins.**

John 3:16 - For God so loved the world, that He gave His only begotten son, that whosoever believeth in Him should not perish but have everlasting life.

**Everyone sins.**

Romans 3:23 - For all have sinned and come short of the glory of God.

**Sin separates us from the love of God.**

Romans 6:23 - For the wages of sin is death, but the gift of God is eternal life through Jesus Christ our Lord.

**Jesus died for the sins of each and every person because He loves us so much.**

Romans 5:8 - But God demonstrates His own love for us in this; while we were still sinners, Christ died for us.

**We need to personally surrender our hearts and lives to Jesus and ask Him to forgive us for our sins.**

Romans 10:9-10 - That if you confess with your mouth "Jesus is Lord" and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified and it is with your mouth that you confess and are saved.

**Scripture That Gives Assurance of Salvation:**

**God’s word does not lie.**

I John 5:13 - I write these things to you who believe in the name of the Son of God so that you may know that you have eternal life.

**Jesus’ responds to everyone who surrenders their life to Him.**

Rev. 3:20 - Behold, I stand at the door and knock; if any man hears my voice and open the door, and I will come into Him.

**Where Jesus is now?**

According Hebrews 13:5b - He is in our lives and will never leave us

**What Jesus brings to our lives:**

I John 5:12 - He that has the Son has life; and he that has not the Son of God has not life.

John 10:10 – I have come that they may have life and have it to the fullest.

# End of Camp Session Protocol

There are certain responsibilities that need be taken care of before campers leave at the end of their camp session. We welcome anyone from town who might like to join us for the afternoon.

|  |  |  |
| --- | --- | --- |
| **Last Day of Camp** Schedule | | |
|  |  |  |
| 8:00am | Staff Meeting | |
| 9:00am | Breakfast (*2 cabins will do dishes for their Blitz Chore before completing cabin cleanup)* | |
| **10:00am** | **CAMP BLITZ *order of events*** | |
|  | 1 | **Cabin Cleanup**: Campers and Counselors work together to completely clean out their cabin. All trash dumped, all dirt swept, all luggage moved to the designated “outgoing bag zone.” \* |
|  | 2 | **Blitz Chore**: Camp Steward will assign each cabin to a chore around camp (clean sauna, organize canoe area, clean craft room, outhouse deep-clean, etc.) |
|  | 3 | **Canteen & Surveys**: As a cabin, go to the Temple to fill out feedback surveys. When surveys are completed, campers can visit the canteen. |
|  | 4 | **T-Shirts & Pictures**: As a cabin, t-shirts will be distributed in the Ark and the cabin picture will be taken. |
| 12:45pm | Whole Camp Picture | |
| 1:00pm | Lunch & Chores *(only: Dishes, Temple, Ark)* | |
| 2:00pm | Final Chapel |  |
| 3:30pm | NYO ACTIVITIES | |
| 6:00pm | BBQ Dinner – Unalakleet folks are invited to join us for this meal | |
| 7:00pm | Head to Town for Transition\*\* | |
|  |  |  |
|  |  | \*Once luggage is moved to the “outgoing bag zone”, it will not be accessible until campers/staff go into town for transition. Talk to the Site Director if luggage needs to be accessible throughout the last day of camp. |
|  |  | \*\*Some campers may need to depart earlier in the day. Site Director or Program Director will notify any counselors if their campers have an alternative departure time. |

**All non-transition staff is asked to stay at camp. If a staff wants to stay in town they must make a request to the Site Director or Associate Director. The Director may deny the request if it is in the best interest of the staff or camp. No rides, meals, or housing will be provided for any non-transition staff that stays in town. All non-transition staff are expected to be “on duty” at camp by 2 PM the following day.**

# Transition Day Routine

# On the last day of a Camp Session, after the final worship session and meal, the Transition Team goes into Unalakleet with out of town campers. Staff may work Transition Day on a rotating basis, although volunteers are almost always welcome. When it is not your turn to work a transition day, you are required to take a Sabbath, a day of rest. Many of the families in Unalakleet will open their homes to staff so that we have a comfortable place to sleep, good food to eat, and a break from campers. Make sure you ask permission to stay in town if you are not on Transition Team. Transition is a great time to socialize with other staff, but resist the temptation to stay up late visiting! Transition Day is the one day each week when you have a chance to give your body the rest it needs, so take full advantage of it!

# Transition Day Routine (Times are approximate):

# 6:00-9:00 – Campers, luggage, and Staff return to Unalakleet via boat or truck

# Upon arrival in town students are stationed in the Auditorium. In town campers and those with signed permission to stay with relatives are dismissed. Transition staff will stay in the auditorium as well, acting as student chaperones. The chaperones should have a complete list of the out of town campers who they will be responsible for. As campers arrive from camp, point them toward check-out if they are from town, or check-in if they are staying the night.

# 6:00 -10:00 – Structured Free Time

# During this time, each staff person is designated a job. As staff allow, the campers can accompany staff as they go to the store, play in the gym, watch a movie in the auditorium, hang out with friends etc. Transition Day staff should be available, and may run organized activities in the gym (like “Bump”) or auditorium at this time.

**10:00 - Down Time.**

Campers should begin to separate – girls sleep upstairs, boys sleep in the gym. Chaperones need to check their lists to ensure that each camper is accounted for.

**11:00 – Lights Out**

---The Next Day---

**9:00am – Breakfast**

Female transition staff cook breakfast. (Sorry ladies, the kitchen is in your sleeping area!)

**9:00am-5:00pm – Flights Arrive and Depart**

Campers and new staff will begin arriving in Unalakleet, and Campers from the previous week will begin to depart for home. The Travel Coordinator and Transition Day staff will communicate with Chaperones and Students to make sure that students are at the airport at the correct time.

**9:00am-12:00pm – Structured Free Time**

As campers wake up, make sure that they pack up their sleeping bags and luggage immediately and place them in the designated areas. Say your goodbyes to campers. All staff are assigned a duty and activities. Remember that campers may only be outside of the auditorium with a staff person.

**9:00am-5:00pm – Welcome and Registration for New Campers**

As new campers arrive, make sure you welcome them, ask their names, where they are from, and point them toward registration. After registration make sure you hang out with the new campers, paying special attention to anyone who looks lost, lonely, or it is their first time at camp.

**2:00-6:00 – Shifts of Luggage, Campers and Staff go to Bible Camp.**

**6:00 – Dinner at Camp – The first meal of the new Camp!**

**Camper Frequently Asked Questions**

The following questions have been compiled during recent seasons of Bible Camp and other CYAK regional youth events. They are questions that surfaced frequently among students from Western Alaska, so can assume that these or similar questions might be asked again this year. Take some time during your preparation for camp to reflect on the questions, and consider what your response may be.

**Heaven/Hell:**

1. Do the people in heaven watch us right now and encourage us, but we can’t hear them?

2. Do people go to heaven after committing suicide?

3. What is heaven and hell?

4. What will happen when God takes his people to heaven?

5. Do we still go to heaven even if we didn’t believe in God and sinned all the time?

**Death/Suicide:**

6. Why do people commit suicide?

7. What do we do about the people we love who died and were not saved?

8. Why does suicide go from one person to another? (Maybe why are there so many?)

9. Why does it hurt when we lose someone?

10. Why did God make life so short?

11. Why did God create death?

12. Why do people think about suicide after someone does it?

**Sin/Suffering:**

13. Why do people have to suffer?

14. Why do so many people have problems?

15. Where do the bad things in life come from?

16. How do we know when we’re sinning?

17. Why do people sin (do bad stuff)?

18. How come God’s love so strong and the world so weak?

19. Why do things have to be the way they are?

20. Why do people fight?

21. Why didn’t God stop the devil? Why didn’t he give us a second chance?

22. Why are people snobby or jealous?

23. The Bible says God has a plan for everyone, I don’t think murder or suicide is a part of that

plan, but it still happens. Why?

