

PERSONNEL POLICIES

Volunteer Selection

Volunteers shall be selected on the basis of qualifications necessary to perform the job (such as experience, knowledge, education, mental and physical skill, and ability to be a positive role model for children).

The volunteer selection process shall be free from any discrimination based on an individual's race, sex, color, religion, national origin, age, veteran status, or disability. Surveillance

Health and Illness

Based upon the population of campers and families that Camp John Marc serves, it is important that if staff and/or volunteers have a fever or have any feelings of sickness that could be influenza-like in the past 7 days, that they not come to camp or have interactions with the campers and/or families. This is an effective preventative measure that will limit exposure to the camp population.

Whenever a volunteer feels ill or incurs an injury of any type, they must report to the Medical Director immediately where the volunteer will be examined and assessed. Based on the medical assessment, if volunteer requires emergency care, they will be transported to local hospital for further evaluation; an incident report should be completed by volunteer in conjunction with medical staff on all injuries on site.

Personal Appearance

Each volunteer will be expected to maintain a standard of personal dress and appearance that will serve as a model for campers. Specifically, closed-toed shoes must be worn at all times to prevent injuries. T-shirts that reference drinking, drugs, profanity, or the like may not be worn at camp. Revealing and transparent clothing are not permitted.

Transportation/Volunteer Vehicles/Gate Code

Campers are not to ride in staff/volunteer cars or camp vehicles. Camp vehicles will have designated drivers authorized to drive these vehicles; non-authorized individuals will not drive camp vehicles (ATVs or trucks). Personal/Volunteer vehicles need to be parked in the parking lot (outside the front gate). The gate is accessed through a code, the Camp John Marc Director will contact you with the gate code prior to the start of your weekend, please put this in your phone!

Alcohol

Alcohol will not be permitted on the premises of Camp John Marc (including in vehicles on the premises). This policy reflects an effort to maintain compatibility with the Camp John Marc mission of a child focused environment based on the notion of health of mind, body, and spirit and the relationship with nature.

Facilities and Property Damage/Inappropriate Pranks and Hazing

To maintain the quality of the facility for everyone, all camp activities are monitored by Camp John Marc staff and volunteers. Activities of a destructive nature to property or those that are detrimental to the physical, emotional, or psychological well-being of other campers will not be tolerated; often what may be viewed as fun by some may be viewed as intrusive and destructive to others.

Individual cabins, campers, staff, and/or volunteers are not to be the target of destructive or inappropriate pranks or hazing activities. Campers and volunteers should only be in other campers' cabins if invited or with the knowledge of the cabin's inhabitants. At no time should anyone disturb another individual's property. An action that could be interpreted as mean by any campers (pranks or hazing) should not occur.

Safety and Security

Our first responsibility is to provide a safe environment for Camp John Marc campers and following our Risk Management Plan is what enables us to do so. Risk Management are the foundation of our safety program, we will discuss this in more detail during the orientation.

The safety and security of the campers, staff, and volunteers are paramount at Camp John Marc. Volunteers will not have any of the following items on the Camp John Marc premises:

- × Weapons
- × Firearms or ammunition
- × Knives, not including pocket knives with no more than a three inch blade*
- × Firecrackers, sparklers, etc.
- × Mace or pepper spray
- × Sexually explicit materials
- × Laser pointers
- × Illegal drugs
- × Inhalants (unless prescription)
- × Alcohol
- × Tobacco products, matches or lighters for anyone under 18 years of age*
- × Food in cabins unless in airtight containers or individual sealed packages
- × Silly String
- × Pets (except service and guide dogs)

*Must be closely monitored by staff and volunteers.

Emergency Procedures will be covered in more detail at volunteer orientation.

