

***SECTION VI***

***APPENDIX***

***POSITION DESCRIPTIONS***

***POLICY STATEMENTS***

## **POSITION DESCRIPTIONS**

Not every position currently in use has a description listed. This section is still under review. The scope of responsibilities for those listed is not complete. Where there is a difference in a policy and procedure and a statement in a position description that follows, the policy always over-rides.

Some obvious differences in practice have been corrected but certainly not all of them. Use the position descriptions as a guide only.

## **POLICY STATEMENTS**

All camp rules are based on policies and approved by the Board of Directors. There are specific policies addressing Summer Camp issues that have been included. There are also references to original policy dates, reviews, and revisions. Those policies are on file at Camp Horizon.

## **JOB DESCRIPTIONS**

Regardless of the position, be it Camp Director, Program Director, Senior Counselor, Junior Counselor, or any other position, there are some general qualifications and responsibilities expected of all staff members.

### **General Qualifications:**

1. Love for Jesus Christ and a personal relationship with Him.
2. Desire and willingness to share with others what Jesus Christ has done for you.
3. Good moral character and integrity.
4. Good health and vitality.
5. Emotional maturity.
6. Enjoyment of outdoor living.
7. Liking for children, ability to understand the needs of the campers, and the good judgment to place the needs of the campers and the camp ahead of personal desires.
8. Interest in contributing to the achievement of the objectives of Camp Horizon.
9. Ability to work as a member of a group.
10. Particular skills and abilities for the specific responsibilities for which one is accountable.
11. Meet requirements of HRS as they pertain to child abuse legislation.

### **General Responsibilities:**

1. Understand, accept and interpret the philosophy of Camp Horizon.
2. Participate actively in staff conferences and meetings.
3. Develop criteria for one's own job performance.
4. Develop skills and attitudes so as to do the best possible job.
5. Keep necessary inventories and records.
6. Make periodic evaluations and reports.
7. Maintain all equipment in safe operating condition.
8. Requisition needed supplies to maintain an effective program.
9. Discuss and enforce safety regulations.
10. Support the leadership of Camp Horizon and their decisions.
11. Maintain personal quiet time in the Word and in prayer.
12. Believe and put into practice the philosophy that campers and others come first, regardless of your assignments. Be Christ-like examples.

## **Administrative Director (Summer Role)**

### **Qualifications:**

1. Minimum age of 25 years.
2. Education or training related to camping in the last three years.
3. College degree in a field related to camping is desired.
4. At least two summers of administrative and/or supervisory experience in an organized camp.
5. Direct responsibilities as an adult for continuous leadership of at least one organized sustained group of any type.
6. Two years of administrative or supervisory experience in a field other than camping.

### **Responsible to:**

Board of Directors

### **General Responsibilities:**

Overall direction and day to day operation of Camp Horizon

### **Specific Responsibilities:**

(During operation of summer camps)

1. Responsible for the daily program operation of Camp Horizon.
2. Train and supervise staff.
3. Assign campers and staff to cabins.
4. Responsible for the general program.

## **Program Director (aka Weekly Director)**

### **Qualifications:**

1. Minimum 21 years of age.
2. College graduate and/or equivalent experience in camping.
3. Two years leadership experience in organized camping.
4. Knowledge of group process and its relationship to program implementation.
5. Skill in a variety of camp activities.

### **Responsible to:**

Administrative Director

### **General Responsibilities:**

To make available a program that features Christian living, outdoor living, and democracy. It includes fun and adventure, cooperative planning, group living, social adjustment, improvement of health, enrichment of family living, spiritual values and relationships.

### **Specific Responsibilities:**

1. Consult with Camp Director relative to suggestions for improvement of activities and general camp experiences.
2. Coordinate program of various units.
3. Conduct meeting with program staff on a regular basis.
4. Supervise work of program specialist.
5. Attend scheduled all-staff meetings and ensure program staff attendance.
6. Help counselors understand the group procession program planning.
7. Plan with camper and/or staff representatives for all-camp programs and "surprises."
8. Be available for camper and counselor consultation.
9. Keep program records.
10. In addition to close of camp evaluation, make periodic evaluations and reports of the program.

