

Camp JIM

Handbook for Volunteers



**Where Kids Have Fun and
Learn About God**

Important Stuff to Know for Camp JIM

What to Bring:

Supplies: Bible, notebook, pencil, flashlight, bug spray, tennis shoes, sweatshirt/jacket, rain gear, and modest swimwear.

Clothes: clothes for Sunday through Friday. We will play a game (Organized Mass Chaos OMC) where clothes will get dirty—shaving cream, silly string, water balloons, etc.—so campers are encouraged to bring something to wear they don't mind getting dirty.

Bedding: Pillow, sleeping bag or blankets/bedding for twin size bunk.

Toiletries: Soap, shampoo, towel, toothbrush, toothpaste, deodorant, sunblock, and shower shoes.

Please label all personal items: camp disposes all unclaimed lost and found items after **30 days**.

Camp Rules:

1. Love your neighbor as yourself and treat others as you want to be treated.
2. Boys must stay out of designated girls' cabin area. Girls must stay out of designated boys' cabin area. Keep the pink side pink and the blue side blue. No making purple.
3. Stay in cabins after lights out except to use the restrooms.
4. Campers must participate in all classes and activities.
5. Swim only during your designated swim time.
6. Lifejackets must be worn at all times while on boats, kayaks, canoes, etc. Campers must be with a designated leader at the designated time to go out on a boat.
7. No PDA (public or private displays of affections).

Clothing Guidelines

We want to provide a physically and emotionally safe environment. We have a few basic guidelines regarding clothing. All clothes must be modest, containing no offensive language or graphics. Swimsuits must be non-bikini styled and if it is a two-piece style, it will be necessary to wear a dark-colored t-shirt over it. The t-shirt must cover the entire midriff.

PLEASE DO NOT BRING!!!

Drugs, electronic devices, cell phones, alcohol or tobacco, e-cigarettes, weapons of any kind, knives, magazines, pop, gum or valuables. If any of these items are found, they will be confiscated and returned at the end of the camp week.

Note: This handbook is a guideline for policies and procedures. The leadership of camp reserves the right to change any of these policies at any time without notice if deemed necessary. This document is not legally binding.

More Important Stuff to Know for Camp JIM

1. Camp is for children and youth entering 3rd grade through 12th grade.
2. 12th graders may sign up as Counselors in Training, but it is not required.
3. Cost of camp is \$125.00
4. Registration Deadline is the July 1, 2019.
5. Please do not register through Camp JIM website or send money to them. Northwoods Baptist Association (NWBA) administrates camp for the week, using Camp JIM's facilities. Please register online at nwba.net/camp. Send money with the adult who is bringing the camper to camp or to your local Northwoods church if they are collecting fees.
6. Camp check in is from 4-5pm Sunday, August 4. **Please do not drop off children prior to 4 pm.** Parents or Guardians are responsible for campers until the camper is checked in. Camp ends at 11 AM on Friday, August 9.
7. We will have a nurse on duty at all times. All medications, including prescription, over the counter, cough drops and vitamins, must be placed in a clear plastic bag, labeled with the camper's name and dosage instructions. They must be in the original prescription containers and given to the camp nurse at registration.
8. In an emergency, Camp JIM's phone numbers are 218-828-6428 or 218-829-6767.
9. You may contact the Camp Director, Cubby Westerberg at 763-200-6209.
10. Campers will not be allowed to make or receive phone calls without the permission of the camp director. Note: campers are not allowed to have cell phones at camp.
11. Family visits during camp week make it hard on campers. Therefore, we discourage mid-week visits. However, we encourage family attendance at Friday's all camp chapel at 10:15 AM.
12. Mail and care packages can be received at camp. Address mail to campers using the following format:

Camper's Name
c/o Camp JIM

NWBA Camp Week
 1026 Camp Jim Road SW
 Pillager MN, 56473

Camp Schedule

Sunday Schedule

Time	Youth Schedule	Time	Children's Schedule
4:00	Registration	4:00	Registration
5:15	Camp Meeting	5:15	Camp Meeting
6:00	Bleachers	6:00	Dinner
6:30	Dinner	6:30	Bleacher Time
7:00	Wide Area Game	7:00	Swim Test
8:00	Swim Test	8:00	Wide Area Game
9:00	Campfire (smores)	9:00	Campfire (smores)
9:30	Cabin Devotions	9:30	Cabin Devotions
10:00	Get Ready for Bed	10:00	Get Ready for Bed
10:45	Lights Out	10:45	Lights Out

Friday Schedule

Time	Youth Schedule	Time	Children's Schedule
7:30	Counselor & Staff Meeting	7:30	Counselor & Staff Meeting
8:00	Wake Up & Get Ready for the Day	8:00	Wake Up & Get Ready for the Day
8:30	Pack/Cabin Clean Up – Get Crafts, Bring Belongings to Gym	8:30	Breakfast
9:00	Breakfast	9:00	Pack/Cabin Clean Up – Get Crafts, Bring Belongings to Gym
9:30	Game Time with Cabins (Clean an area for 10 min)	9:30	Game Time (Clean an area for 10 min)
10:15	Chapel	10:15	Chapel
11:00	Go home	11:00	Go home

Monday – Thursday

Time	Youth Schedule	Time	Children's Schedule
7:30	Counselor & Staff Meeting	7:30	Counselor & Staff Meeting
8:00	Wake up & Get Ready for the Day	8:00	Wake up & Get Ready for the Day
8:30	Cabin Clean Up	8:30	Breakfast
9:00	Breakfast / Bring Bibles	9:00	Cabin Clean Up / Get Bibles
9:30	Chapel Meet in Chapel	9:30	Chapel Meet in Bear Lodge
10:15	Mon & Wed – Rec Tues & Thurs – Craft	10:15	Mon & Wed – Crafts Tues & Thurs - Rec
11:45	Talent Show Practice	11:45	Lunch (Meet on Bleachers) – Bible Memory Practice
12:15	Lunch (Meet on Bleachers) – Bible Memory Practice	12:15	Talent Show Practice
12:45	Afternoon Activities	12:45	Waterfront (Meet on Bleachers)
2:15	Waterfront (Meet on Bleachers)	2:15	Afternoon Activities
3:45	Change Clothes / TAG Time	3:45	Change Clothes / TAG Time
4:30	Afternoon Bible Study	4:30	Afternoon Bible Study
5:30	Contest/Day-Review/Silly Games	5:30	Dinner
6:00	Dinner	6:00	Contest/Day Review/Silly Games
6:30	Wide Area Games	6:30	Wide Area Games
8:00	Vespers - Chapel	8:00	Campfire Songs
8:30	Campfire Message	8:30	Campfire Message
9:00	Snack	9:00	Snack
9:15	Cabin Devotions	9:15	Cabin Devotions
10:00	Get Ready for Bed	10:00	Get Ready for Bed
10:45	Lights Out	10:45	Lights Out

Job Descriptions

Camp Director: The camp director organizes and oversees camp. The camp director makes sure all the pieces of camp come together to make camp happen. He/she oversees camp during the week and acts as the point person to help, lead, and fill-in where needed in order to make camp run smoothly.

Assistant Camp Director: The camp director's assistant assists the camp director in his/her duties. If the director is a male, it is preferable that the assistant is female (and vice-versa) so that each person can oversee the boys and girl's side of camp respectively.

Camp Administrator: The camp administrator is in charge of registration, background checks, and camp money.

Counselor: Counselors provide a safe and memorable experience for campers. They will be responsible for 6-10 campers for the duration of the week. Duties include monitoring meals, overseeing transitions to and from schedule events and lessons, and facilitating and participating in group activities. Counselors should have a genuine passion for working with and empowering young people. They should be patient, fun-loving and confident in their ability to motivate and assist campers in everything from learning new skills to working through homesickness.

Co-Counselor / Counselor in Training: The co-counselor/CIT is the support person and helper to the counselor of their cabin. They will stay in the cabin with the counselor and campers for the week, helping and working along with the counselor.

