



# **KIRCHENWALD VOLUNTEER GUIDE**

**WELCOME TO KIRCHENWALD! THANK YOU FOR VOLUNTEERING YOUR TIME AND TALENTS THIS SUMMER.**

Please read through this resource prior to your arrival at camp so that you will be well prepared for the work ahead. Even if you have spent time at Kirchenwald in the past, this letter will contain useful information for you about schedules, daily life, and expectations for your position around camp. If at any time you have questions or need clarification concerning your time with us, please do not hesitate to ask for assistance. We want this experience to be both beneficial for camp and rewarding for you.

## **JOB RESPONSIBILITIES**

The camp schedule at Kirchenwald is very fluid and needs change daily (and sometimes, throughout the day). We appreciate your understanding of that kind of operation and your willingness to potentially serve in a variety of roles. Typically, volunteers find themselves helping on Maintenance Staff, Kitchen Staff, Program Staff, or in the garden. Occasionally we utilize volunteers in other positions or for other odd jobs. Those responsibilities will be clarified by the Camp Director and shared in the morning, after breakfast. Maintenance and Kitchen Staff will work under the direct supervision of the Site Manager and Head Cook, respectively. Please share any concerns you may have that would prevent you from working in a given area of camp life and we will strive to accommodate those requests.

## **ARRIVAL/DEPARTURE**

Sunday Staff Meetings begin at 2 pm in the Dohner Pavilion and typically last 40 minutes or less. We invite, but do not require, you to arrive in camp in time to attend this meeting. The meeting's agenda includes staff announcements, program review, and introduction of volunteers. All Nurse volunteers will remain in the pavilion after the meeting to begin registration. All other volunteers are welcome to move their belongings into their assigned living area and are expected to join the rest of the camp for dinner at 5:30 (unless otherwise directed). The camp week ends on Friday evening at 6:30pm. If your schedule requires that you arrive late, leave early, or come and go out of camp during the week, please make the Camp Director aware.

## **DAILY LIFE**

### **Keeping Campers Safe**

All volunteers must submit the clearances required for child care workers by the Commonwealth of PA: PA Department of Public Welfare Child Abuse History and PA State Police Criminal Background Check. If a volunteer has lived outside of Pennsylvania in the last 10 years, FBI Fingerprinting is also required. In addition, the Lutheran Camping Corporation requires all volunteers to submit an ACA Voluntary Disclosure form. The LCC submits and reviews the names

of all employees (paid and volunteer) to the National Sex Offender Public Website. These clearances must be submitted every summer.

LCC volunteers are provided with and expected to abide by all the policies of our paid staff. For your protection and the protection of the minors in the care of the LCC, volunteers are never to be alone with a child (camper, staff under 18, or the children of staff or volunteers). In addition, volunteers working with children at LCC sites and facilities are considered mandated reporters and, as such, are required by law to report any suspected child abuse and neglect through ChildLine (1-800-932-0310).

## **CONDUCT**

Summer Staff Personnel Policies and the Harassment Free Environment Policy are available for your review at [www.lutherancamping.org/volunteer](http://www.lutherancamping.org/volunteer). As volunteer staff, we expect that you will live within the same parameters as our paid summer staff. An affidavit stating that you agree to abide by these policies must be submitted with your required clearances.

Instructions for obtaining clearances and the LCC documents referenced above are available at [LutheranCamping.org/Volunteer](http://LutheranCamping.org/Volunteer).

## **FAMILY MEMBERS IN CAMP**

Please remember that you are here to fill a need that has been identified by the camp administration. We are happy to welcome other members of your family who may wish to visit periodically during the week. Please make arrangements to compensate the camp for visitors' meals (beyond three) and lodging (beyond one night). Camper age children who accompany you are invited to participate in camp program. Each volunteer is granted one complimentary week of a regularly-priced program for their child or grandchild. This discount is not transferable to another camper. Kirchenwald does not provide child care for or supervision of children of volunteers. Please ensure that children not enrolled in a camp program are always under your direct supervision.

