



Pine Lake Camp

Chaperone Information Package



Pine Lake Camp is committed to providing a Christian-based, wholesome, healthy, positive camp experience for all campers through a well-planned camping program with staff who are willing to be **Servant Leaders**. It is important that you understand and are willing to commit to the purpose for which we exist.

Pine Lake Camp offers a meaningful volunteer experience AND provides an opportunity for you to make a real difference in the lives of hundreds of children. As a chaperone your role is not only to assist with the camp program for the week, but to also help establish the camper with a connection to your Ministry Unit that can be followed up after the camp is finished. We are looking for people who:

- Love working with children (even the toughest ones)
- Love Jesus and want to share His love with others
- See camp as a place to serve
- Have a good work ethic
- Understand that work at camp is a **TEAM** effort

It is very important that you read through all of the information in this package before completing the necessary forms.

Please read through the following outline of the Camp Chaperone role carefully before signing any forms.

PURPOSE: Pine Lake Camp Chaperones are to be a relational bridge for campers to the ministry unit, both while attending summer camp and in following up with campers after camp is over.

OBJECTIVES: To be a familiar face and get to know your ministry unit's youth more personally.

To be a support to the PLC Cabin Leaders and the overall camp program.

To help follow up with campers from your ministry unit after camp ends.

REQUIREMENTS: All chaperones must complete a Salvation Army Ministry Worker Screening Process. Please use the following as a check list:

- Pine Lake Camp Chaperone Package
- Pine Lake Camp Recommendation Form completed by the Corps Officer/Executive Director/Supervisor
- Abuse Prevention Policy Manual & Code of Conduct Agreement
- Pine Lake Camp Medical Form
- Statement of Application to Work With Children & Youth – *no more than 3yrs old*
- Current Criminal Record Check (with Vulnerable Sector) – *no more than 3yrs old*
- Armatus Online Abuse Prevention Training or Refresher - *see instruction sheet for log in instructions (First Time: Meet Sam, It Happened to Me, Keeping your Camp Safe, Duty To Report; Repeat: 2018 Refresher)*

NOTE: all chaperones must be a minimum of 18 years.

EXPECTATIONS: To provide assistance and support to the Cabin Leaders. This may involve, but is not limited to any of the following:

- Substitute as a Cabin Leader as needed (ex: cover staff breaks/illness)
- Assist Cabin Leaders with regular duties
- Be an active participant in the overall camp program and provide assistance as much as possible.



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Expectations cont'd: To communicate with Cabin Leaders regarding any special needs of your ministry unit's campers.

To have an active ministry presence:

- Be present with the campers during all activities, meals and in the lodges.
- Make personal connections with campers and get to know them.
- Be available to campers for their spiritual, emotional, and physical needs.

To be a Christian example and role model. This includes the following:

- Direct campers and staff to Jesus by your words, actions, and responses.
- Have your own working relationship with God.
- Pray for yourself, the campers, and staff. Ask God to do His transforming work before, during, and after camp.

To be motivated and flexible. Sometimes there are long days, schedule changes, and the need for extended engagement with campers. Be a servant by going the extra mile.

Endeavour to develop lasting connections with campers that can be continued in a positive way after returning to your ministry unit.

**there is a specific job description for you to sign attached to the forms package*

- ❖ This is a **volunteer** position. If a camp chaperone is a paid employee of the The Salvation Army the employee's ministry unit is responsible for determining and providing wages as necessary.
- ❖ Accommodation and meals are provided.
- ❖ Chaperones will be assigned to a Staff room in the camper lodges upon arrival. Staff are expected to be a part of "cabin life" for the duration of the week.
- ❖ All interpersonal relationships between chaperones and staff/volunteers and/or campers is strictly prohibited.
- ❖ We strongly discourage bringing cell-phones and other electronics to camp. Pine Lake Camp is not responsible for lost or stolen items. Cell-phones and other electronic devices are not permitted in the lodges at any time. Volunteers who choose to bring a cell-phone or electronic device must store and use these items in the Canteen or The Palms during personal time only.

DEADLINE: All required Camp Chaperone documents must be returned to your Corps Officer/Executive Director/Supervisor for submission to The Salvation Army DHQ Youth Department c/o Megan_Clarke@can.salvationarmy.org no later than one week prior to the camp start date.

Questions? Contact Megan Clarke, Program Director

Megan_Clarke@can.salvationarmy.org // 780-423-2111