

Summer Staff Handbook

Serving Families & Kids Since 1962

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Welcome!



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!



Meet Our Year-Round Team

Executive Director



Dan
Syvertsen

Associate Director



Tory
Abrahamsen

Operations Director



Dave
Nelson

Camp Administrator



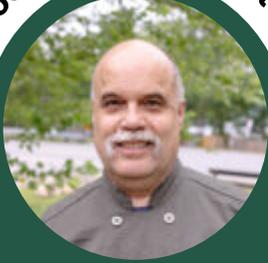
Katie
Johnson

Program Director



Devin
Hess

Food Service Director



Doug
Hildreth

Guest Group Coordinator



Nick
Johnson

Discipleship Coordinator



George
Dimitriadis

Business Manager



Mary
Laporte

Housekeeping Manager



Lisa
Martins

Assistant Food Service Director



Maria
Thompson

Administrative Assistant



Liz
Nelson

Executive Assistant



Alissa
Abrahamsen

Service Standards



RESPECT YOURSELF & OTHERS



TAKE RESPONSIBILITY & 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

Work & Logistics



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, do everything with that in mind.

Work Hours

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 everyone works 40 hours in a week. Counselors are the exception to this rule and follow their own set of hours and work detail.

Time Off

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 additional time off needed must be requested in writing to the Camp Administrator by June 1st.

Paychecks

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

Laundry

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 outside of the permitted hours.

Meals

Meals are provided for all staff: breakfast, lunch, and dinner...and coffee break! Attendance at breakfast is required every day by 7:30am, with the exception of your day off or meal off. Meal times will be posted at the beginning of summer, and 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

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 inspections will be done to ensure the cabins and bathrooms are in keeping with our cleanliness standards.

Curfew

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

Discipline System

Rules pertaining to work (tardiness, sub-par work, inattentiveness, etc.) will be enforced by department heads directly. Community living standards will be enforced by the Heads of Staff and Operations Director. All disciplinary action is reported to the Executive Director.

Disciplinary action varies on the behavior, and employees are notified in writing when they have entered the official discipline process. This process includes:

- Verbal warning with written documentation
- Written warning
- Dismissal

Depending on the level of offense, any of these steps can be taken at any time.

Leaving Camp

Lower Boys/Girls are permitted to leave Camp on their day off, two evenings per week, 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 ride with another staff member and to travel beyond 20 miles of Camp.

Running and/or biking off-site is permitted. If doing so, you must sign out. 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. If you want to walk on Route 9, someone must accompany you.

Movies & Shows

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 only in the Staff Lounge on Camp's streaming services during open hours, but they are not allowed on any other public TV around camp.

Music

Any music played publicly or within earshot of others must be Christian or family-friendly 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 that they pass by, which you cannot do effectively when wearing headphones.

Technology

Cell phones may not be used during work hours or brought with you to work. In departments where communication is necessary, walkie talkies will be provided.

Cell phones are not allowed at meal times or in the cabin after curfew. They will be collected from Lower Staff each night by the Head of Boys/Girls, and stored in a charging dock overnight. These rules also apply for tablets, computers, smart watches, and other smart devices.

Vehicles

Staff members age 18 and older may bring vehicles to Camp. All cars must be parked in the boat yard that's 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.

Romantic Relationships

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 here. Relationships must not interfere with your job, nor can they violate any other personal conduct rules outlined here. We also encourage staff to disclose romantic interests with a trusted adult staff member, which falls in-line with our goal to create mentorship opportunities between adult and youth staff. That being said, new relationships (not predated to your employment) between an Upper Staff (18+) and Lower Staff (under 18) member are not allowed, nor is PDA (Public Displays of Affection).

Unlike relationships between staff members, relationships with campers and guests are not allowed. 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

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 with being a Christ follower. 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.

In addition to the above information, summer staff are also not allowed to get a new piercing or tattoo while employed at Camp.

Respect

More than your hired position, you are part of the Camp Spofford 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 so as not to 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!

Pranks

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 repeatedly target an individual person, 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. Pranks that cross the line will not be tolerated and will be addressed promptly.

Camp Property



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

Prohibited Items

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, incl. 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

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 Waitstaff during their work shifts. No staff member is permitted to enter the kitchen and take food. This includes kitchen staff outside of scheduled work hours. However, food on the cereal bar may be taken by staff any time throughout the day.

Trailer Park & Local Homes

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 guest(s) is required before bringing anyone with you.

Camp Vehicles

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

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 the approval of the Waterfront Director. Camp's pontoons and ski boats may not be used by staff outside of beach hours.



Thank You

We appreciate the time you've taken to review this handbook. Though there is a lot of information in here, our ultimate hope is that these guidelines, standards, and expectations will foster a culture of genuine care for one another, our work, and how we represent Christ.

Contact Information :

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 www.campspofford.org

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