**Prayer/Church:**

24. Why don’t prayers get answered right away?

25. Why hasn’t God answered any of my prayers?

26. How does God hear all the prayers in the world?

27. Why do we have to go to church?

**Faith/Christianity:**

28. Why is it hard to believe in things you don’t know?

29. What is the point in living forever?

30. What is the meaning of life?

31. Did all of Jesus’ disciples leave him when he was arrested? Why?

32. What does it mean to be a Christian?

33. Who came up with the word Christian?

34. If a person is gay can they become a Christian? What if they were born gay and can’t help it?

**God:**

34. How can you tell if God is trying to talk to us?

35. How does it feel when you’re in the presence of God?

**Addictions:**

36. Why do people smoke?

37. Why do people do drugs and alcohol?

38. Why do they drink and smoke even though they know it’s bad for them?

39. How do you stop some of your friends from doing drugs, so they won’t ever do them again?

40. What would you do if your best friend did stuff like smoking pot, smoking, or drinking?

**Relationships/Sex?**

41. What should people do if they like someone, but that someone doesn’t like them back?

42. How do you know when you’re in love?

43. I have a friend who likes to be with boys a lot and wants me to follow her. What should I do?

44. Why do people have to be married before they have kids?

45. What if we lost our virginity before we got married? What do you think about that?

**Money:**

46. Why do people spend money so quickly?

47. Why do we have to give 10% of what we make to God?

**Parents:**

48. Why do parents split up?

49. What should I do if my parents argue all the time?

50. What do you do if your parents do drugs?

51. I don’t want my parents to drink. What do I do?

52. What do you do if your heart says “yes” and your parents say “no?”

53. My parents are mean and drink half the week. How am I supposed to honor them?

**Camper Sickness & Homesickness**

As a counselor it is your task to be aware of the general health of your camper. This includes monitoring their personal hygiene, their level of fatigue, and sudden changes in their behavior or appearance. If your camper develops any kind of sickness, this should be reported to the Camp Nurse as soon as possible. Often times the bumps and scrapes, sore throats, runny noses and headaches that occur often in a usual day of camp need only some Tender Loving Care and sympathy from the Nurse. If there is a sick camper in your cabin, you should try to assist and accommodate the Nurse in their task. Report any falls or accidents to the Nurse no matter how minor you feel they are. Special attention should be paid to any complaints of earaches, abdominal or stomach aches, and fevers.

Female counselors should take these special precautions in their cabins: If a camper experiences menstruation for the first time, report this to the Nurse, as there should be extra supplies on hand. Take time to reassure them and assist them as necessary.

Some campers may be homesick during the first couple of nights at camp. Be prepared to comfort and reassure campers during these times. During the day, help them to meet new people and ensure that they are participating in activities. Camp may be a scary time for them at first, especially if it is their first time away from home. Generally, homesickness will be gone by the second day of camp after the camper has had time to settle in and meet new friends. If the homesickness persists or intensifies, notify the Program Director. Arrangements can be made for the camper to call their parents from town, but please don’t offer this as an option because it is last resort. If the parents and the camper decide that he/she should go home, be sure to let the parents know that they will be responsible for making flight arrangements on a commercial airline, and are responsible for that additional cost.

**Medications**

By Camp Policy and State Regulation no medications (including over the counter painkillers, cough syrup, etc. and any prescription drugs) are allowed to be stored in the cabins. All medications should be given to the Nurse at the beginning of the session. The counselors are also responsible to turn all of their medication, including allergy and pain relievers into the Nurse. If the counselor discovers a camper with medications in their personal belongings, it should be confiscated and given to the Nurse. The Nurse is responsible to administer this medication to the campers and counselors. Each camper should arrive at camp with a Health Form detailing instructions for administration if they need medication for any reason. The Nurse will seek out these students as necessary on an individual basis in accordance with the instruction provided by the parents.

Staff members who are not counselors may keep medications in the staff quarters.

# Abuse Policies

# Concerning Incidents That Occur During Camp

1. The Camp Administration shall do a preliminary investigation that may include talking to the alleged victim as well as other possible witnesses of the abuse.
2. Reassure the camper that he/she has done nothing wrong and encourage him/her that it was right to report the incident. Allow the child to speak freely. Do not coach responses and do not be defensive.
3. Inform the victim’s parents/guardians of the suspected abuse. Carefully document your conversation. Provide an explanation of steps that will be taken by the camp to uncover the facts related to the case.
4. If physical abuse or sexual abuse is involved with the parents knowledge and concurrence consult with a physician for treatment, examination, documentation, and assistance with reporting requirements.
5. If reasonable suspicion exists, inform the alleged abuser of the accusations and discuss them with him/her in the presence of at least one other witness. Carefully document the meeting and times.
6. Suspend the alleged abuser immediately while a confidential investigation is conducted. Carefully document investigation with parties involved, including the victim.
7. Notify the Alaska Superintendent as soon as possible. He/she will consult with the Camp’s attorney for legal advice regarding compliance with reporting laws. Carefully document all conversations.
8. Notify law enforcement/investigating authorities and file the necessary reports as soon as possible.
9. The Director shall share relevant details of situation with the rest of the ministry workers
10. Notify Camp’s insurance company [ECC lawyer].
11. If necessary, the Alaska Superintendent or camp attorney shall have a statement ready for the press, and one or the other will be the only Camp official who should address the media on the situation.

# Concerning Incidents That Have Occurred Before Arrival At Camp

1. If a camper reports abuse to a counselor – do not promise to keep anything a secret. We are required to report these incidents to the appropriate authorities for the safety of the child.
2. After hearing of the report, the Camp Administration shall do a preliminary investigation by meeting with the child personally.
3. If physical abuse or sexual intercourse is involved, consult with a physician for treatment, examination and documentation as well as possible assistance with reporting requirements.
4. Report incident to the Alaska Superintendent who will consult with the Camp’s attorney as soon as possible to verify steps and for legal advice regarding compliance with reporting laws. Carefully document all conversations.
5. Notify the investigating authorities and file the necessary reports within the appropriate time frame.
6. Reassure the child that he/she has done nothing wrong and encourage him/her that it was right to report the incident. Allow the child to speak freely. Do not coach responses and do not become defensive.
7. Fully cooperate with the authorities in the investigation.
8. The Alaska Superintendent or the camp attorney shall have a statement ready for the press, and it will be the only a Camp official who should address the media on the situation.

“The Unalakleet Bible Camp is fully committed to the well-being of every child within our ministries. The Camp has policy and procedures clearly and explicitly forbidding any kind of child molestation or abuse, and requires all paid and volunteer workers to report any suspected incidents of abuse. The individual suspected of abuse in this incident has been reported to the appropriate authorities by the Camp leadership. The Camp is cooperating fully with these authorities in their investigation.”

# \*The Site Director shall have the prerogative to use discretion to skip any steps as necessary as circumstances dictate.

**Emergency Action Plan**

**Brief Overview**

Covenant Bible Camp exists in a unique and remote wilderness setting. With unique surroundings come unique risks that have the potential to threaten camp and its inhabitants. Covenant Bible Camp’s philosophy towards emergency response starts with preparedness and prevention. Safety is everyone’s responsibility and needs to be a top priority in all staffs’ mind. Risk reduction and safety consciousness should prompt you to point out concerns and perceived risks to onsite camp directors which would include either Program Directors, Executive Directors or Facility Directors. The following information is to help guide the camp should an emergency arise. Please keep in mind that not every single emergency can be specifically covered in this document. However, we hope it helps provide guidelines that will inturn serve as a resource to allow staff on the ground to make the most appropriate decisions with the tools and information they have.

**Communication**

Communication is key to executing proper response to any emergency. Whether it is alerting someone to an emergency, communicating resources or giving clear direction, communication is the tipping point for either good or poor outcomes. Though we can have poor outcomes regardless of how well we respond to an emergency, when never want to exacerbate a crisis due to poor communication. This document can help facilitate proper methods to communicate should an emergency arise.

