



# **NAWAKWA VOLUNTEER GUIDE**

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

Please read through this resource prior to your arrival at camp to be as prepared as possible. Even if you have spent time at Nawakwa in the past, this guide contains useful information for you about schedules, daily life, and the expectations for your role here at 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 rewarding for you.

## **JOB RESPONSIBILITIES**

The camp schedule at Nawakwa is very fluid and our 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 on the side porch of Nawakwa's Dining Hall and typically last 30 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 a short devotion, staff announcements, and introduction of volunteers. Unless you are volunteering as a nurse, your next activity is supper at 5:30, so you are welcome to arrive and move in as your schedule allows. The camp week ends on Saturday morning, immediately after breakfast. You are welcome remain in camp until this time, or head out on Friday evening. In any case, please let the Camp Director know when you are leaving; she will want to thank you.

## **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 of our paid summer staff. An affidavit 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. 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 (up to \$450). This discount is not transferable to another camper. Nawakwa 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.

We welcome 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).

### **Laundry**

Facilities are available for your use in the basement of Grove Lodge. There is no charge to use these machines, however you must provide your own detergent.

**Lodging**

Most volunteers and their families will stay in Zinn-Tozer Lodge, except for the week of Elder Camp when volunteers will be housed in Grove Lodge. Room assignments will be clearly posted during weeks with lots of volunteers. 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 of the lodge to which you have been assigned. You are required to provide your own linens. Bringing a fan from home might make your stay more enjoyable.

**Mail/Email**

Outgoing mail may be placed in the mailbox by the office porch. Incoming mail and emails will be in the Dining Hall mailbox for volunteers. The office computers are not available for general use (and many are the personal property of camp staff). Please speak to the Camp Director or Summer Office Staff – not year-round staff - if you have a need to use an office computer.

**Meals**

All meals are served in the Dining Hall except Friday evening's picnic. Breakfast is at 8 am, dinner at noon, and the evening meal at 5:30 pm. Meals are served buffet-style. Thursday evening's meal is a cookout for campers. Please let the camp director know if you wish to be part of a cookout group, prefer to have a quiet meal on the Dining Hall porch with some staff, or if you have made other plans.

Please let us know in advance of any special dietary concerns.

It is helpful for our food service staff to know if you expect additional family members. If you have family members who will be eating more than three meals in camp, please reimburse Nawakwa for the additional meals according to our meal rates. (These rates are available in the camp office.)

**Pool**

You are welcome to join the camp community at the swimming pool daily. Please review the schedules for times when the pool will be open – typically in the afternoons between lunch and dinner.

**Phones**

Nawakwa has very limited cell phone reception. Most areas of the camp will not allow you to send or receive calls, depending on your carrier. You might have cell reception in the Upper Camp Athletic Field or at Upper Temple. You are welcome to use the phones in the lodges to make calls and receive calls. Directions for phone use are posted near every phone in camp. Please keep "Line One" open for office use at all times. The extensions for Zinn-Tozer are 28 and 29. The extension for Grove is 26.

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.

### **Schedules**

Information about the week’s events is announced at Sunday Staff Meeting and at meals during the day. Additionally, camper schedules are posted in the office. Because of the nature of their responsibilities, Chaplains and Nurses will be given their own copies of camper schedules.

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.

### **Worship Life**

Campers begin each day with Morning Watch at 7:45 with their cabin group. You may wish to use this same time to engage in your own personal devotion, join with the other volunteers for Morning Watch, or join a camper group before breakfast. Dayspring (all-camp devotions) follows breakfast and is led by the volunteers. A staff person coordinates this schedule, but if you’re interested in helping with the planning and leading of Dayspring, let the staff know to include you. All-camp worship is held on Sunday, Wednesday, and Friday evenings of each week. Cabin groups have a short vespers service each evening.

### **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!**