Camp Pastor: The camp pastors are in charge of leading the bible studies and teaching the youth during chapel, campfire time, and bible study time. They can also act as a counselor for campers who have questions or issues they need to work through.

Fun Leader: The fun leaders are in charge of fun during the week! They will help organize games for the rec field and gym during morning activities. They help the lifeguard during swim time and with the canoeing/kayaking games. They help with fishing and crafts. They also help the director prepare the wide area games each evening. Most Fun leaders will oversee one area, but others will move around and help in various positions.

Nurse: The nurse administers prescription medicines to campers according to their prescriptions. He/she also administers first aid and care for sick or injured campers. The nurse will determine if a doctor or emergency room visit is necessary.

Life-Guard: The life-guard is in charge of the waterfront. It is his/her job to test the camper's swimming ability to determine where they can swim during the week. He/she oversees the buddy

board and overall safety of everyone on the waterfront during swim time. The lifeguard will be helped by the Fun Leaders and any counselors who would like to help during swim time.

Kitchen Crew: The kitchen crew is in charge of making good food for the campers 😊

How to Share the Gospel with Campers

God Rules: The Bible tells us that God created everything, including you and me, and He is in charge of everything. Genesis 1:1; Revelation 4:11; Colossians 1:16-17

We Sinned: We all choose to disobey God. The Bible calls this sin. Sin separates us from God and deserves God's punishment of death. That's bad news. Romans 3:23, 6:23

God Provided: But wait. There's also good news! God sent His Son Jesus, the perfect solution to our sin problem, to rescue us from the punishment we deserve. That's something that we, as sinners, could never earn on our own. Jesus alone saves us. John 3:16; Ephesians 2:8-9

Jesus Gives: Jesus lived a perfect life, died on the cross for our sins, and rose again. Because Jesus gave up His life for us, we can be welcomed into God's family now, and for all eternity. That's the best gift ever! Romans 5:8; 2 Corinthians 5:21; 1 Peter 3:18; Ephesians 2:8-9

We Respond: How can you respond to this gift? Believe in your heart that Jesus alone saves you through what He has already done on the cross. Repent, turning from self and sin to Jesus. Tell God and others that your faith is in Jesus. John 14:6; Romans 10:9-10, 13

The ABCs help us remember how to respond to the gospel.

A: Admit that you are a sinner and repent. Repent means to turn around or to change direction. We turn away from our sin and turn towards God.

B: Believe that Jesus is God's Son and receive His gift of forgiveness from sin.

C: Confess to God, and other people, that Jesus is your Savior and that He is the Lord of your life.

Behavior Management Policy

We advocate a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. Rules are established for the safety of everyone and to ensure that we have a common standard of behavior. Corrective discipline must be a creative, caring effort on the part of the counselor, and it must be seen as such by the camper. Following are the plans and policies for behavior management:

1. Discuss rules with campers and identify out-of-bounds areas.
2. Discuss the possible consequences of breaking any rule:
 - Quiet time
 - Restriction from activity
 - Restriction to adult supervision
 - Extra duties
 - Conference with director
 - Conference with parent/director
 - Removal from the camp
3. Enforce all rules at all times, without malice, and be consistent in application.
4. Inform the camp director of all disciplinary measures.
5. **Never** allow discipline to include depriving a camper of sleep, food, or restroom privileges, placing a camper alone without supervision, or subjecting a camper to ridicule, shaming, threat, corporal punishment (striking, biting, kicking, squeezing), washing out the mouth, or physical exercise or restraint.
6. Conduct a periodic evaluation of the program/staff/camper groups to ensure that the camp environment is not contributing to behavior problems.

Tips for Behavior Management

- Give the camper one warning; make it clear that the behavior or action was inappropriate and undesirable.
- Give the camper a chance to explain; he or she may have a good reason for the behavior.
- Be consistent and impartial. Follow the rules yourself.
- Stay cool and calm; keep strong emotions in check.
- Avoid lecturing or embarrassing the camper; discipline in private if possible.
- Stress that the camper's behavior is the problem, not the camper's personality. Help the camper identify positive, acceptable alternatives to the problem behavior.
- Once the disciplinary time is over, accept the camper as a part of the group again.