Camp property spans a large area which makes communicating during an emergency more difficult for alerting proper staff and resources. New to camp this year (2019) is the introduction of handheld radios. Basic radio protocols can be referenced at page (##) of this document. Staff will be assigned a radio channel to monitor. Each cabin group will be assigned a radio to be kept at all times while camp is in session. This radio is to be used to report an emergency and to be alerted to emergencies.

**Know Your Role!**

Knowing your role includes knowing who you are responsible for. Because we are responsible for campers we need to make sure that our roles in an emergency does not put a camper in danger or harms-way and doesn’t neglect the basic safety and emotional needs of a camper. Emergencies can be very traumatic experiences for campers even if they aren’t directly involved. **Your role as a counselor is to be with your kids!** When major events take place it affects the whole camp, your role as a counselor is very important to keeping things under control. If you are a counselor involved in an emergency or your camper is part of the emergency be sure someone is with your kids.

Assure campers that they are safe and that things are under control. If situation warrants, keep them in a confined area such as your cabin or a facility away from danger and the scene of an incident. Listen for instructions from the emergency director, program director, or executive director. Be flexible and follow instructions and inform those in charge of any things that may be pertinent to the situation.

It is important as a camp staff to help those in command control a safe scene. This includes helping counselors and staff to make sure to account for all of their campers. This also means to take your personal safety as a priority, **don’t complicate an emergency by making yourself a victim!**

In the event of an emergency it is important to **stay calm and communicate** **well** so we as a staff can approach the problem tactfully and rationally. Your role in this process is very important. It is important to know and identify those on staff who are trained for medical emergencies. It is also important to familiarize yourself to where medical equipment is located and generally know what things are (trauma packs, long board, AED, oxygen, etc.) and where things are (kitchen, canteen, etc.) in case you are ever told to go retrieve something. Take some time right now to identify these areas and emergency gear.

There are several different types of emergencies that this camp may encounter over the summer. However, in each case it requires you to communicate that emergency to the appropriate person and care for the immediate safety of our campers and yourself. Several different types of emergencies that may occur in the summer month include; medical emergencies (diabetes, allergic reactions, or cardiac arrest), traumatic injuries (head, spinal, bleeding), missing camper emergencies, intruder emergencies, behavioral emergencies, environmental emergencies (forest fires and weather), burning buildings, and near drowning and water accident emergencies.

**Medical Emergencies & Traumatic Emergencies**

Protocol for running a medical emergencies will require transport to town in many cases. In some cases it may be a load and go, others situations may allow to treat on scene before transporting. Medical Emergencies may include seizures, cardiac emergencies, pulmonary emergencies, allergic reactions, diabetes, etc. It is not your call to determine the seriousness of a medical emergency. Report an emergency as soon as possible, even if you are unsure of the seriousness of the situation it is better to be safe than sorry. You should be notified prior to the start of camp of any campers with a medical history that you could encounter that week. It is important for you to monitor their activities and restrict them from events that may put them at risk at the nurse’s discretion.

If you do spot a medical emergency send someone (staff or camper) to find a director and tend to the needs of the camper. Reassure them and BE CALM! If no one else is around run immediately to find help. If you are a certified rescuer in CPR or First Aid follow the protocols you were trained for. In other words some protocols require a cycle of CPR before running for help. Once the appropriate directors have been notified they will take control of the emergency. In most cases you should be in earshot of help.

**Water Accidents/Near Drowning Emergencies**

Water activities and swimming is a big part of camp. Swimming should always be strictly supervised since a camper can go under in a blink of an eye. To ensure that camp can continue to do water based activities we need to be aware of the potential for accidents so we can properly protect ourselves and campers from them. Being aware is knowing what to do in the event of an emergency.

If you ever spot a camper in the water when he or she should not be inform them to immediately get out of the water. If you ever spot a camper distressed in the water try to throw them a rope or branch without having to enter deep water. Throwing them a life jacket or flotation device is another option without endangering yourself. Call for help whenever you see or suspect a distressed swimmer.

In all cases a lifeguard should be on duty to assist a swimmer. If this is the case do not interfere with the rescue. The lifeguard on duty may direct you to help or assist. Follow their instructions and help control the scene. Clear campers from the area and let rescuers manage the victim. If a rescue attempt is ever made report the situation to the director whenever you get a chance. The EAP should be activated before you enter the water.

**Missing** **Camper Emergencies**

Missing camper emergencies are a very serious emergency. These are serious emergencies because there could be several threats to a camper out of the care of camp staff. If a camper is ever unaccounted for don’t brush it off. Follow up and be sure you know where your camper is. Don’t place the responsibility of accounting for your campers on other campers. If you cannot find a camper after sufficiently looking for him, notify a director immediately.

Once it can be determined that a camper is truly missing and not on camp grounds, we will initiate a missing camper procedure. Each director with a radio will take one or two support staffers and search a designated area around camp. The facility director will also drive up and down the road looking for any campers who may have tried to walk back to town. It is important to stay calm and not panic any campers in this situation. Each counselor will need to account for all of their campers and relay any info that may be pertinent to the situation.

**Behavioral Emergencies**

Behavioral emergencies can stem from many reasons. Some may be drug related or some may just have to do with the emotional stress from being away from home or dealing with tough issues in their life. It is important to remember that our campers can be coming out of unsafe situations and homes. It is important to be loving and gentle but their safety and the campers’ safety needs to be number one priority in the event of a violent outburst. Sometimes a camper will need to be physically restrained in order to protect them and protect our campers. It is important not to make a show of this. Help by clearing campers from the area; having more people around can exacerbate the situation. It is important to identify one staff member to try and talk a camper down, sometimes a camper will want to talk to a certain staff member.

**Intruder Emergencies**

Intruder emergencies occur when an unsafe or unrecognizable person is on camp grounds. It is important to identify yourself as a staff member if you see one and then report it to a director immediately. There is no need to be rude or unkind, represent Christ in a loving manner. It is important to represent camp well to a visitor since many do come on to camp grounds. But if you sense something suspicious such as visitors going in buildings other than the temple immediately report that to a director.

However, if someone does wander onto camp grounds it is important never to release campers to anyone, including siblings. If a parent does want to take their kids just have them wait to sign them out or sign a release. Some parents may not be allowed to be around their kids so it is important to have them see the Site Director before letting anyone go, even if the camper knows them.

**Environmental Emergencies/Burning Building**

Covenant Bible Camp is surrounded by natural beauty that is susceptible to storm and forest fire. Fires do occur in the region so it is good to have an exit strategy in case one ever gets too close to camp. If camp ever needs to be evacuated it is important to listen and obey the Site Directors command. Depending on the situation, there may be different actions taken for the safety of our campers. Counselors account for your campers before, during, and after the emergency. Do not let anyone go back to a cabin for anything. Stay together and listen to direction. Be calm and reassuring. Do not panic. The Executive director or appropriate onsite director will maintain communication with BLM or Forestry in determining evacuation protocols.

# Waterfront Safety

Covenant Bible Camp is located on the North River. It is a beautiful, clean, clear river, and our campers love to enjoy it often during their week at camp. There are a few different times that it is appropriate for Campers to be in the water, but in all instance special safety precautions need to be taken.  
  
There will be at least one lifeguard on our Camp Staff, and the lifeguard must be present before anyone is allowed in the water. The lifeguard should have been oriented with the river’s current and temperature before they go on duty during camp. This training/orientation should take place during Call to Worship.

Appropriate Times For Water Activities & Safety Considerations:

1. Bridge Jumping – **As of 2019 bridge jumping is no longer allowed per camp policy.**

2. Swimming –

Sometimes Beach Swimming is an option for an afternoon activity, and swimming at the beach is also involved during the Eco-Challenge. When swimming is an option as an afternoon activity, campers should not wade out past their chest level, and they must be under the supervision of the lifeguard. During the Eco-Challenge there should be a boat in the water with a driver and another staff member, in case a camper is swept up by the current. In the Eco-Challenge, one event is for a person to swim across the river and back, and sometimes even the strongest swimmers underestimate the current.

