

Camp Olympia Manual

Section 2

Job Descriptions and Policies



Kids don't care what you know,
until they know you care!

COUNSELOR JOB DESCRIPTION

Responsible to: Division Head,
Assistant Directors and Full Time Staff

Qualifications: Must have completed at least one year of college. The exception to this is the counselors who have gone through Camp Olympia's O'Crew Program. Must love kids and possess qualities necessary for supervising kids in a twenty-four hour living situation.

Responsibilities:

1. HAVE FUN! BE SAFE!
2. Supervise a cabin group of campers - includes organization, discipline, health, happiness, cleanliness, safety, daily routines, character and skill development and entertainment.
3. Continual and equal concern and care of each camper in your cabin.
4. Guide your cabin group in a positive way to participate in personal, cabin group, division and all-camp activities.
5. Keep the cabin book records **daily** for each camper.
6. Supervise and assist in cabin housekeeping.
7. Seek to take an active part in miscellaneous activities and special events.
8. See that campers are sending and receiving mail to and from home.
9. Complete all necessary written records for cabin campers and turn them into the office at the end of the camping term.
10. Be mindful of personal habits, health, dress, speech, table etiquette and relationships with other staff in light of camp policies.
11. Set a good example by entering enthusiastically into every phase of camp life.
12. Lead or assist activities for small groups of campers as scheduled by the scheduling director. The fundamental purpose of camp is to provide a safe and fun experience, an opportunity to acquire skills and an opportunity for personal growth. Childhood is an impressionable age. Campers will imitate you. The success of camp, to a large degree, rests with the counselor.
13. Complete lettering rosters as needed per term.
14. Participate in scheduled work detail. Carry out tasks assigned.

COUNSELOR FEEDBACK

While you are at camp, your AD and DH will sit down with you and let you know how you are doing in performing the tasks listed above.

COUNSELOR CONDUCT AND INSTRUCTION

1. Staff members are to abide by common standards of decency and are to refrain from use of obscenities.
2. All staff agree to abide by policies and procedures for each program area or facility. (i.e.: lakefront, pool, crafts center, computer center/e-mail, internet, etc.)
3. Staff are not permitted in kitchen area without special permission from the Food Service Supervisor.
4. Camp vehicles may be used only by those approved as an eligible driver and appointed specifically by the Director in charge of work detail. In the case of overnights, vehicle drivers will be appointed by the Assistant Director. Personal use of camp vehicles is prohibited.
5. Counselor cars must be parked in the counselor parking lot. Only camp vehicles and office staff may park in the office lot.
6. Cars are prohibited from using camp roads other than to enter or leave camp grounds. Counselor vehicles should never be in the cabin area during the camp session.
7. Camp speed limit is 15 m.p.h..
8. All hair should be neatly groomed. No unsightly coloring please. Male staff hair should be no longer than collar length, and no tails or ponytails. No facial hair is allowed. Males may not wear earrings. Tattoos are discouraged and should not be visible while working if possible and body piercing is not allowed while on duty.
9. While crazy clothes add to the camp atmosphere good taste should be shown at all times. Proper undergarments should be worn.
10. Personal needs that can't be taken care of on off-nights can be taken care of via town run. Please list items needed and where they may be purchased on the town run sheet posted in the office. (This should be done on personal time.)

11. All Camp Counselor meetings will be held in the top of the O'Dome on Fridays. Times will be announced. At the appropriate time the cluster assistant director will relieve the staff members of their cabin duties. While staff are in the counselor meeting A.D.'s will hold cluster meetings with the campers. After the counselor meeting all staff members will return immediately to the cluster for CCOW.
12. All counselors are expected to work until clean-up is finished on the last day of each term. All business of the term must be completed and the camp made ready for the next term before counselors are dismissed.
13. All tools checked out of the chicken coop must be returned promptly or at the end of the work period, even if the project is incomplete.
14. Counselors wishing to do so may send their laundry to be done with the cabin's. If this is done, all articles should be marked. After 6:15 p.m. each evening the laundry area in maintenance may also be used. The large commercial washing area are kept locked and may not be used. All personal laundry must be out of the laundry room by 7:00 am.
15. Counselors who choose to bring a cell phone will be responsible for it and know that it will **NOT** be allowed down in the cabins. There is a designated spot for them in the boys' and girls' camp directors offices, where they can be charged. You may also keep them in your car. Be aware that reception is poor to nonexistent on camp grounds and you can ONLY use them on your off time and not in front of campers. Those counselors caught with their cell phones will receive a **LATE**. See off duty procedures #5.
16. Counselors should always abide to The Rule of Three. Two people should never be alone together. You should always be in groups of three or more with at least one of the three being a counselor.
17. Counselors should remember that we are living in a community environment and when dressing should try and be as modest as possible. Please refrain from exposing yourself to the kids as much as you can.