## **Assistant Program Director**

### **Qualifications:**

1. Minimum 18 years of age or a high school graduate.
2. One year of leadership experience in organized camping.
3. General knowledge of group process and program activities.
4. Skill in a variety of camp activities.

### **Policy Statement 04/24/2008**

Summer camp APDs (Assistant Program Director) must be in the fellowship of a local assembly as a requirement to hold that position.

### **Responsible to:**

Program Director

### **General Responsibilities:**

To assist the Program Director in developing and implementing the camp program. To learn the specifics involved in administering the total camp program.

### **Specific responsibilities:**

1. This is generally a one-week position. If possible the individual will be the Program Director the week after being the Assistant Program Director.
2. The major intent of this position is to develop future leadership for the local churches and Camp Horizon.
3. Make program suggestions to the Program Director.
4. Attend program meetings with the staff.
5. Observe work of program specialists.
6. Assist Program Director with the planning and development of all regular and special events.
7. Special assignments as directed by the Program Director.

## Senior Counselor

### **Qualifications:**

1. Minimum 18 years of age or a high school graduate.
2. Two years of college education or summer camp staff experience (recommended)

### **Responsible to:**

Program Director

### **General Responsibilities:**

Leadership and guidance of a cabin group of eight to 12 campers, and participation in general planning of camp program.

### **Specific Responsibilities:**

1. Live with a group of eight to 12 campers and help each camper grow and adjust to other campers and camp life.
2. Lead group devotions and prayer time.
3. Lead small group Bible studies.
4. Interpret safety and health regulations.
5. Guide the individual camper in participation in group, unit and all-camp activities.  
Participate in the activities with the campers.
6. Assist with the program activities and other activities in the unit, working closely with the Program Director.
7. Assist with all-camp program activities and other camp-wide activities as assigned.
8. Act as host/hostess at a table in the dining room.
9. Set an example for the campers of promptness, neatness and other desirable qualities.
10. Instruct in a craft/activity area during Youth and Varsity camps.

## **Junior Counselor**

### **Qualifications:**

Minimum 16 years of age (or 15 going into the 11th grade).

### **Responsible to:**

Senior Counselor

### **General Responsibilities:**

Assist in the leadership and guidance of a cabin group of eight to 12 campers.

### **Specific Responsibilities:**

1. Live and eat with a group of eight to 12 campers.
2. Assist senior counselor in leading Bible studies, group devotions, and prayer time.
3. Interpret safety and health regulations.
4. Generate enthusiasm from the campers for the program activities.
5. Become friends with the campers in your cabin group.
6. Assist the counselor when needed and supervise the group when the senior counselor is not present.
7. Participate in the program activities with the campers.
8. Instruct in a craft/activity area during Youth and Varsity camps.

## **Speaker**

### **Qualifications:**

1. Recognized spiritual leader within his local assembly.
2. Selected by the Speaker's Committee and approved by the full Board.

### **Responsible to:**

Weekly Director

### **General Responsibilities:**

Plan and conduct the chapel sessions in close coordination with the Weekly Director.

### **Specific Responsibilities:**

1. Share with the staff your goals and their goals for the week at the staff meeting on Sunday morning.
2. Share from the Word and challenge the staff during Leader's Prep.
3. Plan and present the bible lesson during all morning and evening chapel sessions.
4. Present a "nugget from the Word" with the campers after each meal. (Note : These can be farmed out to the guys staff with approval of the Weekly Director)
5. Coordinate and plan the preliminaries of the chapel time with the Program Director.
6. Be available for counseling campers as needed.
7. Be available to visit different cabins at night to share in the cabin devotion times.
8. Participate in the general program to the greatest extent possible to increase visibility with the campers.
9. Be present during registration to greet the campers.

## **See Camp Horizon Executive Committee Policy**

August 21, 1999 & January 8, 2000

Speakers must be in active assembly fellowship.

