

**Responsibilities, Contract and Covenant for On-Site Staff Employment  
First Aid Safety Officer, Canteen & Recreation Equipment Supervisor  
Camp Kum-Ba-Ya 2017**

This contract and covenant, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, between \_\_\_\_\_ and Camp Kum-Ba-Ya (Christian Church In Kentucky—West Area), hereinafter known as KBY, stipulates the following:

Your employment and the effectiveness of this contract shall not begin without presentation of proper documentation that you are certified by the Marshall County Health Department as having completed the Food Service class, if required, and Red Cross certification in First Aid and CPR. KBY is prepared to make reimbursement for costs related to acquiring these credentials, if the expense is in the last twelve months.

In the performance of this job you are directly responsible to the Camp Program Manager, Glori A. Cope. If problems arise during the camping season, report these to the Camp Program Manager. Problems and or concerns are not to be discussed with campers, counselors or other staff members.

The contract is from June 4 to July 9, 2017 with an option to contract for an additional weekend of August 18 to 21, 2017 at additional pay (see below).

Camp environment is a place to get away from outside influences and discussions. We want each camper, counselor and staff member to feel safe, protected and loved. Please be sensitive and respectful of the diversity of our campers and staff. **Participation in camp activities is discouraged unless a director invites you to attend.**

\_\_\_\_\_ agrees to serve as **First Aid, Canteen, and Recreation Equipment Supervisor** for the dates listed above. You shall not participate in any cabin, counselor or group responsibilities during the camp program.

\_\_\_\_\_ agrees to attend a food service class, if required by the Marshall County Health Department.

**NO VISITOR POLICY:** Directors work to create a sense of community within the camp, and visitors can disrupt the camp community they've created. Only persons that have had background checks and current camp counselor forms completed prior to the beginning of the camp season may be allowed onsite during camp. Anyone who assists with cooking or grilling will be required to take the Marshall County Food Handlers Class and will be required by insurance regulations to have a background check. **No visitors** are allowed on site, except Vendors: Suburban Propane, Food Supplier and emergency personnel. As an employee of the camp you will be authorized for unlocking/locking the gate when suppliers need to enter the facility. The gate is to remain locked at all times. We want camp to be a safe place for all!

No drugs or alcohol allowed; KBY is a smoke free facility. This applies to all staff, directors, counselors and youth.

Campers, staff or other persons are not to enter the Resident Camp Manager's home. If you have a need, please call him.

Privacy/Safety: At no time is an employee, counselor or director of KBY to use of any form of social media to contact campers during camp. The Camp Program Manager, Glori Cope is to be copied on all emails or texts sent to campers, camper parents, directors, counselors or paid staff. As cell phones are personal property they are not to be used to photograph camp activities. The camp camera is the only device to be used. At no time are there to be photographs of persons in swim wear.

**First Aid Safety Officer Responsibilities**

- Coordinate First Aid /Medical Activities and General Safety at Kum-Ba-Ya.
- Must follow Policies of the Christian Church In KY regarding presence of another adult during treatment. This cannot be stressed enough--At no time may a camp staff person be unobserved, alone with a camper.
- Know the route to the Emergency Room at Marshall County Hospital:
  - Directions to Marshall County Hospital: Go southwest on Barge Island Road toward Bear Creek Rd (5.2 miles). Turn right onto US-68 (1.2 miles). Turn left onto KY-408/Egners Ferry Road (E. 12<sup>th</sup> Street). Continue to follow KY-408 (5.1 miles). Turn right onto Poplar St./US-641 N. Continue to follow US-641 North (.5 miles). US-641 North becomes KY-348 West/5<sup>th</sup> St. (1.1 miles). You will drive past Wal-Mart. Turn left onto Old Symsonia Road (.1 miles). 615 Old Symsonia Road is on the right. Mileage: 13.35, Minutes: 23.
- Prior to camping season, review the Medical Emergency policy and the Plan for Emergencies.
- Administer First Aid as necessary. At all times, there is to be an adult counselor or adult staff member with you when treating a patient, no matter what the treatment.
- Transport any injured campers/counselors to hospital if necessary. If transporting any camper/counselor, take the camper folder that contains a copy of the insurance information with you.
- Give all medications, doctor reports to the director.
- Call the Camp Program Manager if a camper goes to the hospital.
- Complete all necessary paperwork (insurance, medicine reports, etc.).
- Prescriptions are filled at Wal-Mart Pharmacy. Provide Wal-Mart the **camper insurance information** when filling the prescription. Charge any co-pay on Wal-Mart credit card and give the medication to the director as soon as you return.
- Report findings to the director.