GIRLS' AND GUYS' CAMP

1. Male and female camping quarters are private and are off limits to the opposite gender.
2. Staff members agree to keep their personal living quarters and themselves in a neat and clean manner. All living areas will be inspected daily. It is expected that they will be clean and neat. This applies to counselors in and out of the cabin as well as campers.
3. While campers are in bed or having cabin time at least one counselor must be in the cabin.
4. Loud talking, shouting, etc., after campers retire is to be avoided.
5. Camper property. Use of camper property by the staff for personal use or pleasure is strictly prohibited.
6. Counselors may not use MP3/iPods while on duty. \$5.00 fine.
7. Shirt must be worn in chow hall. Shoes must be worn at all times with exception of the pool. \$5.00 fine.
8. **At the end of camp, counselors are responsible for collecting all merits and d-pins, completing all parts of the cabin book, making sure cabin is spotless, clotheslines are empty, libraries are clean, lost articles are collected and returned.**
9. Please keep extended conversation with other counselors of different cabins in the chow hall or at other times to a minimum. These detract from the kids' time.

**IT IS IMPERATIVE THAT YOU
REFRAIN FROM TALKING ABOUT
OFF-NIGHTS!!!!!!!!!!!!!!!**

10. Any person committing a prank which results in damage to personal or camp property will be held responsible. Campers or camper belongings should never be involved in pranks. Pranks must never be done by on-duty counselors. Pranks considered to be malicious or inappropriate may subject you to disciplinary action up to and including termination.
11. Camp Olympia policy requires that individuals not consume any alcohol or drugs while in camp employment or camp sponsored events. Smoking and Tobacco are hazardous to your health. Camp Olympia is a smoke-free facility.

12. There are no sleeping quarters for friends or relatives of Camp Olympia campers or employees. Visitors are only allowed to visit an off-duty counselor and they cannot stay on camp grounds overnight. All visitors must check into the office and receive a visitor's badge.

OFF DUTY PROCEDURES

- 1) Counselors have alternating nights off as assigned by the appropriate Assistant Director. There are four exceptions as follows:
 - a) All counselors are on duty on the first and last nights of each term.
 - b) All counselors are on duty for the duration of their division's overnight.
 - c) Counselors must serve a special duty night in the radio room once each term.
 - d) All counselors are on duty during Rodeo and Talent Show/Awards and will be dismissed after helping to clean up after the program.
- 2) Each counselor receives two 12's during Terms 2 & 3 and only one 12 during Terms 1 & 4. This is the counselors 20-hour-time-off-period-of-rest-and-relaxation. They are offered as follows: 6:15p.m Monday or Wednesday until 2:00 p.m. the following day. Check in at Work Detail. 12:30 p.m. Saturday or Sunday until 8:30 a.m. the following morning. Check in at breakfast. Sign up is done by drawing a number during the opening camp meeting on Saturday. Counselors sign up for 12's on their days off (see odd/even). Please be sure to check the term schedule for your special duty night and cluster overnight before signing up.
 You must follow sign in/out procedures for 12's. You will always sign out at the radio room. When returning at 2:00pm sign in at the chicken coop and report to work detail.
 When returning at 8:30am sign in at the radio room on Sunday and breakfast on Monday.
- 3) On your off duty nights, please stay with your cabin until it is covered by another of your cabin's counselors.