Speakers that are not in assembly fellowship or otherwise outside of policy guidelines can be approved only by the executive committee.

## **Program Staff (Craft/Activity Instructor)**

### **Qualifications:**

1. Minimum 16 years of age (or 15 going into the 11th grade).
2. Interest, knowledge, and skills in the assigned craft/activity and the ability to teach and enthuse others.
3. Ability to supervise and organize.

### **Responsible to:**

Weekly Director/Administrative Director

### **General Responsibilities:**

Run a safe and meaningful program in the assigned craft/activity.

### **Specific Responsibilities:**

1. Develop and operate a meaningful craft/activity program geared to the ages, interests and abilities of the campers.
2. Coordinate the craft/activity program with other camp activities and plans.
3. Train and supervise assistants and counselors.
4. Aid in general program as directed by Program Director.

### **Special Notes:**

1. Craft/activity instructors may also have other responsibilities, such as being a senior counselor or junior counselor.
2. The potential craft areas are: archery, canoeing, fishing, games, handcrafts, nature, riflery, sailing, skiing, swimming and tennis.

## **Nurse / Medic / Physician**

### **Qualifications:**

1. Physician, RN, LPN, or PA licensed to practice in Florida.
2. A paramedic or EMT may function as the camp medic if a licensed nurse is serving that week in another capacity. They are may be referred to as the Camp Medic.
3. Experience or a background in school, visiting or public health nursing is helpful.

### **Responsible to:**

Administrative Director

### **General Responsibilities:**

Plan and carry out a program of health and safety.

### **Specific Responsibilities:**

1. During pre-camp training, discuss health and safety procedures, precautions, routines with staff.
2. Make a physical check of campers on their arrival at Camp and review all health records discussing particular items with the counselor concerned.
3. Be responsible for any drugs, medicines and first-aid kits brought to camp by campers and use as directed by physician of the camper (according to prescription).
4. Establish a special time of day for "sick call" in consultation with the Administrative Director.
5. Report all infirmary admissions to the Administrative Director.
6. Guide the counselors as to their responsibility to report illness, injury, or unsafe practices and conditions.
7. Check staff quarters and cabins daily for health and safety problems.
8. Maintain adequate first aid supplies.
9. Prepare first-aid kits for use on hikes, outpost camps, and trips, and instruct counselors in current first-aid methods. All such treatments must be reported back to the nurse for inclusion with camp records.
10. At end of week, make a written report listing all accidents and treatment given; all emergency room and doctor's visits (names and dates); all campers admitted overnight in the infirmary, or sent home sick; any supplies in need of replenishment; and any recommendations for improving health procedures, use of nurse's time, etc.
11. Read and be familiar with the Nurse's Manual.

### **NOTES:**

The Camp Nurse manual has specific guidelines, policies, and procedures.

As of 2008 cabin inspections are not done by the Camp Nurse (done during breakfast)

The nurse is welcome to attend leader's prep, but not required.

The nurse is at all meals and both chapel times. This is when campers should get medicines.

The nurse must be available at all times. If the nurse must leave Camp Horizon then the director needs to have someone qualified to fill in while they are away.

When in doubt, call the parent. That rule of thumb over-rides all other guidelines.

## **Food Service Manager**

### **Qualifications:**

1. Minimum 21 years of age.

### **Responsible to:**

Administrative Director

### **General Responsibilities:**

1. Maintain overall food management program.
2. Develop and maintain a food and kitchen supplies budget to be approved on an annual basis by the Finance Committee.

### **Specific Responsibilities:**

1. Plan menus that are varied, nutritious and economical.
2. Purchase food and kitchen supplies, including soap, sanitary cleaners, and paper products for kitchen and for all camp buildings.
3. Stay within confines of food service budget established by the Finance Committee.
4. Supervise government subsidy programs and research availability of same.
5. Plan daily schedule for kitchen staff in cooperation with Program Director.
6. Assure meals are served on time.
7. Monitor and inspect the cleaning and care of kitchen and related equipment.
8. Strictly enforce safety and sanitary standards.
9. Promptly acknowledge services rendered in the kitchen.
10. Ensure at all times that everything is to be done as unto the Lord, while remembering we are workers together, each serving the other, as ambassadors for Camp Horizon.

