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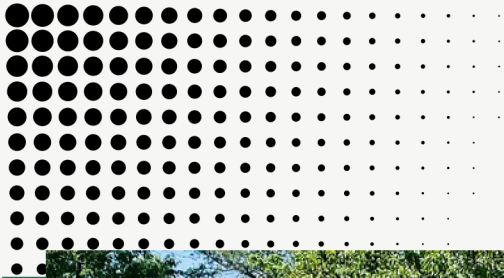
# SUMMER STAFF

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## HANDBOOK



**KNOW - FOLLOW - REST**



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# LET'S GET STARTED!

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When you walk into the Dining Hall from the front porch, above you hangs a plaque with our longtime motto written on it: 1 Corinthians 10:31 - All for the glory of God.

If you were to read the full verse, it says "So whether you eat, or drink, or whatever you do...do it all for the glory of God". It's a clear message and reminder that God desires our best in everything: our attention, our play, our thoughts, and our work. This mindset is a game changer, and it has long been a driving force for our staff and volunteers to help us view our mundane, everyday tasks and activities not just as necessary, but as worship to the God who gave us the ability to do it.

We are thrilled that you've chosen to serve with us this summer. We really believe that our mission helps change lives, and in order to execute it well, we need you to bring your best. Your best skill, your best attitude, and your best effort; not just to serve our guests well, but to honor and worship the God who continues to use this place for His glory. This handbook is intended to highlight our work policies and general logistics to help prepare you for life at Camp. Give this a good read prior to signing your contract. We want you to be fully aware of what you are in for! Thank you for committing to serve with us this summer...we can't wait to get going!

# Quick Camp Facts

Maybe you've been coming to Camp for years, or perhaps this will be your first time here. Either way, we want to give you a short overview of who we are. We've been doing Camp ministry for more than 60 years, and our history is filled with people like you, who committed their time to build a special place in the corner of New Hampshire.

## Our History

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We were founded in 1962 by members of the Evangelical Free Church, many of whose families still attend and volunteer today. Many of the buildings you see around Camp have been built or renovated by volunteers, most coming up for weekends at a time to complete them. Our property has changed quite a bit since 1962, but our purpose remains the same. We are a camp that values relationships and the tradition that has been passed down through generations.

## Our Mission

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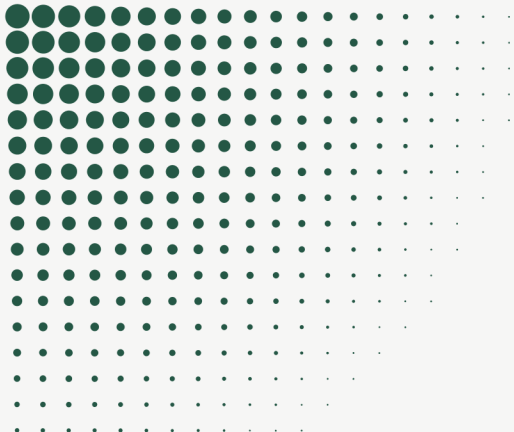
Camp Spofford aims to be a place where people can know Jesus, follow Him together, and rest in the beauty of God's creation.

## Our Programs

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We are a year-round camp and conference center. In the summertime we run a Family Camp and a Youth Camp (for ages 5-18). In the fall, winter, and spring, we host a variety of our own retreats in addition to serving guest groups who program their own experience. We also host programs during the school year that serves the local community via our youth ministry, Spofford High, and other events for the community to attend.