- 4) All counselors must check out and are subject to curfew as explained below: (counselors on 12's are not under curfew)
 - a) This system works based on the idea that all counselors are here for the kids. With their health and well-being in mind it is hoped that all counselors will make every effort to get plenty of rest.
- 5) Curfew is 12:00 a.m. on week nights, 12:30 a.m. on Friday and Saturday nights. Sign in time for 12's is 8:30a.m. or 2:00p.m., depending on the day. Failure to be accounted for by designated sign in times is AUTOMATICALLY a LATE.
 - a) 1st LATE = Warning
 - b) 2nd LATE = Come in 1 hour early from off-night.
 - c) 3rd LATE = Lose an entire off night.
 - d) 4th LATE = Lose a 12!
- 6) All counselors are required to check out. A sign out sheet will be posted in the radio room on a standard clipboard. You will go back to your cabin at 6:00pm each night to be sure it is covered. Sign Out doesn't begin until 6:15pm. You must then go to the board, located in the radio room, fill in the time, your general plans for the night and sign your name. You will NOT be considered off-duty until you have signed out. You MUST sign out for yourself. No one may sign out for you.
- 7) When you return for the night you MUST sign in – in person with prowl. Your signature that you are "in" means that you are from that point "on duty" with all its attendant responsibilities and ramifications. From sign in you must go directly to your cabin – you may not again leave (with a sole exception – if you have signed "in" well ahead of curfew you have not given up your right to your full time off – you may, if you wish, return, sign out again and then sign in again later). Sign ins can be done in the radio room.
- 8) If you arrive late and prowl has already left for rounds, you must wait in the radio room for their return. IT IS NOT OKAY TO RETURN TO YOUR CABIN AND WAIT FOR PROWL TO COME AROUND TO SIGN IN. You will already have been counted late and that status will not change. Those doing so will be asked to return to the radio room and wait for prowl to finish rounds.

- 9) Prowl will wait up and remain in the radio room until all counselors have returned for the night and signed in. No other rounds will be made to look for missing counselors. While waiting for late counselors, prowl may make multiple cabin rounds.
- 10) Counselors who sign in and then leave their cabins are not considered late but are considered as having abandoned their cabins while on duty and are subject to dismissal.
- 11) A sign in consists of the counselor writing their signature and time in. Prowl then signs as a witness to your presence and personal appearance.

PERSONAL TIME

- 1) Counselors may take showers before wakeup provided:
 - a) The cabin is covered and,
 - b) You are back in the cabin and ready BEFORE wake-up.

Off-duty counselors may shower after lights out but **must be in bed before curfew**. On-duty counselors should shower during cabin showering time to ensure the kids' health. On-duty counselors will also have a time when they are assigned a time to be "Shower Monitor" to make sure there is only one camper in a shower at a time.

- 2) Counselors may exercise or seek spiritual enhancement prior to wake-up if:
 - a) It is after 6:00 a.m.,
 - b) The cabin is covered,
 - c) Showers are taken care of as above,
 - d) You are back in the cabin by wake-up.

**Campers are NOT
allowed to accompany
counselors in the morning.**

SPECIAL WORK ASSIGNMENTS

From time to time, work assignments will be made by the Director that are not the responsibilities as listed on the job descriptions. These are necessary and no job will be assigned that is not important to the operation of camp.

WORK DETAIL

Every day after lunch counselors who are on-duty that night report to work detail. Work detail meets at the chicken coop. They are assigned important tasks to complete before the end of rest hour. The smooth operation of camp is dependent on attention to details such as this. If you complete your assignment early, please check back with the Assistant Director in charge for further instructions.

SPECIAL DUTY

Generally, once a term all counselors will serve as special duty on one of their nights off. They report to the radio room and the Director in charge by 6:05 p.m. There they will answer phones and do anything required of them by the Director. They will complete all duties on the On-Duty check sheet and sign for them. They are not released from duty until all tasks have been completed and the director dismisses them. They are subject to all late rule provisions. Counselors should report first and eat in shifts as assigned by the Directors on duty.

STAFF POLICIES

PERSONNEL POLICIES

Personnel policies are necessary to insure a smoothly functioning camp. The following section of the manual presents Camp Olympia's policies which have been established through years of experience. Additionally, any offer of employment is conditioned upon the receipt of the satisfactory results of a medical history form provided with the application for employment, and proof of legal residency in the United States or accepted documentation for I-9s.