## Head Cook

### **Qualifications:**

1. Minimum 21 years of age.
2. Experience in cooking for large groups.

### **Responsible to:**

Food Service Manager

### **General Responsibilities:**

Preparation of meals from menus approved by the Food Services Manager.

### **Specific Responsibilities:**

1. Plan menus in cooperation with the Food Services Manager, and prepare, cook, and serve foods according to menus.
2. With Food Service Manger, work out division of responsibility for food preparation with assistant cook.
3. Plan quantity estimates for menu selections.
4. Plan the daily work schedule around preparation and serving all meals. Sufficient time should be allowed before and after meals to perform duties smoothly and unhurriedly.
5. Be responsible for the cleaning and care of kitchen and equipment; strictly enforce sanitary standards.
6. Supervise Assistant Cook and Chief Steward.
7. Assist counselors and campers with plans, packing and distribution of food for cookouts and special occasions.
8. Keep Food Service Manager informed of any shortages of food or supplies.

## Assistant Cook

### **Qualifications:**

1. Minimum 16 years of age.
2. Experience in food preparation, especially in salads and desserts.
3. Must be 18 to use knives, pasta maker, stove, ovens, etc.

### **Responsible to:**

Head Cook

### **General Responsibilities:**

Assist the Head Cook in the preparation and service of food.

### **Specific Responsibilities:**

1. Assist with the preparation, cooking and serving of meals.
2. Prepare meals in the Head Cook's absence.

## **Chief Steward**

### **Qualifications:**

1. Minimum 18 years of age or high school graduate.
2. Previous experience in the kitchen as part of a kitchen crew.

### **Responsible to:**

Head Cook

### **General Responsibilities:**

Supervises the kitchen aids and oversees the general cleaning of the kitchen and all eating and cooking utensils.

### **Specific Responsibilities:**

1. Supervise the serving of food.
2. Assign cleaning responsibilities to the kitchen aids.
3. Assist with the general cleaning.
4. Assist with the operation of Snack Shack.
5. Supervise the cleaning of the Dining Hall, Kitchen, Chapel and bathrooms.
6. Program responsibilities as assigned.

## **Kitchen Aid**

### **Qualifications:**

Minimum 15 years of age.

### **Responsible to:**

Chief Steward

### **General Responsibilities:**

General cleaning of kitchen, cleaning of all pots, pans, dishes, and other kitchen utensils, and operation of the Snack Shack.

### **Specific Responsibilities:**

1. Clean all serving, cooking and eating utensils.
2. Clean and scrub kitchen floors and dining hall area.
3. Keep kitchen, supplies, and equipment clean and in order.
4. Assist in food serving.
5. Clerk at Snack Shack.
6. Program responsibilities as assigned.

## **Maintenance Person**

### **Qualifications:**

1. Minimum 18 years of age to function independently and use power equipment.
2. Experience as a general handy man.
3. Driver's license highly recommended.
4. Helpers ages 15-17 may work under supervision. No power tools.
  - May mow and use the weed-eater only if checked out on this equipment.

### **Responsible to:**

Maintenance Manger

### **General Responsibilities:**

Maintain equipment, grounds and buildings of Camp Horizon.

### **Specific Responsibilities:**

1. Keep the grounds in order and roads passable.
2. Make periodic inspections of the entire camp site.
3. Clean and maintain buildings and equipment.
4. Make repairs to equipment and building as directed.
5. Maintain and change oil and other fluids in camp vehicles.
6. Distribute supplies and instruct in the proper use of special equipment.
7. Maintain and change oil and other fluids in camp vehicles.
8. Report general condition of the camp property.

## **Office / Program Assistant**

### **Qualifications:**

1. Ability and experience in the designated area.
2. Meet the qualifications of a senior or junior counselor.

### **Responsible to:**

Camp Director, Administrative Director, Program Director, or Maintenance Manager depending upon assignment.