3. Canoeing –

Canoeing in the slough, or a different area of the river (not the beach) is an elective afternoon activity. There should be no more than three campers in each canoe at all times. Canoes may not leave the designated area, as they must always be seen by the supervisory staff. Anyone operating a canoe must be wearing a life jacket.

**Radio Protocols**

Camp has two types of radios. VHF radios used to communicate with town and within camp for various reasons. These radios typically stay with support staff with a base station in the program office as well as a base station in the camp office in town.

UHF handheld radios will be distributed to each cabin counselor (minimum 1 per cabin group) and various support staff including the facility director and on site director. The purpose of these radios are to have better access and communication with each other should an emergency arise.

Radio Groups

Channel 1 - Facility Director, Executive Directors, Program Directors, Nurse

Channel 2 - Counselors

In the case of an emergency involving a camper, change your channel to 1 and attempt to hail any of the directors. Simply state “This is Tyler in Gazebo 4 and I have a camper possibly having an allergic reaction.” The appropriate personnel would then respond “This is Nurse Nancy, I copy you. Brad, can you pick the camper up and bring them to the aid station?”

In some cases, a message may need to be transmitted to the group at large. In this case consider using the alarm function to get everyone’s attention prior to transmitting your message. It might also be wise to signal those monitoring channel 1 to change to channel 2 to hear the message. For instance if there was a bear sighting in camp. The on site director would hail all on channel 1 to move to channel 2. Then switch to channel 2 and transmit an alarm. “Attention all staff, please remain calm and stay in your cabins. A brown bear was spotted walking down from the gazebos to the beach area. Shelter in place until you are given an all clear.”

Things to be aware of when using the radio:

Be careful not to walk over each other’s radio traffic.

When about to transmit a message. Stop take a breath. Press the key wait a full second then speak. Release key. It seems obvious, however in emergency situations it is easy to rush radio traffic and cut your radio traffic inadvertently.

Try to be clear and concise with your message. Think about what you want to say before transmitting.

**Satellite Phone**

A satellite phone will be kept in the program office at all times for discretionary use by the on site director, nurse or any other designated staff member. A card with important phone numbers such as Unalakleet Police, Clinic, Medical Control will be kept with the phone. The phone should be kept in a ready and maintained state.

**What To Bring To Camp**

**Don’t Forget…**

* A Good Attitude
* A Bible
* Watch
* Good Quality Sleeping Bag (Zero degree recommended)
* Pillow
* Towel
* Toiletries
* Bug Spray/Mosquito Net
* Good Footwear (waterproof boots and tennis shoes recommended)
* Clothes for cold and warm weather
  + Long Pants
  + Long Sleeved Shirt/Hoodie
  + Socks/underwear
* Fleece Jacket (or other warm, lightweight jacket)
* Rain Coat
* Battery powered alarm clock
* Warm Hat
* Swimsuit (For the river and the sauna)
* Money for canteen, sweatshirt…Reminder all money should be given to Staff during registration.

**You May Want…**

* Wet Wipes (Baby Wipes)
* Camera
* Journal
* Permanent Marker
* Water Bottle
* Sleeping Mat
* Wool Socks
* Gloves/mittens
* Wetsuit
* Mud boots
* Fishing gear

**Do not bring…**

* A Bad Attitude
* Electronics (Cell Phones, iPads, Laptops etc.)
* Weapons (Knives, Guns, Etc.)
* Tobacco products
* Drugs
* Alcohol

**Travel Information**

Unalakleet is located ‘Off the Road System’ which means that the only way to get to the village is by airplane. It is not connected to any other villages or towns by road. The closest village (Shaktoolik) is located 40 miles up the coast. Being off the road system is not unique to Unalakleet; there are numerous Native villages in ‘the Bush’.

There are two options for flying into Unalakleet from the Road System, on a commercial plane or on MARC – Missionary Aviation Repair Center. MARC is based out of Soldotna and is a missionary organization that does most of the flying for Bible Camp at a subsidized rate. Without MARC, camp would not be able to function nearly as well.

*All staff is responsible for the cost of their airfare to Unalakleet, and it is your responsibility to communicate with the Camp Administration if you would like to fly with MARC. Checks for the flight cost can be made payable to Covenant Bible Camp.*

Flying first to Anchorage, and then to Unalakleet can be an expensive venture. If staff is unable to pay out-of-pocket, we suggest that staff seek financial support from their home churches. Send out support letters, speak during a Sunday morning service, or talk to your church’s Missions/Outreach Committees. In our experience people are willing and excited to help in any way they can, and the Lord will provide for you through the generosity of His people. If you need help with ideas for fundraising, please contact the CYAK or Bible Camp Offices.

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**Job Descriptions**

The following pages lay out in detail the job descriptions for each staff position at Covenant Bible Camp. Please be sure to not only familiarize yourself with the requirements for your position, but with the job descriptions for all camp staff. It is important that we understand each of the roles at camp, and the responsibilities that go along with them

\*\*All Bible Camp staff must be professing Christians and meet all general requirements spelled out in the Staff Handbook, and agree to adhere to all rules and guidelines of Covenant Bible Camp.

# Responsibilities of Each Staff Member:

***To the camper*** - to make the week as meaningful and memorable to him/her as possible. To track with them throughout the week and try to be aware of their spiritual, emotional, and physical needs.

***To the parents*** - who have entrusted the well-being of their children to us as staff.

***To the local church -*** to reach out to those students from their villages who aren’t Christians, and to challenge students to take steps of growth and commitment in their faith.

***To the Board -*** who are committed to Bible Camp long term, and who want to see each staff member serve to the best of their ability.

***To the Lord -*** who loves each student attending camp as His child, and longs for each of them to enter into a personal relationship with Him.

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**JOB DESCRIPTION**

**Position:** Administrative Director

**Summary:** Recommended by the Board and Superintendent, approved by the Executive Board of the Alaska Conference. He/she is the Board’s direct connection in communication and implementation of Camp policy. The Administrative Director oversees camp. They look at the big picture to ensure that facilities, administration, and program staff are all functioning properly.

**Responsible to:** The Board and Superintendent

**Qualifications:** Must have at least 5 years of Bible Camp experience in programming and/ or administrative leadership. The God-given, church affirmed vision for Covenant Bible Camp must be seen and articulated. He/She must desire the glory of God, the salvation of souls, the building of Christ’s Church and “as far as possible living at peace with all men” as the center of that vision. In and through that vision, the Administrative Director must be able to relate cross culturally in a respectful and caring manner. A college degree is preferable but not required.

**Responsibilities:**

1. Work within the objectives and policies formulated by the board. Due consideration shall be given to serving the ministry and program needs of The Alaska Conference through regular conversations with the Alaska Conference Field Superintendent and other Alaska Conference leaders, as well as the member churches and pastors of The Alaska Conference.
2. Oversees the Senior Leadership Team of Administrative Director, Site Director, and Program Coordinator.
3. Directly supervises the following staff: Site Director, Program Coordinator Director of Development and Associate Camp Director.
4. Assists Site Director and Program Coordinator in supervising and recruiting the falling staff: Facility Director, Hospitality Director, Program Director(s), Transition Director(s), and other staff.
5. The Administrative Director must ensure harmony within the leadership staff, which may require involvement in conflict resolution and/or grievances.
6. The Administrative Director submits annual budget proposals to the Board for approval. He/she receives input from camp staff in their areas of responsibility. This budget will reflect the goals, objectives and vision of the camp as seen by the Board in carrying out our God-given mission. The Administrative Director ensures that the camp works within that budget.
7. The Administrative Director is responsible for monitoring all staff regarding recruitment, qualifications, camp vision and goals and is pastor/servant-leader to the whole camp.
8. The Administrative Director is expected to attend the Alaska Sectional of CCCA every year and the CCCA National Convention at least every 3 years unless otherwise excused by the Board.
9. The Administrative Director must conduct evaluations on staff and camps each year following the camps.
10. The Administrative Director will be evaluated by the Board each year. This will include evaluations from key camp staff.
11. The Administrative Director will attend daily staff meetings at his/her discretion.
12. Provides the Board with an annual report.