- 1) **Employment:** Camp Olympia offers equal employment opportunities to all individuals regardless of race, creed, sex or national origin. A completed application with three references and criminal background check are required before any consideration for employment is given. In addition to this, the individual must have a signed contract, a completed medical history, and proof of all necessary citizenship forms required by law before employment is complete.

- 2) **Insurance:** Staff members while on the job are covered by Worker's Compensation. Any activities not sanctioned by the camp, which cause injury or reactivation of a chronic condition will be at the expense of the employee. Staff must carry their own comprehensive accident and illness insurance.

3) **Health:**

- A) Whenever staff members feel ill or incur an injury they may report to the nurse after areas of responsibility have been adequately covered.
- B) ALL medications **MUST BE** turned in to the nurse upon arrival at camp.
- C) Only the camp nurse or resident camp physician will dispense medications.
- D) In the case of illness or injury, which extends for an unreasonably long period of time and hampers the staff member from carrying out his/her counselor duties, replacement will be at the discretion of the Director.
- E) Staff are expected to get enough rest to prevent excess fatigue, illness and injury. If staff are not getting enough sleep, campers are put at risk therefore, the Director at his/her discretion will take appropriate action.
- F) The staff health history must be on file in the camp office before the beginning of staff training. It must be complete and be a true reflection of the individual's physical condition. Information purposely not completed or falsely completed will be grounds for release.

- 4) **Staff Visitors:** Staff visitors should come only on days off or between sessions. Please notify the full time staff as to their arrival. They will need to make arrangements with the front gate to allow them in. Once in camp gates, visitors must check in at the office and receive a visitor's badge to wear while on camp grounds. During a session, staff will be very busy with the campers and visitors become a disruption to camp routine. Staff should spend their time on duty with campers, as they come first. Visitors may not use the facility, for insurance purposes, unless cleared by the Camp Director. The blob may not be used by visitors. **This is without exception.**

When cleared, the visitor must sign an assumption of risk form. These may be obtained from the office. Visitors are welcome to eat at the chow hall.

A) On-camp-overnight accommodations for staff visitors are **NOT** available. The counselor retreat is reserved for **off-duty counselors working that term.**

B) Visitors are subject to all camp rules.

- 5) **Use of Phone:** Cell Phones may be used on off time ONLY and out of sight of campers. (Remember - they may not be kept in the cabin.) THE CAMP PHONE IS FOR CAMP BUSINESS ONLY. Any personal calls made on the camp phone by ANY staff member will result in a conference and fine. No exceptions.

Personal phone messages received for staff will be relayed by the appropriate A.D. Counselors may return personal calls on their off time. Personal calls of an urgent nature which require immediate attention may be made from the office phone once camper responsibilities have been covered. This should be done as quickly as possible. If counselors serving as special duty receive personal calls, these should be kept to a maximum of five minutes. Please be mindful that this is a business phone and camp is a 24-hour business.

- 6) **Emergency Leave:** At various times, staff will need special leaves because of valid business reasons, emergencies, and sickness. However, because of the special nature of the staff positions and limited resources to replace staff members on emergency leaves, any emergency leave will have to be subject to the following conditions:

A) The appropriate Director must be notified in advance and his/her approval must be obtained.

B) Emergency leave will mean:

- a) a loss of time-off and/or
- b) a prorated reduction in salary.

- 7) **Contracts:** A signed contract is mandatory. In relation to the staff application, any information purposely left off or false information presented that would materially effect a hiring decision will be grounds for release. Counselors agree to the following policies in their contract agreement:
- 1. Fulfill the contract
 - 2. No felony convictions
 - 3. No use of illegal drugs and agree to random drug testing

4. Will abstain from consumption of alcohol 5. Will support and practice the condition of Camp Olympia's policies and procedures.

8) Pay Day!\$!\$!\$: In addition to room and board counselors will receive a pay check on the last day of each term worked. Counselors will be paid when the entire staff has completed all checkout duties at the end of each term.