### **Canteen/Snacks Supervisor**

- Assist Cook in preparing snacks. Normal canteen is 10:00 a.m., 2:30 p.m. and 8:30 p.m. for 30 minutes each time. The last snack time of the day is the responsibility of on-site staff.
- The Head Cook, with your assistance, can prepare ahead of time, but staff is responsible for cleaning up.
- Directors may modify the times.
- List of approved free snacks are posted in the dining hall and kitchen.
- Clean up afterwards.
- Stay in the designated Canteen area in the main lodge during snack time.
- Oversee the canteen area, selling snacks and other items during the canteen hours. An accurate accounting will be needed of all items sold.

### **Recreation Equipment Supervisor**

- Assist Directors and Counselors in locating, storing, maintaining and set-up for the necessary recreation equipment for programming.
- Please note: Only the Lifeguard is needed at the waterfront. The other employees will not be down at the waterfront, but will be doing other duties as needed.

### **Additional duties shared between Staff Employees**

#### **Sanitation and Housekeeping**

Campers are responsible for cleaning the bathrooms daily in the main lodge and the bathhouses. You are responsible for making sure:

- Cleaning supplies are in bathhouses. These include brooms, dustpans, towels, etc.
- Mirrors are washed, sinks cleaned, toilets scrubbed.
- Bathrooms have toilet articles. Check at least twice daily.
- Campers are to clean the dining hall after each meal. Make sure the supplies are available in the window (sponges, etc.) for their use. Dining hall floors are camper responsibility. Make sure there is CLEAN mop-water with cleaning liquid in the buckets. Make sure the mops and the buckets are rinsed out after they are done. Do this after each meal.
- Minor repairs to equipment or facility are your responsibility. Report to Terry Landon for assistance in minor/major repairs. Report to him any water leak, reports of cold showers, etc.
- Keep the Craft Closets organized, like things together. Toward the end of each event, report to the next director a list of supplies on hand. Contact information for the next director will be posted in the Director's room.

#### **Cook Aide and Dishwasher**

Assist in preparation of meals, breakfast, lunch, and dinner and snack times as requested by the cook. The cook will notify you the night before if your services are needed first thing in the morning and in what capacity.

- Wash and put away camper dishes, etc. There are buckets that the kids use to wipe tables after each meal. Make sure there is warm water and a sponge for each bucket. The campers bring the dirty dishes to the window and dump leftover food in the trash. Put a pan of warm water for the silverware in the window.
- Clean the dishwasher room – includes mopping the floor daily.
- Make sure there is fresh ice in the cooler in the dining hall at all times
- Assist cook with keeping the kitchen and pantry clean.
- Sweep and mop kitchen daily.

#### **Other General Camp Duties**

- If the Director needs your assistance with registration, be available.
- Campers receive a FREE camp t-shirt in 2017. Week-long camps will also receive water bottles and backpacks.
- Be the camp social media connection and update Facebook, Instagram and Twitter accounts. Parents like nothing more than to see their child having fun at camp, so take photos and short videos and post them at least three times a week. As noted earlier, the only device to be used for taking photographs/video is the camp camera.
- **Camp Photo!** On the first FULL day of camp, gather the campers and counselors for a photo. Please take several shots and pick the best one. Upload on social media. Please make sure that you get everyone in the shot.
- Attend to maintenance, storage, distribution and supervision of recreation equipment and program resources. Put all equipment away each day.
- Police the grounds for litter. Help keep the camp free of litter at all times.
- Check and empty ALL trash receptacles throughout the main lodge and the grounds, taking to the dumpster immediately. At no time, is trash to be left outside any building.
- Chemically treat all bathrooms at the end of each event. This is to be done in the bathhouses and main lodge prior to leaving.
- A complete cleaning of the facilities is required at the end of camp.
- **Walk-thru Report:** All cabins are to be inspected with the Director on the first and last day of each event. The Walk-thru form is to be completed and signed by two people. The Director may choose to do this with the Resident Camp Caretaker (Terry Landon). Please check to see if the Director wants you or the Resident Camp Caretaker to do this.

