

Responsibilities, Contract and Covenant for On-Site Summer Staff Employment Camp Kum-Ba-Ya 2018

This contract and covenant, entered into this _____ day of _____, 2018, 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 Red Cross in First Aid and CPR, Waterfront Safety, and Life Guarding and have completed the required Marshall County Food Handlers Class. 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 (CPM), Glori Cope. If problems arise during the camping season, report these to the CPM. Problems and or concerns are not to be discussed with campers, counselors or other staff members.

The contract is from June 1, 2018 to July 7, 2018.

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.**

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 are allowed onsite during camp. **No visitors** are allowed on site, except vendors, emergency personnel and other specifically approved by the CPM. 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!

As a member of the camp staff you are required to abide by all camp rules. (See attached)

Lifeguard Responsibilities

- Check condition of all water equipment regularly. Store the equipment on the hooks in the shed when not in use. This is to be done after each use.
- DAILY, check the beach area and remove debris, branches, logs, cans, etc. This is to be done BEFORE campers arrive to swim.
- The Lifeguard shall not be subject to duties that would distract his or her attention from proper observation of persons in the swim area, or that would prevent immediate assistance to persons in distress in the water.
- When on duty, the Lifeguard is to be in the Lifeguard Chair. The golf cart is NOT acceptable. You are to be watching the campers and not on cell phone or cleaning the beach area.
- The Lifeguard has sole responsibility for safety at the waterfront. (Other employees will not be down at the waterfront, but will be doing other duties as needed.)
- As lifeguard, 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.

Canteen/Snacks Supervisor

- Assist Kitchen Manager in preparing snacks. Normal snack times are 2:30 p.m. and 8:30 p.m. for 30 minutes each time. (Directors may modify the times.)
- The last snack time of the day is the responsibility of on-site staff. The Kitchen Manager, with your assistance, can prepare ahead of time.
- List of approved free snacks are posted in the dining hall and kitchen.
- Clean up after each snack time.

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. 12th 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/5th 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. If the Director or Counselor has First Aid certification you will serve as a back-up first aid. Remember: 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 copy of the insurance information with you.
- Give all medications, doctor reports to the director.
- Call the CPM 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.

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. (Other employees will not be down at the waterfront, but will be doing other duties as needed.)

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.
- Minor repairs to equipment or facility are your responsibility. Report to the Camp Caretaker for assistance in minor/major repairs. Report 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 Camp Office.

Dishwasher

- Wash and put away camper dishes, etc. 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 Kitchen Manager with keeping the kitchen and pantry clean, as requested.
- Assist the Kitchen Manager serve meals.

Other General Camp Duties

- If the Director needs your assistance with registration, be available.
- 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.
- **Pressure wash** all shower facilities 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 Camp Caretaker. Please check to see if the Director wants you or the Camp Caretaker to do this.

Town Runs and Who Makes Them

- The Camp Caretaker or designee will leave the camp property from time to time to pick up supplies for the camp facility.
- The 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 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 Camp Caretaker about town runs.
- Directors will provide the Camp Caretaker on duty or designee with enough money to cover the expense of the items to be purchased.
- The on site staff member may not do town runs if they are the only certified First Aid employee. 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.
- Ensure that a person certified in first aid and approved by the CPM is on-site at all times.

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 to the CPM, keeping your original start up cash for canteen.
- **Financial Audits:** All monies are to be kept separately for audit purposes, including camper fees.

- **Purchases:** A receipt for each purchase is to be turned in to the CPM 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 the Camp Caretaker. 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.

KBY is offering a salary of \$1,200.00 All approved mileage will be reimbursed at current IRS rate. Salary is payable in two installments, June 28th, 2018; July 7th, 2018.

Signed: _____ Dated: _____ Social Security Number _____

Address: _____

Cell# _____ Driver's License # _____

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