Advances: Counselors may advance portions of their paycheck (Senior Counselors \$75.00 and Juniors \$50.00). **Please contact Pat Centilli during work detail (only).** Advances greater than \$25.00 will require a 24 hour notice.

A) Camp Olympia prohibits any counselor or employee from receiving monetary or expensive gifts from campers or their parents, either at the end of camp or in the off-season. Never refuse a small gift from the family of a Mexican camper. Gift-giving is a cultural necessity to them and refusal is an insult.

9) Performance Evaluations: At least once during the summer, a performance evaluation will be done by the appropriate Assistant Director and Division Head on each staff member. It will be discussed with each member in private. If a staff member is having problems or difficulties of any kind that he/she cannot resolve or if there are rules or regulations that you feel are unfair or would work better another way, please feel free to talk with your Division Head or Assistant Director. If you feel something needs to be changed please discuss it with those who can actually bring about the change. Thanks for verbalizing your concerns in a positive manner. Also, during evaluations, the Division Head and Assistant Director will cover positive and negative attributes of the staff member. This is not done to criticize but to improve performance and the camp by offering suggestions on how to better your job performance. A signed copy of your evaluation will then be placed on file in the office.

10) Grounds For Dismissal: A counselor's employment at Camp Olympia is at will, and may be terminated at any time, with or without prior notice, and for any reason not prohibited by statute. Without limitation, an employee may be dismissed by the Camp Director for any of the following reasons:

- A) If his or her job performance endangers the safety of campers, the reputation of Camp Olympia, or lacks cooperation with the system.
- B) Any unauthorized use of the lake, pool, boats or camp vehicles.
- C) Leaving the cabin after prowl.
- D) Shortening of camp period because of fire, epidemic, accident, etc.
- E) Insufficient campers to warrant retention of staff.
- F) Failure to abide by Camp Policies and Procedures or to carry out an assigned task or duty.
- G) Immoral or unethical conduct.
- H) Inability to live and work in harmony with campers and other staff.
- I) Medical condition which, in the opinion of either or both the Camp Director or Camp Nurse, will interfere with the welfare of either the camp or the employee.
- J) Any person found to be in possession of or using illegal drugs will be dismissed and turned over to the proper authorities.
- K) Counselors are not permitted to drink alcohol while in the employment of Camp Olympia; which includes directly prior and after the contracted period begins and ends. Abuse of this rule will result in dismissal. Email Cody your costume idea for one of the dances. cmauldin@campolympia.com.
- L) Smoking and chewing tobacco in the presence of campers or while on duty is prohibited. WORK DETAIL OR SPECIAL DUTY IS NO EXCEPTION. Olympia prefers you do not smoke or chew.

Salary will be paid as per contract. Should employment be terminated prior to end of camp, salary will be prorated.

- 11) **Resignation:** Should any employee wish to resign he/she shall notify the Camp Director ten days in advance, unless an emergency prevents the advance notice. Salary will be paid up to the day of termination only if the staff member actually works.
- 12) Staff-evaluations for future employment with Camp Olympia will be e-mailed the first of October. **Future employment** status will be communicated by e-mail. If you have questions or concerns, please direct them to the appropriate director.
- 13) **Vehicles:** No vehicle may be used for personal use, Camp Business Only. An inspection and gas and oil check of each vehicle should take place before any employee uses a camp vehicle for travel. Please report all vehicle repairs immediately. Never drive a vehicle that is not in proper working condition, for example: bad tires, lights not working, etc. Always use camp vehicles for camp business, unless cleared in advance with the Director of Transportation. Any traffic violation must be reported immediately to the Human Resource Manager. Any staff involved in any accident is subject to drug testing. All new employees are required to read and abide by the Vehicle Policy and Procedures. * Text messaging, surfing the internet, receiving or responding to email, checking for phone messages on a cell phone while driving a company vehicle is prohibited at all times. Camp Management Inc. and Camp Olympia Inc. will NOT be responsible for loss, damage or theft to employee vehicles.

ONLY ELIGIBLE DRIVERS MAY DRIVE ANY CAMP VEHICLE. YOU WILL BE NOTIFIED DURING COUNSELOR TRAINING SCHOOL AS TO YOUR ELIGIBILITY STATUS.

