

Paid Staff Information Sheet

Age Requirements:

Nurse – 20 years old • Cook – 18 years old
Lifeguard – 16 years old • Dishwasher – 15 years old

Location:

All camps will be held at Mountain Valley Retreat Center, Hot Springs, AR. All persons are admitted without regard to race, color, national origin, sex, or handicap.

Camp Training is Mandatory:

Camp training will be made available upon request by emailing kgilbert@araog.org and one will be mailed out to you. A form will be provided for you to sign that will validate your viewing of the DVD provided. This must be completed no later than **June 4, 2012**.

Camp Dates: All paid applications are to be returned on or before April 2, 2012. Notification of job positions will be issued beginning April 5, 2012.

KC 6	July 2-6	KC 9	July 18-21
KC 7	July 9-13	KC 10	July 23-27
KC 8	July 15-18		

Medical Policy:

Camp provides supplementary insurance to those injured at camp.

All non liquid prescriptions must be brought in Blister Packs that the children's pastors may ordered through our office. Over-the-counter drugs must be brought in their original container. All meds must be given to the nurse upon arrival at camp.

Emergencies, Visitors & Phones:

In case of an emergency, please call the campgrounds at 501.624.1542. Under normal circumstances, you should not be visited or contacted by phone while at camp.

Opening & Closing of Camp:

Regular Camps: Plan to arrive and be ready to assist with camp by 10:00AM on the first day of camp. Dismissal for paid staff will be 11:00AM on the last day of camp.

Mini Camps: Plan to arrive and be ready to assist with camp by 12 noon on the first day of camp. Dismissal for paid staff will be 11:00AM on the last day of camp.

Camp Property Damage:

Charges for items broken or damaged will be billed to all parties and/or individuals involved.

Room Assignments:

Cook and dishwasher room assignments will be made by the camp director in assistance with the Head Cook. Nurses will be assigned to the Nurse's Station. No one else is allowed to room in the Nurse's Station.

What to bring:

Bible, sheets, blankets, pillow, towels, toiletries, money (cash only; no checks will be cashed at camp), work clothes, church clothes and personal laptop if desired.

What to forget:

If improper magazines, books, illegal drugs, alcoholic beverages, fireworks, firearms, and cigarettes/tobacco are found, they will be confiscated and your employment will be immediately terminated.

Dress Code:

We take pride in the appearance of our campers and staff. Your dress sets the tone and attitude of the students. All campers and staff are expected to dress & groom themselves neatly.

ALL CLOTHING MUST BE NO SHORTER THAN 2" ABOVE THE KNEE. Shorts can be worn during the day. Absolutely NO spandex shorts, athletic shorts, boxer shorts, or shorts shorter than 2" above the knee. Abbreviated attire such as half shirts, tank tops, sundresses, spaghetti straps or crop shirts will not be allowed, and should be left at home. Shirts and dresses that have ANY part of the back missing or the arm holes cut out will not be allowed. Tight fitting clothing (pants and shirts) should be left at home. If you bring it, you will be asked to change. ALL CLOTHING SHOULD BE MODEST. Closed toe shoes must be worn at the go-cart track.

Once your duties are completed you are allowed to attend evening services. For evening services, young ladies may wear modest dresses or long pants. Young men must wear dress slacks or clean jeans (this means with no holes in them) and a shirt. No suits are necessary. Absolutely no shorts for evening services!

Rules & Guidelines:

Specific rules will be given at orientation and are available in your staff manual. Any infraction of these rules and guidelines will result in expulsion from the camp.

Staff Mail:

Friends and family can write you at: Staff's Name - Camp #, c/o Mountain Valley Retreat Center, 1366 N Highway 7, Hot Springs, AR 71909. (Please allow 3-4 days for delivery.)

Staff Requirements:

Camp staff returning from 2008, 2009, 2010 or 2011 are only required to send in the Paid staff application and a pastoral recommendation. For all other applicants, all pages are required. The church is not required to perform a National background check for those applying for a paid position, upon approval the camp will run National background check required at no cost to hired staff.

Volunteer Staff Information

Age Requirements:

Kid's Camp – 18 years and older

Location:

All camps will be held at Mountain Valley Retreat Center, Hot Springs, AR. All persons are admitted without regard to race, color, national origin or sex.