# Service Standards

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RESPECT YOURSELF AND OTHERS



TAKE RESPONSIBILITY AND OWN YOUR WORK



MAKE EVERYONE ELSE'S JOB EASIER



DO YOUR JOB WITH EXCELLENCE



MAKE A GOOD IMPRESSION

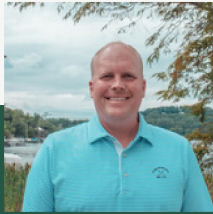
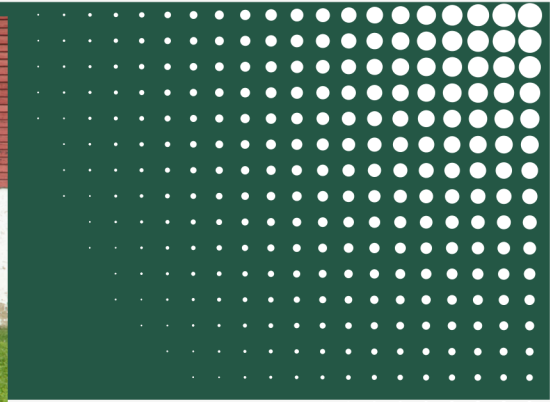


SOLVE PROBLEMS IN THE MOMENT



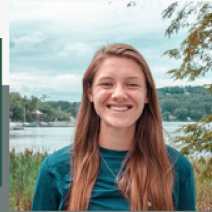
HAVE EYES TO SEE

# Full-Time Staff



**Dan Syvertsen**

*Executive Director*



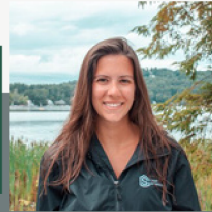
**Katie Johnson**

*Camp Administrator*



**Dave Nelson**

*Operations Director*



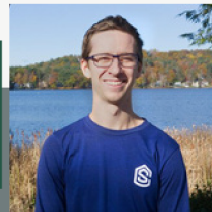
**Alissa Abrahamsen**

*Office Manager*



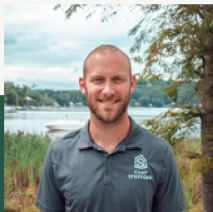
**Doug Hildreth**

*Food Service Director*



**Nick Johnson**

*Guest Group Coordinator*



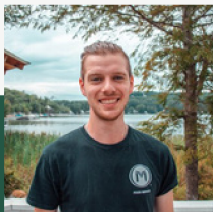
**Tory Abrahamsen**

*Program Director*



**Mary LaPorte**

*Business Manager*



**Stephen Schurter**

*Assistant Cook*



# JOB EXPECTATIONS

In the following pages, you'll find the expectations we have of each of our summer staff members, as well as our camp rules. There are, of course, expectations specific to each department (ex: how we bake our bread, what a clean toilet should look like, etc.); however, the following are universal standards that apply to every member of our summer team. Read this carefully, and understand that you are agreeing to submit to these guidelines while working here this year. 

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PLEASE READ THIS IN FULL PRIOR TO SIGNING YOUR CONTRACT

# HANDBOOK SNAPSHOT

## LOGISTICS & WORK

PAGES 7-8

### Work Week

Our standard work week is between 36-40 hours, spread over six work days.

### Paychecks

We operate on a bi-weekly pay schedule. Paper checks or direct deposits are made on Wednesdays.

### Meals

We offer three meals each day. Breakfast is required for all, except on days off.

## STAFF EXPERIENCE

PAGES 8-11

### Housing

Housing is gender specific, and off-limits to the opposite gender.

High school housing is referred to as Lower Boys/Girls, and high school graduate housing is referred to as Upper Boys/Girls.

### Curfew

Lower Boys/Girls: 10:30pm  
Upper Boys/Girls: 11:00pm

### Movies & TV Shows

G, PG, and TV-PG are allowed. PG-13 & TV-14 must get prior permission. R and TV-MA is off-limits

### Pranks

Pranks are allowed, but must never cause physical or emotional damage to another person. They must also not damage Camp property or interrupt the guest experience.

### Dress Code

Shirts must be worn at all times, except on the beach. Clothing may not contain graphic images or messages that do not reflect Camp's values. On the beach, ladies may wear one piece swimsuits and tankinis. Men may wear board shorts or swim trunks.

