

# **Silver Lake Mennonite Camp**

## **Expectations & Policies**

### **For Volunteers**

#### ***Logistics for All Volunteers:***

- Arrival times:
  - Week-long volunteers, please plan to arrive on Sunday afternoon between 3 and 5 p.m
  - Camp 1 volunteers, please arrive Tuesday between 2-3 pm
  - Weekend Volunteers- please arrive Saturday between 9-10am
  - Volunteers who are not in any of these groups please ensure that you have confirmed your arrival time with the Executive Director before arriving at camp.
- Upon arrival please identify yourself to a Silver Lake staff person who will show you to your cabin.
- Enjoy the first meal as our guest (you'll be working hard for the other ones☺). After the meal there will be a gathering of all volunteers with the head cook, cook's assistant, the maintenance co-ordinator and the directors to get to know one other and to explain any other expectations.
- You are invited to campfires, morning devotions/watches, worship campfires, coffeehouses, pineside concerts and closing campfires. If you wish to participate in other parts of the program you are to let a director know before participating.
- Normally, we will eat meals on the kitchen porch unless weather dictates otherwise.

#### ***Kitchen Volunteers:***

- Be in the kitchen for 7 a.m. start unless otherwise determined by the Head Cook.
- Wear closed-toed shoes and have long hair tied back or under a hat.
- Normally kitchen staff works from 7 a.m. till noon, preparing breakfast, lunch and supper and may be expected to return to the kitchen around 4:30 p.m. to finish supper preparations.
- The Head Cook will delegate cooking tasks to the volunteers.
- GOOD NEWS! You are not expected to do dishes.
- Normally Saturday morning breakfast is the last meal you will be expected to prepare.
- \* *If you have special talents in the kitchen notify the cook at the beginning of your stay*

#### ***Maintenance Volunteers:***

- Usually work in the mornings and a few hours in the afternoon after a little rest.
- From time to time you might be asked to help out in the kitchen.
- \* *If you have special talents in maintenance notify the Maintenance Coord. at the beginning of your stay*

#### **GENERAL POLICIES FOR VOLUNTEERS**

- Volunteers do not have access to camper cabins. No volunteer should be at a camper cabin without prior clearance from a director.
- Volunteers are never to be alone with campers (except in extenuating circumstances whereby the camper is a child of a volunteer then see the policy for Volunteer Children below).
- During "time-off" you are welcome to wander around the camp, relax or enjoy other aspects of the Bruce Peninsula (of course if you want to work, there is almost always work to do!).
- Providing campers are not in session, we invite you to use the canoes and/ or kayaks. PLEASE NOTE; PFDs (life jackets) must be worn at all times on the water.
- Please use Volunteer Sign in/out list if you are leaving property. This is located in the kitchen.

- You may use the staff phone line (519-422-3200) if needed to make any calls, located in the office or the Kitchen. For internet access please see a director.
- In case the siren sounds indicating a land or water search, all the volunteers are to return to the Dining Hall where they will be instructed on which procedures to follow. We will give you advanced warning for all practice searches
- If any problems arise or you have any concerns or comments please funnel those comments through the camp director.

## **VOLUNTEER CHILDREN POLICY**

### ***Volunteers Whose Child(ren) Are Campers:***

- Parents may visit/talk with their child(ren) but should encourage their child to make their cabin and counselors their primary focus. Parents should give their child space and encourage them to get to know their cabin mates.
- Parents do not have access to camper cabins unless they are fulfilling maintenance duties or have made arrangements with the cabin counselors and directors.
- Parents should discuss any concerns with the director.
- For insurance and programming reasons, children are not allowed to volunteer even if under the supervision of a parent. All children on site must be registered in a traditional camp program

## **RELATIONSHIP POLICY**

The Silver Lake community is built on relationships; relationships between campers, campers and staff, staff and volunteers, and among the staff make up a web of relations that form SLMC's community. All people at Silver Lake, regardless of who they are (e.g. camper, staff, volunteer, guest, parent, etc.) have a right to experience Silver Lake as a safe place that is free from any form of harassment or abuse.

### **GUIDELINES FOR STAFF, VOLUNTEERS, CILTS AND GUESTS RELATING TO CAMPERS**

Silver Lake is a place made up of people of various ages and positions. Those considered adults (those over 18 which include staff, volunteers and guests) as well as CILTs (considered adults in this section) hold considerable power (due to their age and size) over the younger children (campers). Such power can never be used to belittle, intimidate, threaten, hurt, or demean another person.

#### **Adult Awareness and Responsibilities**

- In every instance, the campers are our number one priority and are to be treated with respect. Insults, name calling or purposely doing things to belittle campers are unacceptable.
- Campers are in the care of the staff and CILTs on practicum. Volunteers are not allowed to supervise campers or have access to camper cabins outside of Maintenance duties.
- Adults must not put themselves in situations where their actions can be misinterpreted. Adults should also be mindful of how their interactions with one another can be misinterpreted by campers.
- ***Adults should never be alone with a camper and should follow the three-person rule. Private conversations between campers and adults should always be done in a public place.***

**Discipline**

- No adult member should ever physically discipline a camper. Discipline may include any form of physical or emotional punishment, denial of needs (sleep, food, shelter, clothing), or verbal abuse. If you need to reprimand a camper or impose limits or consequences for misbehaviour, do so in the presence of another staff member.
- Whenever possible, adults should respect the camper's desire for privacy and the camper's personal boundaries.

**Reporting**

- If anyone knows or suspects that any of the above guidelines have been broken, they must report such incidents immediately to one of the Directors.
- The Directors will follow the guidelines for response outlined in Section C of the Abuse Prevention Policy, "Response to Accusations of Abuse".