

## GENERAL GUIDELINES/EXPECTATIONS OF ALL PERSONNEL

*Camp Christopher is a safe, Christian community of worship,  
Christian Education, recreation and outdoor ministry.*

1. At all times, the welfare of campers comes first.
2. Staff and volunteers are to serve as Christian examples, modeling Christian discipleship at all times.
3. Alcohol and illegal drugs are not allowed on site.
4. The smoking policy is to be followed at all times. See the Manual for further information
5. While at camp, relationships are to remain on a friendship level only.
6. All persons at Camp Christopher shall be respectful of the opinions, emotions, property, and personal space of others. Abuse of any sort will not be tolerated.
7. The telephone is to be used for camp business and emergencies. With the permission of the Director, staff and volunteers may make short personal calls (collect or calling card).
8. Due to the level of risk involved in camping ministry, all staff and volunteers are required to complete a Police Record Check prior to arriving on site.
9. All program staff must attend the **pre-camp staff meeting held at 1pm on opening day** of each week. This includes Program Director, Leadership Coordinator, Waterfront/Recreation Director, Counsellors, and Health Officer.  
(Written 1999) (Revised 2005)

## RESPONSIBILITIES OF ALL STAFF

- A. All staff are responsible to the Administrator.
- B. All staff are to attend staff meetings as arranged by the Program Director.
- C. All staff are to remain on - site unless arranged otherwise with the Program Director.
- D. All staff are to report all injuries to the Program Director and Health Officer.
- E. All staff are to ensure all camp rules are obeyed.
- F. All staff are to serve as Christian examples to the campers.
- G. All staff are to maintain and clean camp property.  
(Revised 2000) (Revised 2003) (Revised 2005)

## **Maintenance Manager**

**Summary:** The Maintenance Manager serves as the caretaker of the equipment and buildings of the camp site. He/she must have a current driver's license.

### **Primary Responsibilities:**

5. Upkeep of Buildings & Facilities
6. Groundskeeping

### **The Maintenance Manager is expected:**

1. To model good Christian Leadership, in accordance with the philosophy and purpose of Camp Christopher.
2. To be responsible for the maintenance of all camp buildings and equipment.
3. To be responsible for all pick-ups and deliveries related to camp life.
4. To work in a team with the Administrator, and Kitchen Manager, for the coordination of maintenance and food in relation to the program.
5. To maintain the grounds and buildings to ensure the health and safety of campers and staff.
6. Monitor and operate the water filtration system, including regular tests for health standards.
7. Inspect the fire safety equipment weekly (fire alarms, extinguishers, water barrels)
8. To provide the maintenance committee with final evaluations of the camp site.
9. To do any other duties as delegated by the Administrator or Liaison Committee.

(Revised 2005)