### Music

Any music played publicly or loud enough for others to hear must be Christian music. Headphones may be used anywhere, except for on the job or walking around camp property.

### Technology

Cell phones/tablets/watches may not be used during work hours, unless requested by your department head. Lower Boys/Girls turn in their phones each night, which are stored on a charging dock until breakfast. They must not be used after curfew.

### Leaving Grounds

Lower Boys/Girls may leave on their day off, 2 evenings, or with their department heads. Upper Boys/Girls may leave camp on their day off and any evening. Staff must be at all mandatory events, regardless of time off, and are also required to sign out when leaving.

### Romantic Relationships

Dating relationships are allowed at Camp, although we expect each couple to engage in God honoring relationship practices while here. PDA is not allowed, and your relationship must not interfere with your work. Relationships with campers are never allowed, and any such relationship will lead to dismissal from Camp. Starting a new relationship with a guest is not allowed, although staff may continue pursuing relationships predating employment (should your significant other visit Camp as a guest).

## CAMP PROPERTY

PAGES 12-13

### Prohibited Items

Alcohol, drugs, tobacco (including vapes), pornography, guns, toy weapons, knives longer than 2", gambling products.

### Dining Hall

The kitchen is off-limits to all non-kitchen staff. No staff (including kitchen staff) is permitted to take food after hours.

### Trailer Park/Local Homes

If your family owns a trailer or local home, you may only bring guests with your parent's permission AND their parent's permission. The trailer park is off-limits to other staff.

### Camp Vehicles

May not be used outside of work hours. Staff must be 25+ to drive the camp truck.

### Waterfront

Swimming after hours is prohibited unless a lifeguard is present. Staff may use boats after hours with prior permission.

### Vehicles

Staff age 18+ may bring cars to Camp.

# Logistics & Work

We often say that God does not make mistakes, and we believe that your decision to work with us is no accident. You are being hired to fulfill a set of tasks that are essential to make Camp function properly. We also believe that God asks us to do everything to the best of our ability, all to His glory (1 Cor. 10:31). Your work, in-front of guests or in the background, is an act of worship and a reflection of the skills, abilities, and character that God has placed within you. So, strive for excellence...don't worry, we'll hold you accountable!

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## Work Hours

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Each staff member works 36-40 hours a week over the course of six work days. Shift times and responsibilities vary widely by department; however, almost all work 40 hours in a week. Counselors are the exception to this rule and follow their own set of hours and work detail.



## Time Off

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Each staff member is entitled to one day off each week. Days off are assigned by department heads and will be made based on a mix of your preferences, the preferences of other staff members in your department, and job requirements. Any time off needed in addition to your one day a week must be requested in writing.



## Paychecks

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We operate on a bi-weekly pay schedule. Paychecks go out every other Wednesday in whichever method you indicate on your contract. Paychecks may either be given in the form of paper check, or direct deposit into a bank of your choosing.



## Laundry

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We provide our washers and dryers to staff free of charge. The housekeeping staff will post hours that the machines are available for staff use. Please make sure you do not have laundry in the washers or dryers during work hours, as the housekeeping crew rely heavily on these during their work day. They have full permission to toss any leftover laundry in Lost and Found or a plastic bag if left outside of permitted staff hours!





## Meals

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Meals are provided for all staff: breakfast, lunch, and dinner...and coffee break! Timely attendance at breakfast is required every day, with the exception of your day off and those working while the meal is ongoing. Meal times will be posted at the beginning of summer; however, they are always preceded by or followed by guest meal times. For this reason, staff are expected to clean their own tables after eating.

# Staff Experience

Working here is much different than working a "normal" job. We believe we have three main ministries in the summer: Family Camp, Youth Camp, and Staff. We genuinely care about your experience here and want you to flourish just as much as our paying guests.

To that end, we strive to create a community that excels at fostering relationships, encourages spiritual growth, and promotes a fun working environment. We have policies in place to better form this community, and you may think that some of these are strange policies for a workplace to have...and truthfully, they are strange when only viewed through that lens. Instead, view these policies as community builders: boundaries put in place to protect the type of community we want to see take root.