### **General Responsibilities:**

Assist with the business, maintenance and/or program components of camp.

### **Specific Responsibilities:**

1. This is most often either a one-week assignment or the assignment given to individuals who want to help at camp but are not available full time.
2. Specific responsibilities will include one or more of the following:
  - a. Purchaser - order and pick up food and supplies.
  - b. Ski Driver - drives ski boat during ski periods.
  - c. Secretary - tabulate, type, file and photocopy.
  - c. Maintenance - mow and perform general maintenance.

## Summer Camp Discipline Policy

### General Policy Statements

- 1) Disciplinary actions by counselors or staff are reported to the directors.
- 2) Disciplinary actions must fall within the guidelines of this policy.
- 3) Disciplinary actions must be as private as possible to avoid public embarrassment.

### Procedure for common disciplinary problems

#### Examples

Failure to obey counselor, instructor, or administrative staff  
"Horseplay", rowdy behavior, rough play  
Out of bounds  
Uncooperative behaviors: Refusal to participate in activities, etc  
Verbal: Outbursts (anger), Swearing, Name Calling, etc.

- 1) 1<sup>st</sup> offence: Verbal Warning by counselor or instructor (privately if possible)  
State what actions will be taken for repeat offence  
Each category of common offence is treated separately
- 2) Repeat offence(s): Choose actions from the following guidelines.  
The punishment should match the offence (some creativity is allowed).  
If their actions caused a mess, they must clean it up.  
If the action was physical, the discipline should be physical (i.e. pushups)  
If the action was verbal (i.e. an outburst of anger), a quiet time would be best.  
If the action offended another camper, perhaps that camper could be served

#### Examples:

Supervised "Time-Out" (No more than 10 minutes for each offence)  
Up to 10 push-ups (no more)  
Up to 10 sit-ups (no more)  
Service for those offended (make their bed, do their assigned chores, etc)

- 3) Continual offences and/or refusal to accept disciplinary action.  
Conference with Directors  
Issue an Administrative Verbal Warning  
Option to call parents on first Conference  
Must call parents if there is a second Conference with Directors  
Discuss disciplinary measures with parents and reach an agreement

CAMP HORIZON  
Executive Committee Meeting  
9:30 A.M., Saturday, APRIL 22, 2006  
Leesburg, FL

AUDIO/VIDEO DUPLICATION POLICY

"Appropriate copyright permissions and/or licenses must be obtained prior to the duplication and distribution of any audio/video promotional materials that feature Camp Horizon activities or events. No permission shall be granted to make any exceptions to this policy."

**NOTE:**

Use of copyrighted materials without proper permissions and/or licensing is against the law.

This is not intended to prohibit the tradition of presenting a video on the last night of camp with musical accompaniment. However, if copyrighted music is "synchronized" with the video - it must not be copied or distributed until permissions and/or licenses have been obtained.

If a Program Director intends to distribute a video of their week of camp they should obtain licensing prior to their week or use public domain (or other licensed/permitted) audio.

If there is no intention to duplicate or distribute the weekly video, then any working copy with synchronized (copyrighted) audio should be destroyed.

**Music Policy**

Refer to Executive Committee Minutes

Originated: 10-11-2003

Reviewed: 10-9-2004, 08-27-2005

Guidelines Effective Summer 2005

- All CDs must be approved by the Administrative Director
- No music during final meal prep and initial meal cleanup (busy periods)
- No music when requested by the FSM, Cooks, Chief Steward, or Adm. Director
- Music needs to be at a level where casual conversation is possible.
- The privilege can be suspended or revoked at any time for abuse.

**CAMP HORIZON**  
**Executive Committee Meetings**  
**Saturday, September 22, 2007**  
**Leesburg, FL**

**POLICY STATEMENT**

**"SUMMER STAFF DAY OFF/ NIGHT OUT & TRANSPORTATION HOME POLICY"**

**SUMMER STAFF**

*Persons that serve any week(s) of camp for the active season are considered subject to this policy for weeks they serve on staff, weeks they are campers, and any time they are at camp during the summer.*

Summer Staff and Junior Staff (ages 15-18 and still in high school) are required to participate in whatever Saturday activity is planned for the group. They must travel together in a Camp owned or supervised vehicle (normally this means the bus). The only exceptions to this policy are those who elect to go home for the weekend or those who go out with a parent, a legal guardian, or a grandparent.