**JOB DESCRIPTION**

**Position:** Site Director

**Summary:** Oversees the daily operations on site at Bible Camp while in season.Recommended by the Board and Superintendent of the Alaska Conference. He/she may take on specific responsibilities otherwise attended to by the Camp Administrator.

**Responsible To:**  Administrative Director

**Qualifications:**

Must have at least 5 years of Bible Camp experience in programming and/or administrative leadership. The God-given, church affirmed vision for Covenant Bible Camp must be seen and articulated by the Site Director. He/She must desire the glory of God, the salvation of souls, the building of Christ’s Church and “as far as possible living at peace with all men” as the center of that vision. In and through that vision, the Site Director must be able to relate cross culturally in a respectful and caring manner. Should demonstrate flexibility and a servant heart. College degree preferable but not required.

**Responsibilities:**

1. Work within the objectives and policies formulated by the board.
2. Serves on the Senior Leadership Team of Administrative Director, Site Director, and Program Coordinator.
3. Oversees daily operations of the Camp while in season.
4. Work with the Administrative Director in planning camp as able.
5. Directly supervises the following staff: Program Directors, Hospitality Director, Camp Steward, and Associate Camp Director.
6. Serves as the point person during activation of the EAP.
7. The Site Director must ensure harmony within the leadership staff, which may require involvement in conflict resolution and/or grievances.
8. The Site Director works with the Administrative Director to evaluate camps each year following the camps.
9. The Site Director will be evaluated by the Board each year. This will include evaluations from key camp staff.
10. The Site Director will attend daily staff meetings at his/her discretion.
11. Assists the Administrative Director in creating an annual report.

**JOB DESCRIPTION**

**Position:** Associate Camp Director

**Summary:** Recommended by the Board and Superintendent, approved by the Executive Board of the Alaska Conference. He/she may take on specific responsibilities otherwise attended to by the Camp Administrator

**Responsible To:**  Administrative Director and/or Site Director

**Qualifications:**

Must have at least 5 years of Bible Camp experience in programming and/or administrative leadership. The God-given, church affirmed vision for Covenant Bible Camp must be seen and articulated by the Camp Administrator. He/She must desire the glory of God, the salvation of souls, the building of Christ’s Church and “as far as possible living at peace with all men” as the center of that vision. In and through that vision, the Camp Administrator must be able to relate cross culturally in a respectful and caring manner. Should demonstrate flexibility and a servant heart. College degree preferable but not required.

**Responsibilities:** (See Camp Administrator and Site Director Responsibilities)

Associate Camp Director should be able and available to assume the role of Camp Administrator or Site Director as necessary and in case of emergency.

**JOB DESCRIPTION**

**Position:** Program Coordinator

**Summary:** Recommended by the Board and Superintendent of the Alaska Conference. He/she may take on specific responsibilities otherwise attended to by the Camp Administrator

**Responsible To:**  Administrative Director

**Qualifications:**

Must have at least 5 years of Bible Camp experience in programming and/or administrative leadership. The God-given, church affirmed vision for Covenant Bible Camp must be seen and articulated by the Program Coordinator. He/She must desire the glory of God, the salvation of souls, the building of Christ’s Church and “as far as possible living at peace with all men” as the center of that vision. In and through that vision, the Program Coordinator must be able to relate cross culturally in a respectful and caring manner. Should demonstrate flexibility and a servant heart. College degree preferable but not required.

**Responsibilities:**

1. Responsible for the general oversight of the programming for all of camp.
2. Serves on the Senior Leadership Team of Administrative Director, Site Director, and Program Coordinator.
3. In a collaborative effort with other team members, is in charge of recruiting speakers, worship leaders, and recreation directors.
4. Determine the theme and verse for the camp season.
5. Supervises the Program Committee formed with key personnel. The Program Director must ensure harmony within the leadership team they oversee, which may require involvement in conflict resolution and/or grievances.
6. Must be able to relate to people and to solve problems. Must be a good communicator.
7. Must lead in a spirit that unifies staff members in carrying out their responsibilities and the mission of the camp.
8. Must provide their staff with the tools necessary to carry out their responsibilities.
9. Promote and enforce all rules and guidelines of the CBC Handbook.

# JOB DESCRIPTION

**Position:** Facilities Director (Camp Steward)

**Summary:** The Camp Steward is in charge of all maintenance, care and operation of all camp buildings, equipment and grounds. He/she is also involved in the development and building of new structures.

**Responsible To:** Administrative Director and/or Site Director

**Qualifications:** Proficient in mechanical and building work. Able to work well with people.

**Responsibilities:**

Oversees of the care of the camp. Works closely with other staff members in providing a clean and safe environment for campers.

Submits yearly budget plans for maintenance and new building projects to Camp Administrator.

In charge of use of camp equipment; decides who will use them and when.

In a collaborative effort with other team staff leaders, recruits Maintenance Supervisor, and Handyman.

Supervises the above personnel, which includes orientation. The Facilities Director must ensure harmony within the leadership team they oversee, which may require involvement in conflict resolution and/or grievances.

Must be able to relate to people and to solve problems. Must be a good communicator.

Charged with keeping his/her department within the budget approved by the Board.

Is involved in monthly staff teleconference calls.

Is chair of the Facilities Committee. This group responsible for submitting maintenance and building priorities that coincide with the camp’s vision and purpose.

Oversees the maintenance and/or building teams that may come.

Responsible for the care, safety and proper use of all equipment such as generators, “4-wheelers”, the camp boat(s), etc.

Responsible for the preparation of camp for initial staff and campers in advance of their arrival.

Responsible for the camp “shutdown” at the end of camp to insure minimal vandalism and no freeze-up damage.

Provide on-site representation to maintain general camp security.

# JOB DESCRIPTION

**Position:** Maintenance Supervisor

**Summary:** In charge of all maintenance, care and operation of all camp buildings, equipment and grounds. Also oversees all handymen/women.

**Responsible To:** Facility Director

**Responsibilities:**

1. Fully in charge of the care of the camp, answering to Facility Director.
2. Oversees use of camp equipment.
3. Supervises the camp handymen/women and any work crews that may be in camp.
4. Assists in the oversight of the maintenance or building teams that may come.
5. Responsible for the care, safety and proper use of all equipment such as generators, “4-wheelers” and the camp boat(s) both the camps and others in camp.
6. Assists in the preparation of camp for initial staff and campers in advance of their arrival.
7. Responsible for the camp “shutdown” at the end of camp to insure minimal vandalism and no freeze-up damage.
8. Provide on-site representation to maintain general camp security.

# JOB DESCRIPTION

**Position:** Handyman/woman

**Summary:** Work under the Camp Steward to provide for the needs of the Program Director

**Responsible To:**  Camp Steward and/or Maintenance Supervisor

**Qualifications:** General maintenance and repair skills which may involve rigorous manual labor.

**Responsibilities:**

1. Serves under the Maintenance Supervisor as maintenance person.
2. Oversee campers with chores including wood gathering, kitchen duty and general cleanup.
3. Ensure that wood fires are going well when necessary in the hot water barrel, the Temple wood stove and sauna.
4. Help the Maintenance Supervisory fulfill his responsibilities as directed.

**JOB DESCRIPTION**

**Position:** Hospitality Director

**Summary:** Oversees cooking staff and Nurse. Guides and assists Camp Pastor and Camp Elder in their roles. Helps establish a camp that welcomes and accepts all campers in a Christ-like manner.

**Responsible To:** Administrative Director

**Qualifications:** Must have extensive Bible Camp experience involving program and/or administrative leadership. Must have knowledge of camp management and stewardship. Should be a warm and caring individual who loves to serve others through hospitality.