Camp Rules:

1. Love your neighbor as yourself and treat others as you want to be treated.
2. Boys must stay out of designated girls' cabin area. Girls must stay out of designated boys' cabin area. Keep the pink side pink and the blue side blue. No making purple.
3. Stay in cabins after lights out except to use the restrooms.
4. Campers must participate in all classes and activities.
5. Swim only during your designated swim time.
6. Lifejackets must be worn at all times while on boats, kayaks, canoes, etc. Campers must be with a designated leader at the designated time to go out on a boat.
7. No PDA (public or private displays of affections).

5 Steps to Mediating Conflicts:

1. **Heart Preparedness:** When kids are having conflict, emotions are high. The best first step is to separate the parties and give them a designated time to cool off. Have them think about step 2 during this time.
2. **Confession:** Help campers take responsibility for their part of the problem. Jesus said get the log out of your own eye before helping your neighbor with the speck in his eye.
3. **Mediation:** Have campers come together to confess to their part of the problem and discuss what happened. Encourage each party to understand the other party.
4. **Forgiveness:** When campers have confessed and been heard, they are ready to seek and grant forgiveness.
5. **Negotiation:** Make a plan to resolve the issue that started the conflict and a plan to avoid future conflict.

*If you have a persistent issue with conflict in your cabin or among campers, please tell the camp director, who can help with this process. If you do not have time in your schedule to go through this process with campers, please tell the camp director.

Rules for Volunteers

1. Be an example. Realize that being a counselor/volunteer automatically makes you a role model to all the kids at Camp JIM. Seek to display the example of Christ in your speech, conduct, and attitude.
2. Keep your campers safe.
3. Keep your cabin together and get them to where they need to go when they need to get there.
4. Enforce the camp rules and follow the schedule.
5. No smoking, swearing, drugs, allowing campers to use your phone, inappropriate joking, or anything unbecoming of a Christian.
6. The camp director is there to help you. He/she will connect you with the right kind of help. If you need help during the week, don't be afraid to ask.

Ways to Be an Example to Kids:

1. Display the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
2. Read your Bible & pray.
3. Follow along during messages and worship whole-heartedly.
4. Speak up against gossip, bullying, and inappropriate joking.
5. Be a team player.

Homesickness

The single most effective thing that camp counselors can do for children who suffer from homesick feelings is to do what they do best, namely to have fun with kids and create a socially safe environment where children can make friends. The traditional wisdom that you can cure homesickness by distracting them with games, contests, skits, or singing — the traditional staples of camp — is correct. Kids can be homesick and happy at the same time.

Things you can do:

1. Don't ignore their homesickness. Listen, ask questions, seek to understand and empathize. Ask, "What do you miss about home?" This may seem counterproductive, but it actually helps.
2. Realize it is ok to feel helpless.
3. If a camper is homesick at a time when you are busy with other camp activities, acknowledge their feelings and then suggest a later time you could talk about it with them. When there is more time, the counselor needs to ask the camper some questions about what the child misses and listen to some of the child's stories. If a child feels that his or her homesickness is seen and acknowledged, that will be of significant help to most children. It cannot be done in a rush, though it doesn't have to turn into a one-hour therapy session every time. There must be a fairness principle at work; all the campers need the counselors' time.
4. Tell the camp director: The director will say, "We will try to overcome the homesickness, but if you can't get over it in a few days, we can call your parents." (Note: do not allow campers to call home on your personal cell phone.)
5. If the whole cabin seems to be homesick, a group discussion can help. Have the kids describe their room in detail. This may seem counterintuitive, but it will help.
6. Help them write a letter home. If they can't write, you can write it for them. You don't even have to send it, but it can help.
7. If a camper has debilitating homesick, which is rare, it may be appropriate to allow them to go home. If this happens, don't see it as a failure. Encourage the camper that he/she did really well to make it as long as he/she did. Allow the camper to say a dignified goodbye to his/her cabin and friends.