[Note: The Executive Committee is aware that there are many staff members with aunts, uncles, siblings, cousins, and very dear adult family friends that serve on staff. It was clearly decided by the Executive Committee that the Saturday night staff outing is part of the overall Summer Staff experience. Exceptions can only be made by polling a quorum of the Executive Committee (at least six members). The Administrative Director alone may not grant exceptions to this policy.]

**COLLEGIANS - ADULTS**

Collegians and unmarried adults are required to travel in a group of three or more for "Saturday Night Out". They must drive their own vehicle. They may elect to stay at Camp rather than go out, but only as a group of three or more. All unmarried couples must be properly chaperoned in either case.

Collegians and adult staff are not required to participate in Saturday night activities provided by the incoming Directors or other staff night out host families. An attempt will be made to provide at least one special Collegian outing per summer, which will also be optional. Please note that Training Camp **includes** Saturday and the activity planned for that day is not optional.

**GOING HOME FOR THE WEEKEND**

Staff may go home on Saturday night under the following conditions: 1) They must agree to abide by the same rules as those on "Staff Night Out" (i.e. no movies - no dating - same curfew), and 2) They should be back at Camp for worship on Sunday (9:00 am). *Collegians are not limited to going home only. They must report where they are going, for what purpose, and when they will return.*

**CHILDREN OF ADULT STAFF**

Children of adult staff must travel with their parents on "Staff Night Out". They may only ride on the bus if a parent/grandparent/legal guardian also rides the bus and supervises them during the planned activity.

**VISITORS**

It is not practical to have visitors during the program days of Camp. HRS regulations require that we know who everyone is on the property and why they are here. Because this is a safety and security issue **all planned visits must be cleared through the Administrative Camp Director. We cannot allow visitors to stay overnight.** Relatives may visit during normal staff time off on Saturday afternoon, but they may not transport staff members out for "Staff Night Out" or provide an alternative to the planned activity.

**TRANSPORTATION**

*Minor age staff traveling from camp to home may drive their own vehicle and or travel with any other driver approved by their parents. The three-person rule (that is that one guy cannot travel alone with one girl) is in effect except for 1) blood relatives or 2) on the final trip home for the summer with parental permission from both sets of parents.*

*Revised 09/22/2007* - Effective Summer 2008  
Reference: 09/22/07 Minutes of Executive Committee

# STAFF NIGHT OUT EXEMPTION REQUEST



## THIS FORM IS BASED ON THE STAFF NIGHT OUT / TRANSPORTATION POLICY

Exemptions to the camp policy require approval by a minimum of six executive board members. This form is provided as a guideline. Fax / Email verified by phone is acceptable for submitting a request.

I / we the parent(s) or guardians of \_\_\_\_\_  
request an exemption from the staff night out / transportation policy for:

Date(s)/Time(s) \_\_\_\_\_

To travel to \_\_\_\_\_

With (driver) \_\_\_\_\_

For the purpose of \_\_\_\_\_

Will return \_\_\_\_\_

### NOTES:

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Print Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REMINDER

The only exemptions that have ever been granted have been for a specific event on a specific date. For an exemption to be considered you must provide when, where, why, and with whom your child may travel (must be a responsible adult).

**Acceptable example:** I request an exemption for my child Sally for Saturday July 1 to travel to Aunt Jenny's for a family event with big brother Bob. She will spend the night with Aunt Jenny and return on Sunday morning at 9:00 AM.

No exemption is required for:

- Travel home for the weekend;
- Staff Night out with parent, guardian, or grandparent;
- Travel home at the end of the summer or weeks of service.

No exemptions will be granted that will allow a non-collegian staff member to go on staff night out with the collegian staff.