**Town Runs and Who Makes Them**

- The Resident Camp Caretaker or designee will leave the camp property from time to time to pick up supplies for the camp facility.
- The Resident Camp Caretaker or designee will be available to the director[s] twice during a week of camp to pick up supplies specifically for your camp. The Resident Camp Caretaker or designee on duty will not go to town daily for your specific camp's needs.
- Directors only are responsible for communicating with the Resident Camp Caretaker about town runs.
- Directors will provide the Resident Camp Caretaker on duty or designee with enough money to cover the expense of the items to be purchased.
- If two On-Site Staff persons are hired, only one certified First Aid employee may do the town runs. As designated by the Resident Camp Caretaker please document mileage for reimbursement. We need the date, destination and number of miles driven (round trip). Turn this report in at the end of camp for possible reimbursement.

**Summer Staff Responsibilities and Financial Duties**

- At the beginning of Camp on-site staff will receive:  
Start up cash for the Canteen (\$20)  
The Wal-Mart credit card with the tax-exempt card.  
Petty Cash for general purchases at retailers other than Wal-Mart. (\$50)
- **Canteen:** You will need to turn in the cash on a weekly basis, keeping your original start up cash for canteen.
- **Financial Audits:** All monies are to be kept separately for audit purposes, including camper fees. When a camper pays for a t-shirt, please have them sign the receipt sheet that will be provided
- **Purchases:** A receipt for each purchase is to be turned in to the Camp Program Manager on a weekly basis. Mark the receipts indicating if a food, first aid, craft or games purchase.
- **Petty Cash:** When you need to replenish petty cash funds, please let the office know.
- You will work in cooperation with each camp director. All camp staff (counselors) requests of you shall come through the camp directors. Check with the Director(s) to see if your help is needed during registration.
- At no time may a camp staff person be unobserved, alone with a camper. If a camper needs medical attention, another adult is to be present.
- Abide by and when necessary enforce all camp rules and policies. If there is a question about policy, ask the Camp Director or call the West Area Office for clarification.
- You have use of the KBY golf cart for duties. Please see additional guidelines for the use of the golf cart. You are responsible for cleaning and maintaining the golf cart at all times. This is to be done DAILY.

**Golf Cart Use**

- The golf cart is not a toy. It is NOT a privilege, NOT a right of passage. This is a necessary tool of camp.
- It is to ONLY be used by PAID On-Site Staff or the Director of an event. Anyone caught on the golf cart that is NOT approved by the West Area Office could be held financially responsible for any repairs or damages or injury to others or themselves.
- If you are an Approved Driver you MUST follow these guidelines.
  - Drive it in a responsible, SLOW and safe manner, keeping distractions to a minimum.
  - Keep it on the paths of camp and do NOT drive off site.
  - Do not transport any other persons in the golf cart, except those who might be injured and non-ambulatory, or other on-site staff.
  - Do not use the Golf Cart for Fund Raising – It is not to be used except as part of the operations of Camp.

**End of Camp Audit and Clean up.** We have an audit form that will be emailed to the camp that has to be completed by all staff. The Head Cook will complete a section of this report, with the remainder of the report to be divided between the other on site employees, including Terry. Before leaving at the end of camp, all the trash needs to be taken to the dumpster, bathrooms restocked and cleaned. Check each cabin for trash, graffiti, lost and found items.

The contract salary is based on a per event pay scale. KBY is offering a salary of \$200 per event based on 7 events for a total of \$1,400. In case of cancellation of any of the 7 regularly scheduled events KBY would continue your pay, as long as you remain on site and provide site maintenance. All approved mileage will be reimbursed at current IRS rate. Salary is payable in two installments, June 28<sup>th</sup>, 2017; July 9<sup>th</sup>, 2017.

Please check here to contract to return to work for the Solar Eclipse weekend from August 18 (Friday evening) to August 21, 2017 for the additional compensation of \$400 plus mileage reimbursement for required trips at the current IRS rate. Mileage reimbursement for the Solar Eclipse will be paid on August 21, 2017.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address: \_\_\_\_\_  
Cell# \_\_\_\_\_ Driver's License # \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Glori Cope, West Area Office Manager/Camp Program Manager