## Housing

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Housing is gender specific and grouped by life stage. Adult Staff are housed with their own families in private accommodations. Youth Staff and College Staff are housed in community-style cabins, with one section dedicated to high school students (Lower Boys/Girls) and another dedicated to high school graduates (Upper Boys/Girls).

Female housing is completely off-limits to guys, and male housing is completely off-limits to girls. Staff are expected to keep their living areas clean, and weekly checks will be made to ensure cabins and bathrooms are in keeping with our cleanliness standards.



## Curfew

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Daily curfew for Lower Staff (high school students) is 10:30pm. Upper Staff (high school graduates) must be in cabins by 11:00pm. A curfew is not enforced for Adult Staff.



## Pranks

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Pranks have always been a part of Camp culture; however, there are good pranks, and there are those that go too far. As the most basic rule of thumb, anything that causes physical or emotional damage to another person is off limits, and not in keeping with the way Jesus asks us to love others. Also off limits are pranks that lead to destruction of someone's personal property, obstruction of or annoyance to guests, or anything that would lead to the public embarrassment of Camp.

Before deciding to do a prank, think carefully about Matthew 12. Is what you are about to do something you would find funny (or maybe slightly inconvenient) if done to you, or is it something that would disturb or bother you? Pranks that cross the line will not be tolerated, and will be addressed promptly.



## Discipline System

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Discipline pertaining to work (tardiness, sub-par work, inattentiveness, etc.) will be handled by department heads directly. Issues pertaining to life outside of your work hours will be handled by the Head of Staff. Department heads and adult staff are answerable to the Executive Director.

The discipline process begins with a conversation and verbal warning that you have entered into the discipline protocol. Should the action continue, staff members will receive a second warning, this time in writing. Should the behavior become a habit and occur a third time, employment at Camp may be terminated and you will be sent home.



## Leaving Camp

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Lower Boys/Girls are permitted to leave Camp on their day off, two evenings, or with their department heads for department outings. Upper Boys/Girls are permitted to leave on their day off and any evening. Staff may not leave grounds outside of these times. Staff must also be present for all mandatory activities, regardless of the above conditions. When leaving, staff must sign out and sign in again upon returning. Those under the age of 18 must have parental permission to travel beyond 20 miles of Camp.

Running and/or biking off-site is permitted. If doing so, someone else must know when and where you are going. The community around Camp is a safe one, but we still recommend using the buddy system when running or biking on the roads surrounding our property.



## Movies & Shows

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Staff are allowed to watch movies on-site when not working, and off-site on their day or evenings off. Staff may watch any movie rated G or PG, or any TV show rated TV-PG or less. PG-13 movies and TV-14 shows must be approved by leadership prior to viewing. Movies rated R and shows rated TV-MA are prohibited while working at Camp. Movies may be watched in the Staff Lounge, but on no other public TV around camp .



## Music

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Secular music is not prohibited while at Camp; however, any music played publicly, or anywhere that someone other than you may hear it, must be Christian music. Headphones and personal listening devices may be used everywhere except on the job or when walking around Camp. On the job should be an obvious one, but as for walking around Camp, remember that we value relationships. We want staff to be aware of their surroundings and able to interact with guests and staff they pass by, which you cannot do effectively when wearing headphones!



## Technology

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This is likely the most radical rule we have...and we know it. Remember that culture and community we talked about wanting to foster? We think this is key in doing that. So yes, we are asking you to sacrifice something few others do, but we do it with the intention of protecting a place that can offer you something much deeper if you would only give it the attention it needs.

Cell phones may not be used during work hours or brought with you to work. Some staff positions do require use of cell phones. In departments where this applies, the expectation for those staff members is that phones will be used only as intended by the department head during work hours.