**Responsibilities:**

1. Oversees ordering of all food for the entire year of camp.
2. Submits budget to the Administrative Director for estimated costs of food, crafts, medical supplies, etc.
3. Must insure good hospitality for all campers and staff.
4. Encourages collaboration among other team staff leaders
5. Supervises Cooks, Craft Director, Camp Naturalist, and Nurse, which includes orientation. The Hospitality Director must ensure harmony within the leadership team they oversee, which may require involvement in conflict resolution and/or grievances.
6. Must be able to relate to people and to solve problems. Must be a good communicator.
7. Must lead in a spirit that unifies staff members in carrying out their responsibilities and the mission of the camp.
8. Charged with keeping his/her department within the budget approved by the Board.
9. Is involved in monthly staff teleconference calls.
10. Works closely with the Facilities Director in caring for maintenance and/or building teams that come to the camp.
11. Responsible for care and proper use of all equipment used by kitchen staff.
12. In collaboration with the Facilities Director, helps in the preparation of camp for initial staff and campers in advance of their arrival, especially as it relates to meal preparation.
13. Oversees canteen including sales and restocking.
14. Oversees T-shirt sales and distribution.
15. In collaboration with the Facilities Director, helps in camp “shutdown” at the end of camp to insure minimal vandalism and no freeze-up damage, especially as it relates to the kitchen and canteen areas.

# JOB DESCRIPTION

**Position:** Head Cook

**Summary:** Oversee the healthy provision of cooked and otherwise prepared food for all the campers and staff.

**Responsible To:** Hospitality Director

**Qualifications:** Should have experience cooking for large groups of people.

**Responsibilities:**

1. May be asked to plan a daily menu for each week of camp utilizing the supplies available.
2. Follow the planned daily menu as best as possible
3. Cook (along with the help of the kitchen staff) 3 meals each day, and one evening snack for the required number of people.
4. Collaborate with the Hospitality Director on additional supplies as needed.
5. Oversee the maintenance of a safe and sanitary kitchen.
6. Work with the kitchen staff to develop a weekly schedule, so that each staff person is allowed breaks throughout the week.

**JOB DESCRIPTION**

**Position:** Assistant Cook

**Summary:** Work with the Head Cook as he/she directs

**Responsible To:** Head Cook

**Qualifications:** Must enjoy working in the kitchen under a head cook and feeding hungry campers and staff. Experience cooking for large groups preferred.

**Responsibilities:**

1. Help the Head Cook meet his/her responsibilities.

2. Be a server during the food line at each meal time.

3. Help ensure that the cooking environment remains clean/sanitary.

**JOB DESCRIPTION**

**Position:** Camp Nurse

**Summary:** Provides necessary health care to campers and staff. Also is available to educate campers and staff on various health concerns and procedures.

**Responsible To:** Hospitality Director

**Age:** 21 years or older

**Certifications:** Registered nurse preferred EMT minimal certifications.

**Qualifications:** Must have completed general nurses or Emergency Medical Technician training.

**Responsibilities:**

1. Administers prescribed medications brought by campers or as needed from the camp supply.
2. Educate campers and staff on various health and safety concerns and procedures.
3. Keep alert of any special medical needs of campers or staff as per their applications.
4. Be available to help around camp in other areas of gifting and interest.
5. On call for any medical needs and helps, as gifted, around camp when possible

# JOB DESCRIPTION

**Position:** Program Director

**Summary:** Provides oversight of the programming of the week. This includes the collaborative recruiting and direct supervision of staff (Recreation Director, Head Counselor, Worship Leader, and Speaker).

**Responsible To:** Program Coordinator and/or Site Director

**Age:** 21 years old or older

**Qualifications:** Must be involved in Alaskan ministry and have significant experience in working with target group. Must be appointed by the Camp Administrator.

**Responsibilities:**

1. Responsible for the general oversight of the programming for the week.
2. In a collaborative effort with other team staff leaders, recruits speakers, worship leaders, head counselor, counselors, life guard.
3. Supervises the above personnel, which includes orientation. The Program Director must ensure harmony within the leadership team they oversee, which may require involvement in conflict resolution and/or grievances.
4. Must be able to relate to people and to solve problems. Must be a good communicator.
5. Must lead in a spirit that unifies staff members in carrying out their responsibilities and the mission of the camp.
6. Must provide their staff with the tools necessary to carry out their responsibilities. This would include training of counselors [or delegating it to the Head Counselor].
7. Lead the daily staff meetings with all programming staff [special speaker, worship leader, recreational director] and should include Camp Administrator as needed.
8. Works closely with the other staff in solving problems relating to meeting physical needs of campers.
9. Keep the Head Counselor informed of any problems, situations, developments which arise. This includes good news and bad, discipline, etc.
10. Promote and enforce all rules and guidelines of the CBC Handbook.
11. Provide a welcoming atmosphere to the campers at the beginning of the session. Including, attempting to make the best possible impression on the campers on the quality of the program at CBC.

# JOB DESCRIPTION

**Position:** Arts andCraft Director

**Summary:** Develops a craft (or crafts) for the campers to make during elective activity time throughout the week. Facilitates each Craft Activity Session.

**Responsible To:** Hospitality Director and Program Director

# Responsibilities:

1. Coordinate and lead daily craft activities which may supplement other aspects of camp.
2. Prior to camp a written proposal of planned activities should be submitted.
3. Help oversee purchase of needed materials by alerting with the Hospitality Director before supplies run out or are needed.
4. Keep the craft area neat and clean

# JOB DESCRIPTION

**Position:** Camp Naturalist

**Summary:** The Camp Naturalist helps the camp know and understand how God’s first revelation can continue to reveal much of God’s will today. Plans nature walks and other activities for campers during elective activity and cabin activity times.

**Responsible To:** Program Director

**Qualifications:** Has some training and experience in the field.Training and/or experience in the summary areas is preferred.

**Responsibilities:**

1. Organize and facilitate activities that educate campers and staff about God’s creation.
2. Encourage campers and staff to respect and more fully appreciate God’s revelation in Creation.
3. Oversee the nature trails for the extending the possibilities of items 1 and 2 and coordinate with the Program Director concerning use of trails and canoes for prayer encounters and other walks.
4. Give a 5 minute Creation Talk during chapel every day

# JOB DESCRIPTION

**Position:** Head Counselor or Camp Pastor

**Summary:** Serves Camp Staff (especially counselors) in a mentorship and pastoral role. Leads morning staff devotionals. Should be available to provide advice and insight when staff have questions or concerns.

**Responsible To:** Program Director

**Qualifications:** Extensive ministry experience pertinent to the summary areas. Should demonstrate spiritual maturity and wisdom.

**Age:** 25 and older.

**Responsibilities:**

1. Plan the devotional for morning staff meetings.

2. Seek out staff on a regular basis to check up on them, providing support and encouragement as needed.

3. Provide wisdom and guidance for staff as problems arise.

4. May be asked to step in if a difficult situation is too much for the lead counselor.

5. Should join the scheduled activities, and be available to help in a variety of program areas.

6. Seek to develop relationships with campers when time allows.

7. Join a different cabin group each night for devotions.

# JOB DESCRIPTION

**Position:** Lead Counselor

**Summary:** Provides supervision, teaching and guidance to the campers assigned to their cabin. Mentors and leads all Co-counselors and Jr. counselors they are partnered with.

**Responsible To:**  Program Director and Head Counselor

**Age:** 18 years and older

**Qualifications:** Should have significant life experience in working with youth and children, and should have attended Call to Worship (Staff Training) if they are new staff.