- 14) **Camp Equipment:** Use of any camp equipment for personal use is prohibited, unless approved by Director. No camp equipment should be altered from its original state. Safety in use of equipment should be a priority at all times.

Examples: Eye protection worn when weed eating, avoid cutting grass when campers are in the area. Never leave equipment unattended, especially electrical. Secure all areas when unattended or break for lunch. Remove keys from all equipment when not in use. Report all repairs immediately and tag equipment with repair tag. Never use equipment in need of repair.

- 15) **Sexual Harassment:** Camp Olympia strives to treat all employees and campers with respect and dignity. To achieve these goals, Camp Olympia Inc. has adopted a policy that strictly prohibits its employees from engaging in any form of sexual harassment. Employees should contact the appropriate camp director. This should be done expeditiously.

DEFINITIONS: Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee or group of employees that would not occur but for the sex of the employee or employees, when:

- A. The advances, requests, or conduct have the effect of interfering with the performance of duties or creating an intimidating, hostile or otherwise offensive work environment;
- B. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or employment decisions.
- C. Submission to correction of such advances requests, or conduct is used on a basis which will be utilized in the investigation process with the Human Resource Director (Pat Centilli). Regarding campers, sexual harassment is defined as ANY and ALL sexual advances, requests for sexual favors, and other conduct of a sexual nature which is either verbally or physically inappropriate, and/or offensive or unequal treatment of campers on the basis of sex.

PROCEDURES FOR REPORTING ALLEGED SEXUAL HARASSMENT:

Any employee who has cause to believe that a camper or themselves has been, or is being, subjected to any form of sexual harassment shall immediately report the matter to the Camp Director at which time, the employee will complete a form on the alleged offense, which will be utilized in the investigation process with the Human Resources Director (Pat Centilli).

A report of alleged sexual harassment of a camper by either a camper or a counselor to any employee shall be deemed to be cause to believe that sexual harassment has occurred, or is occurring. An employee violates this policy and is also liable for sexual harassment if the employee has cause to believe that sexual harassment of a camper has occurred, or is occurring, but fails to report the information as provided by this policy. An employee who believes sexual harassment or any type of abuse has occurred, or is occurring, should report such conduct to the Camp Director or Human Resource Manager (Pat Centilli) regardless of the position of the offending person.

Recognizing the legal and moral responsibility of all Camp Olympia, Inc., Camp Management Foods, and Camp Management, Inc. employees to protect our campers, physical and mental health and welfare, any employee who has cause to believe that a student or camper has been or is being sexually harassed shall assume that such conduct might adversely affect the camper's physical or mental health or welfare and shall make such reports as are required by law.

PROCEDURES FOR INVESTIGATING COMPLAINTS AND CONSEQUENCES OF VIOLATING THE SEXUAL HARASSMENT POLICY:

All sexual harassment complaints will be promptly investigated. Complaints will be handled as confidentially as possible. It is intended that the privacy of administration, staff or campers, will be protected except to the extent necessary to conduct a proper investigation. If the investigation substantiates that the complaint is valid, immediate corrective action designed to stop the harassment and prevent its recurrence will be taken.

Regarding sexual harassment of employees, such corrective action may, in appropriate circumstances, include discipline (up to and including discharge) of the offending person. Regarding sexual harassment of campers, substantiation that a complaint is valid will result in immediate termination of the offending person.

All employees agree that while at camp they will adjust personal habits and actions to the customs, policies, procedures and ideals of the camp. They will conduct themselves at all times, both in camp and away from camp, in such a manner that they will be of credit to themselves and to the camp.

All camp personnel are expected to comply with the camp rules and regulations. Failure to observe these rules of conduct will result in penalties ranging from fines to dismissal.

LIABILITY OF PERSONS REPORTING ALLEGED SEXUAL HARASSMENT:

Other than a person reporting his or her own conduct, any person who in good faith and without malice reports or assists in the investigation of sexual harassment of a child is immune from civil and criminal liability that might otherwise be imposed. In addition, an employee who has cause to believe that sexual harassment has occurred, or is occurring, and who reports the matter pursuant to this policy shall not be retaliated against or adversely treated with respect to terms and conditions of employment because of the making of the report. Lastly, nothing in this policy shall require any employee alleging sexual harassment to present the matter to the person who is the subject of the complaint.