Cell phones are collected from Lower Staff each night by the Head of Boys/Girls, and stored in a charging dock overnight. Upper Staff do not have their phones collected, but the same rule applies: staff may not have or use their phones after curfew. These rules also apply for tablets, computers, smart watches, and other smart devices.



## Romantic Relationships

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We do not have a rule against dating relationships. In fact, we have seen many wonderful marriages come from relationships that began at Camp! That said, we expect any dating couple to engage in God-honoring relationships while at Camp. Relationships must not interfere with your job, nor may they violate any other personal conduct rules outlined here. PDA (Public Displays of Affection) is also not allowed here.

Exceptions to this rule are relationships with campers and guests. Camp Spofford has a zero-tolerance policy for staff/camper relationships. You as a staff member may not have a romantic relationship with a camper while employed. Violation of this rule will lead to your termination of employment. You also may not start a new relationship with a guest. This does not apply to relationships that predate your employment.



## Dress & Personal Appearance

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All staff are expected to dress with thoughtfulness when on or off the job. This means choosing to wear clothes governed by a sense of respectability, modesty, and self control. We seek to be neither legalistic nor lax in our attitude toward dress. Gender specific rules will be discussed as needed.

Shirts are to be worn at all times, except on the beach. Clothing may not contain any image, language, or message that is vulgar, offensive, unbecoming, or inconsistent of a Christ follower. You must be fully dressed when going to/from the cabin and/or bathroom. Bathing suits may include one piece suits and tankinis for women, and swim trunks and board shorts for men.

While on the job, clothing should be appropriate to the work you will be doing and professional in appearance. A specific department dress code and/or uniform will be communicated by your department head, if applicable.



## Respect

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More than your hired position, you are part of the camp team. Respect the other men and women that you are working with, and show them the type of love outlined in the Gospel. Look for ways to serve them and put their needs above your own. Be a friend to those who need one. Value the time with your close friends, but keep an eye out for others to not exclude them or cast them aside. Work as a team, and try to make this the type of community you want to see more of in the world!

# Camp Property

Many of Camp's resources are available to you to use while you are here. Listed below are some guidelines around our facilities and equipment, in addition to some items that are not allowed on-site.

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## Prohibited Items

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While not an exhaustive list, the following items are not permitted to be on-site, or used off-site during your employment.

- Alcoholic beverages
- Drugs
- Tobacco of any kind, including vapes
- Any smoking product
- Guns (toy or real)
- Knives longer than 2"
- Pornography
- Materials that promote unhealthy sexual attitudes or behaviors
- Gambling Products



## Dining Hall

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No washable items from the Dining Hall may be taken away from the Dining Hall (utensils, plates, pitchers, cups, etc.). The Kitchen is off-limits to all staff, with the exception of the Kitchen Staff, Dish Room Staff, and Wait Staff. No staff member (including kitchen staff) is permitted to take food from the kitchen outside of meal times without the permission of the Food Service Director.



## Trailer Park & Local Homes

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The Trailer Park is off limits to all staff, unless your family owns a trailer on-site. If your family does have a trailer, or owns a home close to camp, parental permission from both your parents and the parents of your guests is required before bringing anyone with you.



## Vehicles

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Staff members age 18 and older may bring vehicles to Camp. All cars must be parked in the boat yard, located off of Maple Road. Staff may not loan their cars to others, nor may they take anyone under the age of 18 with them without parental permission.



## Camp Vehicles

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Driving a Camp vehicle is a privilege that must be taken seriously. Camp has trucks, golf carts, atv vehicles, tractors, and other small vehicles. Should you have a job that requires use of one of these vehicles, it is your responsibility to know how to safely operate each one and they must only be used for work purposes during work hours.

Staff must be 25 and older to drive the Camp truck or tractor.



## Waterfront

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Kayaks, canoes, and paddle boards may be used when not in high demand by guests. Check with the Waterfront Director prior to using these outside of beach hours. No swimming is permitted outside of beach hours without a lifeguard present and approval from the Waterfront Director.