**Responsibilities:**

* + - 1. Responsible for the well-being of the campers assigned to them.
      2. Seek to relate personally to each camper by developing a friendship, care for their needs, encourage participation in large group sessions, recreation times and chores.
      3. Provides a mature, consistent, spiritual example to campers.
      4. Share your faith in Jesus Christ through small group discussions, one-on-one opportunities and cabin devotional time.
      5. Meet daily with other staff in the morning staff meetings.
      6. Keep the Program Director informed of any problems, situations, developments which arise.
      7. Promote and enforce all rules and guidelines of Bible Camp.
      8. Provide clean and safe living quarters in your cabin.
      9. Attempt to spend as much time as possible with your campers, for the campers’ benefit. This includes all free times and scheduled activities.
      10. Identify and disciple the spiritual condition of each of the campers, working in conjunction with your co-counselor and the rest of the staff.
      11. Encourage and ensure participation of your campers in all scheduled activities and in a wide range of free-time or unscheduled activities.
      12. Supervise your cabin in their daily cabin activity, as scheduled with the Program Director.
      13. Pray for each of your campers on a daily basis.
      14. Be prepared to accomplish your responsibilities in the Emergency Action Plan when necessary.
      15. Provide a welcoming atmosphere to the campers at the beginning of the week, attempting to make the best possible impression on the campers on the quality of the program at CBC.
      16. Check out the campers at the end of the week, making sure they are ready for the trip to Unalakleet and have all their belongings.
      17. Provide leadership and mentoring to any Co-Counselors or Jr. Counselors who are assigned to your cabin guiding them in their development as a counselor, advising them on their strengths and weaknesses.
      18. All staff will be asked to participate in other programming areas when necessary.

# JOB DESCRIPTION

**Position:** Co-Counselor

**Summary:** Assists the Lead Counselor and receives mentoring from them. Provides supervision, teaching and guidance to the campers assigned to them. Mentors Jr. counselors they are partnered with.

**Responsible To:**  Lead Counselor, Program Director, and Head Counselor

**Age:** 18 years and older

**Qualifications:** Should have significant life experience in working with youth and children, and should have attended Call to Worship (Staff Training) if they are new staff.

**Responsibilities:**

1. Follows the example and direction of the Lead Counselor
2. Responsible for the well-being of the campers assigned to them.
3. Seek to relate personally to each camper by developing a friendship, care for their needs, encourage participation in large group sessions, recreation times and chores.
4. Provides a mature, consistent, spiritual example to campers.
5. Share your faith in Jesus Christ through small group discussions, one-on-one opportunities and cabin devotional time.
6. Meet daily with other staff in the morning staff meetings.
7. Keep the Program Director informed of any problems, situations, developments which arise.
8. Promote and enforce all rules and guidelines of Bible Camp.
9. Provide clean and safe living quarters in your cabin.
10. Attempt to spend as much time as possible with your campers, for the campers’ benefit. This includes all free times and scheduled activities.
11. Identify and disciple the spiritual condition of each of the campers, working in conjunction with your Lead Counselor and the rest of the staff.
12. Encourage and ensure participation of your campers in all scheduled activities and in a wide range of free-time or unscheduled activities.
13. Supervise your cabin in their daily cabin activity, as scheduled with the Program Director.
14. Pray for each of your campers on a daily basis.
15. Be prepared to accomplish your responsibilities in the Emergency Action Plan when necessary.
16. Provide a welcoming atmosphere to the campers at the beginning of the week, attempting to make the best possible impression on the campers on the quality of the program at CBC.
17. Check out the campers at the end of the week, making sure they are ready for the trip to Unalakleet and have all their belongings.
18. Provide leadership and mentoring to any Jr. Counselors who are assigned to your cabin guiding them in their development as a counselor, advising them on their strengths and weaknesses.
19. All staff will be asked to participate in other programming areas when necessary.

# JOB DESCRIPTION

**Position:** Junior Staff Coordinator

**Summary:** Oversees all Junior Counselors/Junior Staff. Meets with them as a group as well as individually throughout the week of camp. Provides spiritual and practical direction and advice to each Jr. Staff Member. Communicates with the Lead Counselors to ensure that the Junior Staff is performing adequately. **Responsible To:** Program Director **Age:** 21 and Older **Qualifications:** Should have experience in ministry in a leadership role, and have served at Bible Camp. **Responsibilities:**

1. Should attend all morning staff meetings.
2. Organizes regular meetings with devotionals and lessons for all Junior Staff.
3. Organizes an appreciation event for Junior Staff at some point during the month of June.
4. Meets with each Junior Staff individually daily to check up on them.
5. Should provide spiritual direction and guidance to Junior Staff.
6. Communicates with the Lead Counselors to ensure that the Jr. Staff is performing adequately.
7. Receives applications for Jr. Counselors, checks references if necessary.

# JOB DESCRIPTION

**Position:** Junior Counselor

**Summary:** Supervises and teaches the campers assigned to their cabin, with an emphasis on providing support and assistance to the lead counselor in the cabin.

**Responsible To:** Lead counselor of your cabin

**Age:** 16+

**Qualifications:** Must have attended and approved Counselor Training program and submitted an application form prior to arriving in Unalakleet.

**Responsibilities:**

* + - 1. Provide assistance to the Lead Counselor in the following areas, with emphasis on developing your skills as a counselor.
      2. Provides a mature, consistent, spiritual example to campers.
      3. Provide for a cabin devotional if assigned by Lead Counselor.
      4. Keep the Lead Counselor informed of any problems, situations, developments which arise.
      5. Promote and enforce all rules and guidelines of Bible Camp.
      6. Provide supervision of cabin clean up time.
      7. Attend morning prayer meeting.
      8. Spend as much time as possible with your campers, for the campers’ benefit. This includes all free times and scheduled activities.
      9. Identify and disciple the spiritual condition of each of the campers, working in conjunction with your Lead Counselor.
      10. Encourage and ensure participation of your campers in all scheduled activities, and in a range of free-time or unscheduled activities.
      11. Supervise your cabin in their daily cabin activity, as scheduled with the Program Director.
      12. Pray for each of your campers on a daily basis.
      13. Be prepared to accomplish your responsibilities in the Emergency Action Plan when necessary.
      14. Provide a welcoming atmosphere to the campers at the beginning of the week attempting to make the best possible impression on the campers on the quality of the program at CBC.
      15. Check out the campers at the end of the week, making sure they are ready for the trip to Unalakleet and have all their belongings.
      16. All staff will be asked to participate in other programming areas (i.e. afternoon activities and transition day) when necessary

# JOB DESCRIPTION

**Position:** Recreation Director

**Summary:** The recreation director is in charge of planning and leading all games and activities throughout the week of camp. Some events are scheduled traditional activities (Musk-Ox Run, Eco-Challenge, and the Hike), others are flexible. Other staff will look to the recreation director during activity times for direction on where to be/what to do.

**Responsible To:** Program Director

**Qualifications:** Able to lead small and large groups in safe, creative, and fun recreational activities. Has served as recreation director in other camps, preferably including Bible camps, for at least 1 year of 3 camp sessions.

**Age:** 20 and older

**Responsibilities:**

1. Coordinate and lead recreation including large group games, ice-breakers, and afternoon elective activities, games/sports, and events.
2. Communicates with the program director and fill specific staffing needs for different activities.
3. Responsible for keeping records of all contest results.

# JOB DESCRIPTION

**Position:** Worship Leader

**Summary:** Lead two daily worship gatherings and encourage participation.

**Responsible To:** Program Director

**Qualifications**: Have the ability and experience to lead group worship times. Vocal abilities and/or ability to play guitar is pertinent.

**Age:** 18 years or older

**Responsibilities:**

* + - 1. Lead two daily worship gatherings and encourage camper and staff participation.
      2. Coordinate and direct the chapel worship time in the morning and evening. This includes the order of service, music selection, special music, student or staff testimony, drama, and the speaker’s message.
      3. Seek to relate personally with other campers by developing friendships and participating in camp activities.
      4. Meet daily with other staff in the morning staff meetings.
      5. Be available to help around camp in other areas of gifting or interest.
      6. Lead songs for dish crew as able.
      7. Join a different cabin every night for cabin devotions.

# JOB DESCRIPTION

**Position:** Speaker

**Summary:** Provides spiritual direction and guidance through delivering messages or leading Bible Studies from God’s Word.

**Responsible To:** Program Director

**Age:** 21 years or older

**Qualifications:** Has experience in public speaking and training to teach God’s Word. Knowledge and understanding of the cultural issues of Western Alaska is highly valuable in this position.