- 16) **Sexual Abuse:** Whether it is real or perceived, sexual abuse can destroy the goals of Olympia in "helping people grow in body, mind and spirit." The abuse can be counselor to camper, camper to camper, or counselor to counselor. It is every staff member's responsibility to be aware of their own actions and those of their campers and other staff members at all times, so there is never any doubt regarding the possibility for sexual abuse. Just remember, the one place you CAN touch a child is their heart. Sexual Abuse can take many forms. Touching another person in a sexual manner, hugging a person too long and too often, excess scrutiny of nakedness, and verbal sexual teasing or flirting with the same or opposite sex, to name a few.

Camp Olympia wants to protect you, our staff and our campers. Following these rules will help avoid the issue altogether:

1) The **Rule of Three**: No time should two people be alone together. You should always be in groups of three or more with at least one of the three being a counselor.

2) **Identify high-risk situations**- There will be times when some situations will have a greater risk of sexual abuse. Monitor these times carefully as follows:

- * Undressing
- * Nudity
- * Bedtime
- * Periods of stress
- * Shower time (Shower Monitor)
- * Attending to camper basic hygiene
- * Different caretakers

3) **Architectural Risks** - Below are some areas where sexual abuse can occur. Remember, at NO time should two people be alone together in any of the following places:

- * Corners
- * Isolated areas
- * Stairwells
- * Unused rooms
- * Closets
- * Bathrooms
- * Enclosed areas where there is no access to informal monitoring
- * The woods

Twenty Ways to Protect Yourself from False Accusations

- * Rule of Three
- * Establish clear boundaries with children
- * Avoid physical contact that may be misinterpreted (ex. Piggy back rides, sitting in lap, playing with hair, massages, full frontal hugs)
- * Avoid affection that cannot be observed
- * Adhere to uniform standards of affection
- * Don't show favoritism
- * Avoid gift giving and receiving unless it is for the whole cabin
- * Use informal monitoring (line of sight)
- * No secrets with children
- * Avoid provocative or revealing attire
- * Avoid swearing and telling off-color jokes
- * Avoid adult methods of flirting with children
- * Do not allow children in your camp bed

- * Do not allow nudity (i.e. no counselors in the same shower with kids)
- * Do not lie down with a camper
- * Do not discuss your own sex life or activities
- * Do not share adult literature, magazines, books, music, posters, or videos with campers
- * When campers are undressing, avoid staring, taking pictures, or making comments about their bodies
- * Seek supervision for high-risk situations
- * When in doubt document the activity

What to Do When You Observe Possible Abuse

Our staff and our campers have a right to be safe. If you observe any situation that upsets you, come report it to the Director of Girls' Camp- Michelle Mauldin, Director Boys' Camp - Cody Mauldin, or Administration Director - Debbie Stubblefield. We will take your report seriously and investigate and do everything to protect your rights.

17. **Your Space**: The popularity of social networking sites, such as Facebook, Instagram, blog sites and YouTube, raises the concern of making sure our staff and our campers are protected.

As a result, Camp Olympia has set forth some guidelines to follow when taking part in these networking sites.

Policy:

All Internet activities must uphold all values of Camp Olympia. This includes, but is not limited to, postings on Facebook, Instagram, blog sites and YouTube. Furthermore, it is **illegal** to post any pictures of campers on the internet without specific written permission of a Camp Olympia director.

We appreciate you respecting our guidelines. At Olympia we are committed to creating a safe environment for our campers and our staff, whether they are here at our facilities or in cyberspace.

18. **Pictures/Videoing**: Staff will NOT be allowed to take pictures/video while on duty or while on camp's facility. Camp employs a photographer and videographer each summer that will capture all the daily happenings of camp. Campers are **only** allowed to take pictures during sanctioned camp events. The use of cameras inside cabins is prohibited. The use of video cameras for counselors and campers is **NOT** allowed in the cabins **or** at camp!