Camp is a place for children to "try on" independence in a safe environment. If your child is a camper during the week you volunteer, it is important to be careful and discreet should it become necessary to interact with your own child. Your presence, despite your good intentions to merely check in, can be a distraction for your child and the other campers. In many cases, it can trigger feelings of homesickness in your camper or in other campers. Please respect the authority, experience, and the responsibility of our counselors and other staff, and, most importantly, the camp experience of our campers... including your own child! Be assured that the counselor or the camp director will talk to you if your child is having an extraordinarily difficult time adjusting to camp – as we would for any camper.

## **SCHEDULES**

Please review the attached camp schedule for information about the structure of a camp week. Significant activities will be announced at Sunday Staff Meeting. Additionally, daily program schedules will be reviewed at the end of breakfast and posted in the kitchen office. Please check with the Camp Director for daily responsibilities at this time if you are serving as a program volunteer. The work schedule of kitchen, maintenance, and garden volunteers will be determined by the heads of those departments on a daily basis. You and your family are welcome to join any

of the camp activities, as your schedule allows. Please remember that you remain responsible for the care and direct supervision of your child during these activities.

## **LODGING**

Volunteers and their families will be provided living space based on availability and interest. Talk with the Camp Director prior to your arrival to establish where you will be staying. Please be considerate of others in your use of space, volume, and other details of community living. You are welcome to use the kitchen facilities and other amenities (if available) of the lodge to which you have been assigned. You must provide your own bedding.

## **MEALS**

Please review the attached camp schedule for information about meals. Breakfast is always served in the Dohner Pavilion at 8:15am. Lunch on Monday, Wednesday, and Friday is also served in the pavilion (12:00), as is dinner on Tuesday, Thursday, and Friday (5:00). Other meals (Monday and Wednesday dinner and Tuesday and Thursday lunch) are cookouts and are prepared and eaten with individual camper groups in their living areas. Check the cookout assignment sheet inside the kitchen office to find where you are assigned to eat for cookout meals. Location changes daily. Please let the camp director know if you wish to be part of a specific cookout group and/or if you have any special dietary concerns. It is necessary for our food service staff to know if you expect additional family members for a given meal.

## **WORSHIP LIFE**

Campers begin each day with Morning Watch at 8:00 am with their camper group. You may wish to use this same time to engage in your own personal devotion or to join a camper group before breakfast. You are encouraged to attend each all-camp worship, held on Sunday evening, Wednesday morning, and Friday evening of each week.

## **POOL**

You are welcome to join the camp community at the swimming pool daily. Please review the attached camp schedule for times in the afternoon when the pool is open.

## **PHONES**

Kirchenwald has fairly dependable cell phone reception. Some areas of the camp will not allow you to send or receive calls, depending on your carrier. One of the great values in a camp experience is the opportunity to “unplug” from technology for a week. Campers are not permitted to have electronics with them, including cell phones. We ask that volunteers not use their phones in the presence of campers, except in emergency situations. Please note that phone calls involving or concerning campers should only be made with the Camp Director’s permission.

## **MAIL/EMAIL**

Outgoing mail may be placed in the mailbox in the Dohner Pavilion. Incoming mail and emails will be distributed by camp staff at meal times. The office computers are not available for general use. Please speak to the Camp Director if you have a need to use an office computer.

## **VEHICLES**

For the safety of our campers and staff, we ask that personal vehicles remain parked and away from camper activity for the duration of your stay. All areas of camp can be accessed by walking.

## **LAUNDRY**

Please bring sufficient clothing and bedding for your entire stay at camp. Should laundering be necessary, machines can be made available.

## **A FINAL THOUGHT**

While we value and respect your role within the camp community, we realize that you may also need time for rest and reflection. Please let us know if you are feeling over- or underutilized. We will adjust accordingly. We are always looking to improve our programs; please share your thoughts freely. We want to make your time as worthwhile as possible.

***THANK YOU FOR YOUR PARTNERSHIP IN THIS MINISTRY!***