**Responsibilities:**

1. Speak twice per day, guiding the campers and staff into God’s Word.
2. Provide small group questions for the counselors to use during cabin devotions in the evening.
3. Be available for pastoral support of staff or campers.
4. Work closely with the worship leader in helping to shape the theme and direction of morning and evening chapel.
5. Meet daily with other staff in the morning staff meetings.
6. Write a follow up letter to campers to encourage them to live out what they learned at CBC.
7. Participate in camp activities with the intention of building relationships with campers.
8. Create 3-5 cabin devotion questions per day.
9. Join a different cabin for devotion time every night.

# JOB DESCRIPTION

**Position:** Life Guard

**Summary:** Responsible for all waterfront safety, on the river and in the Slough. This includes safety instruction for canoeing, observation of Bridge Jumping, and presence at the beach when campers are swimming.

**Responsible To:** Recreation Director and Program Director

**Qualifications:** Must have experience Life Guarding.

**Age:** 18 and older

**Certifications:** Current Life Guard Certification (NLS), CPR and First Aid (please bring your certifications to camp so they can be documented in our records).

**Responsibilities:**

1. Provide for a safe waterfront using the recommended NLS procedures.
2. Teach all campers and staff so that there will be no question as to what the policy and procedures are. Including when and where being in the water is acceptable and only allowing 1 person at a time to jump off the bridge.
3. With the Recreation Director provide activities that will enhance the waterfront activities.
4. Be physically present whenever campers are in the water.

# JOB DESCRIPTION

**Position:** Administrative Assistant

**Summary:** Oversees camper registrations, air and ground travel. Works with other team staff via regularly scheduled teleconference calls. General office manager for camp.

**Responsible To:** Administrative Director

**Certifications:** High school graduate, college degree preferred.

**Qualifications:** Experienced in office and administrative work. Must be at Unalakleet during the May-July camp season to provide supervision. Proficient computer skills, ability work with others and delegate in a camp office setting.

**Responsibilities:**

1. Oversees the administrative duties. Keeps track of all registrations, including entering pertinent information in the camp’s records.
2. Submits yearly budget plans for administrative costs to Camp Administrator.
3. Receives and processes all camp mail.
4. Process bills by keeping records and making deposits and then giving bills to the camp treasurer in a timely manner.
5. Helps to recruit the Travel Coordinator, Registrar, and Transition Coordinator
6. Supervises the above personnel, which includes orientation. The Administrative Assistant must ensure harmony within the leadership team they oversee, which may require involvement in conflict resolution and/or grievances.
7. Maintains and distributes recruitment matrix after monthly teleconference calls.
8. Maintains and distributes camp related documents such as: Camp Manual, Camp Brochures, Policies and Procedures Manual [established by Camp Board].
9. Receives staff applications and ensures they are seen by the camp administrator.
10. Works with Camp Administrator and other team staff members in creation of PowerPoint and video presentations used for financial development purposes.
11. Work with all appropriate airlines and camp contacts in each village or church to insure safe, economical and timely travel of campers and staff and materials to and from Unalakleet.
12. Work with Unalakleet Covenant Church, village volunteers, camp transportation and program people to insure safe, economical and timely transportation of personnel and material between Unalakleet and the camp.

# JOB DESCRIPTION

**Position:** Registrar

**Summary:** Keeps good accounting of all campers. Checks campers in at the beginning of camp and ensures that they have paid in full. Receives the canteen money from each camper, and keeps it in a safe place throughout the week. Checks the mail regularly during camp for new registration forms. Mails checks to the Alaska Conference office on a regular basis.

**Responsible To:** Administrative Director

**Age:**18 or older

**Responsibilities:**

1. Knows computer basics for keeping good accounting of all campers.
2. Works in close harmony with the travel coordinator. Record all income into its proper line item designation.
3. Be in Unalakleet to oversee the processing of campers in and out of camp.
4. Receive all camp mail and forward to its proper place.
5. Make all bank deposits.
6. Record and process all camper applications as will be most helpful to the publicity and follow-up people.
7. Check campers in as they arrive in Unalakleet, ensure that they have paid in full and collect any money for canteen.

# JOB DESCRIPTION

**Position:** Travel Coordinator

**Summary:** In charge of arranging and authorizing safe and efficient travel of personnel and materials to and from camp.

**Responsible To:** Administrative Director

**Qualifications**: Knows computer basics, and has an understanding of the special nature of travel in western Alaska. Must be able to handle stress.

**Responsibilities:**

1. Arrangements for needed travel for all campers, staff, and material between home villages or churches by approved airlines.
2. Call all of the village contacts regularly to get updated lists of campers attending the upcoming week of camp.
3. Communicate with MARC to develop routings between Unalakleet and the villages.
4. Communicate with Bering Air and RAVN for those campers flying commercial, ensure there is a driver at the airport upon their arrival to Unalakleet.
5. Post Schedules for the campers and staff so that everyone knows when their flight is scheduled to leave.
6. Continually communicate with the village contacts so that campers for the upcoming week know when they need to be at the airport.
7. Communicate travel needs between Unalakleet and the camp.

# JOB DESCRIPTION

**Position:** Transition Day Coordinator

**Summary:** In charge of arranging and authorizing safe and efficient travel of personnel and materials to and from camp and Unalakleet. Oversees the activities of Transition day. Is the point person and communication link between travel coordinator, transition team members, and camp program staff.

**Responsible To:** Administrative Director and/or Site Director

**Qualifications:** Training and/or experience in the summary areas will be preferred in selection of this person.

**Responsibilities:**

1. Makes arrangements for travel (via boat or truck) for all campers, staff, and material between Unalakleet and camp.
2. Communicates with volunteer truck and boat drivers to ensure that all campers arrive at Bible Camp in a safe and timely manner.
3. Communicates between the office staff and the camp program staff to ensure that all campers are accounted for, and have rides both to/from the airport and to/from the camp.
4. Oversight of transportation of campers, staff and supplies between Unalakleet and camp.
5. Ensures that there is adequate staff to chaperone students overnight in the gym/auditorium, and oversees that staff.
6. Ensures that there are safe/approved activities provided for campers while in Unalakleet.
7. Ensures that there is food and cooks to prepare it for meals during transition day.
8. Is responsible for the cleanliness of the Transition Day facility (Gym, Auditorium, Kitchen and Bathrooms.)

**JOB DESCRIPTION**

**Position:** Transition Team Member

**Summary:** Plans and leads the activities of Transition day. Keeps outgoing and incoming campers safe, entertained, and accounted for. Says goodbyes and welcomes to all campers. Knows the various transition roles and finds someone to replace them if they must leave their post.

**Responsible To:** Transition Day Coordinator

**Qualifications:** A willing heart, a sharp eye to watch campers, and lot of patience.

**Responsibilities:**

1. Be on the first load down to town from camp
2. Each team member will be assigned one specific area and task:
   1. Cooks – responsible for meals and cleaning up the kitchen
   2. Registrar – check in students, including taking their pictures and electronics
   3. Upstairs chaperone – watch the upstairs door so nobody is sneaking in our out
   4. Front door chaperone – stays by the main door and checks campers in and out, ONLY if they have a staff person with them
   5. Recreation – stays in the gym, leading games, keeping everyone safe, and cleans the gym
   6. Maintenance – helps out around the whole auditorium, keeping trash, bathrooms, and floors clean. May also fill in for other team members who may be with campers in town
   7. Activity Coordinator – coordinates activities such as bonfire at the beach, board games in the gym, etc. as weather permits
3. Check in frequently with the Transition Day Coordinator to see what else needs to be done
4. Interact with campers, avoiding only talking with other staff
5. Always find a replacement for your post if you must leave
6. Welcome new campers and say goodbye to departing campers
7. Take groups of campers around town, keeping track of each camper (before 10pm)
8. Stays in town after all campers are gone to clean the auditorium
9. During the week transition staff may be asked to either stay in town for their scheduled week off or may be asked to be support staff at camp