Mandatory Staff Orientation:

Staff orientation will be held at the retreat center on the first day of camp starting at 2:30 PM in the cafeteria for camps 6, 7 & 10 and 4 PM for camps 8 & 9.

Camp Training is Mandatory:

Camp training videos are available upon request. Email request to kgilbert@araog.org. A form will be provided for you to sign that will validate you watched the video. This must be completed not later than **June 4, 2012**.

Camp Dates: All volunteer applications are to be returned on or before June 4, 2012. Applications received after June 4 will be charged a \$25.00 Non Refundable late fee. No Application will be accepted after June 18, 2012 or on the first day of camp.

KC 6	July 2-6	KC 9	July 18-21
KC 7	July 9-13	KC 10	July 23-27
KC 8	July 15-18		

Medical Policy:

At least one qualified medical person is on duty during camp. Camp will provide insurance for those injured at camp that do not have current insurance.

All medications, prescriptions will need to be in bubble cards from your pharmacist or can be ordered from our office. All over-the-counter drugs must be brought in the original bottle to the camp nurse on Monday. Please have your meds in a zip lock bag with your name on the outside.

Emergencies, Visitors & Phones:

In case of an emergency, please call the campgrounds at 501.624.1542. Under normal circumstances, you should not be visited or contacted by phone while at camp. **The AR District will not be responsible for lost or stolen personal items.**

Opening & Closing of Camp:

Regular Camps: Registration begins at 12:30 PM and closes at 2:30PM. Our staff meeting will begin promptly at 2:30 PM and is mandatory for ALL staff. Staff not arriving by 2:30PM will forfeit their beds. Camps dismiss at 10:30AM on Friday. **Mini Camps:** Registration begins at 2:00PM and closes at 4:00PM. Our staff meeting will begin promptly at 4:00PM and is mandatory for ALL staff. Camps dismiss at 10:30AM on the last day of camp.

Room Assignments:

All staff will be roomed the first day of camp. Two (2) staff will be roomed in each room. When **POSSIBLE** at least one of those staff members will be with their own church.

What to bring:

Bible, sheets, blankets, pillow, towels, toiletries, money (cash only; no checks will be cashed at camp), casual clothes, church clothes, swimming trunks/suits, closed toed shoes for the go-carts, and bag for wet clothes.

What to forfeit:

If electronics, improper magazines and books, illegal drugs, alcoholic beverages, fireworks, firearms, and cigarettes/tobacco are found, they will be confiscated and may not be returned.

Dress Code:

We take pride in the appearance of our campers and staff. **Your dress sets the tone and attitude of the students.** All campers and staff are expected to dress & groom themselves neatly.

ALL CLOTHING MUST BE NO SHORTER THAN 2" ABOVE THE KNEE. Shorts can be worn during the day. Absolutely NO spandex shorts, athletic shorts, boxer shorts, or shorts shorter than 2" above the knee. Abbreviated attire such as half shirts, tank tops, sundresses, spaghetti straps or crop shirts will not be allowed. Shirts and dresses that have ANY part of the back missing or arm holes cut out will not be allowed. Tight fitting clothing (pants and shirts) should be left at home. If you wear it, you will be asked to change. **ALL CLOTHING SHOULD BE MODEST.** Shoes must be worn at all times.

For evening services, young ladies may wear **modest** dresses or long pants. Young men must wear dress slacks or clean jeans (this means with no holes in them) and a shirt. No suits are necessary. **Absolutely no shorts for evening services!**

Rules & Guidelines:

Specific rules will be given at orientation and are available in your staff manual. Any infraction of these rules and guidelines will result in expulsion from the camp.

Staff Mail:

No food, including candy, should be brought or mailed to campers or staff. Friends and family can write you at: Staff's Name - Camp #, c/o Mountain Valley Retreat Center, 1366 N Highway 7, Hot Springs, AR 71909. (Please allow 3-4 days for delivery.)

Staff Requirements:

Camp staff returning from 2008, 2009, 2010 or 2011 is only required to submit a pastoral recommendation and a volunteer staff application. All others will need all forms completed and background checks run. [Some forms need a notary to sign them.](#)

Camp Property Damage:

Charges for items broken or damaged will be billed to all parties and/or individuals involved.