

Responsibilities of Counseling Staff

General Responsibilities

1. Be authentic in your caring. Live intentionally from the core of your character. You were hired in large measure because of the amount of character we perceive you to have. These virtues need always to be easily evident in your life. **C-H-A-I-R**
 - Care** (I will manifest my love for others)
 - Humility** (The abilities I have are not a credit to me, but to God who entrusted them to me);
 - Authenticity** (I will not pretend to be someone I am not);
 - Integrity** (You can count on me to do the right thing even when no one is looking);
 - Responsibility** (I will act and work as if it is up to me), and
2. Initiate relationship with campers. Meal times and recreation periods are great opportunities to spend time with campers. Pray for those who specifically need your help. Watch for opportunities to reach out to campers.
3. Proceed in all settings with this awareness: "How would I want my conduct to be reported?"
4. Follow the policies of the Camper Protection Guide found elsewhere in this manual.
5. Model what we ask campers to do/be.
6. No flirting or romantic relationships with campers. If you are romantically involved with another counselor, please be discreet in your conduct with each other.
7. Do not leave your cabins after lights out. A few minutes of whispered conversation is permitted after lights out IF it is the end of your devotional, but let's do our best to see that everyone in the camp gets a full night's rest.
8. Keep your eyes open.....for campers who might be wandering off; for items that are out of place, for folks in need of some appreciation.
9. If you used it, put it back where you got it. If you come across something that is out of place, check to see if anyone is using it; if not, put it back in its place.
10. If it breaks, fix it. If you can't fix it, report it to the caretaker.
11. If you have a problem, invite help early. Waiting for problems to go away rarely works. If you have a conflict with someone, do your best to work it out directly with them. Likewise, if campers have a conflict, assist them in working it out between themselves.
12. Avoid being alone with a camper of the opposite sex without anyone else around. Never go into a cabin of the opposite sex. [Occasionally the caretaker, director or men serving on the volunteer staff will have to enter girls' cabins to do repairs. They ask before entering and, if at all possible, do the repairs while no girls are in the cabin. The director recommends taking a female staff member along if the repair must be made while girls are present in the cabin. Think: "How could my actions be reported?"
13. Counselors' primary responsibility is to the campers in their cabin, then to other campers.
14. When disciplining NEVER bluff. When you announce certain consequences for breaking a rule, be sure to carry it out. It is better to keep quiet about punishment and deal with each situation individually. We are not trying to shame people, but to redeem them. We can speak firmly without speaking harshly.
15. We will ask for a cabin count and most every all-camp gathering. Check to make sure all your campers are present.

Responsibilities in Cabins

Counselors...

- Monitor camper interaction.
- Direct and assist your campers in getting their cabin cleaned for morning inspection.
- Direct your campers in getting showered and in bed in a timely manner.
- Lead your cabin in a nightly devotional. Can be a thought, a prayer, a chain prayer.

Assistant Counselors ...

- Help with cabin clean up.
- Report situations between campers that concern you to the counselor.

Activity Area Responsibilities

1. Take Charge. The volunteer staff are there to assist you. We want YOU to run the area.
2. Do a cabin count using the list provided in order to verify that all campers are present.
3. Keep campers safe. Anticipate what COULD happen.
4. Be punctual.
5. Be watchful.
6. Be enthusiastic.
7. Participate in your activity. Campers want YOU to play. They like interacting with you.
8. Avoid using a harsh tone in your instructions to campers. You can be firm without sounding as if you are annoyed or angry at the camper.
9. Cooperate with other staff members in your activity area.
10. Counselors will be off one of the four activity periods a day. Rotation is arranged by head counselor.

Crafts & Games

- Counselors assist campers by checking out games; Ping pong balls are checked out.
- Demonstrate and assist with crafts.

Nature

- A staff member leads the riders up to the horse barn for horseback riding.
- Hikes are appropriate, but not with only one camper.
- Supervision of archery range, rifle range, lower dam.

Sports

- Options here include Dr. Dodgeball, volleyball, basketball, soccer, Frisbee, kickball, softball, four square, shuffleboard. & tennis.
- Counseling and Volunteer staff work together to initiate, organize, referee and supervise games.
- Be creative.

Water

- Waterfront is the swim area.
- The canoes and paddle boats are at the boat dock.
- Cliff jumping is offered periodically, as staff numbers permit.

Counselor Responsibilities by Daily Schedule

Rise and Shine (no earlier than 7:00)

- If you choose to jog prior to this time, please be careful not to disturb sleepers with talk or footsteps on the gravel road. If you want to see the sun rise from Tahkodah Bluff, please get permission from Director and limit to 1x per week.
- Everyone up; make bed; get entirely dressed before flag-raising bell.

Flag Raising (7:20)

- Entire camp assembles at flag pole.
- One cabin is responsible for raising the flag, leading all in the Pledge of Allegiance, and a few minutes of exercise. Rotation will be posted at Center Water Tower and at Lambeth Hall.
- Flag etiquette
 - Don't let the flag touch the ground.
 - Take it down during bad weather and at night.
 - Fold it ceremoniously.
 - Be generally respectful of it.
- See list of Morning Exercise ideas on page _____.

Cabin Clean up (7:30)

- Counselors direct campers in readying cabin for inspection. Cabin inspection takes place during breakfast and hymn sing.
- Check list for Cabin Inspection is on page _____.
- Use disinfectant spray and brush on the shower stall and bathroom floor.
- No one may return to cabins until after Bible class; have campers bring Bibles with them to breakfast.

Breakfast (8:00)

- When 8:00 bell sounds, campers line up for breakfast.
- Counselors meet for prayer at logs or on porch of Evergreen.
- Sit with your cabin.
- There is a devotional; male counselors please sign up for a turn at this.
- On first day, point out the infirmary to those who need to see the nurse for their meds.
- There is a specific way we'd like for you to "bus" your tables... We'll show you during orientation.

Learning to Pray (Done in combination with Clean Up Areas; 8:30)

- Counselors accompany cabins to designated clean up areas.
- Encourage campers to find trash. Model responsible participation here.
- An adult staff member (rather than cabin 15) will blow off the gym floor.

Hymn Sing at Gym (8:45)

- Participate enthusiastically and sincerely.
- Worship God with a view to inviting the campers to join you.
- Sit among campers.

Bible Class (9:15)

- Counselors may be asked to teach a Bible class. Curriculum is provided.
- Most counselors are free during this period. You may have a personal devotional time, take a nap, write letters, etc. Counselors may use the back room (where the pool table is located) of the Pines for a hang out as long as it is kept clean. Please only use the restroom off the bedroom near the office, because staff families occupy the back bedroom and bath (near the pool table).

Canteen (10:00)

- Assistant counselors administer canteen. Guys serve girls; girls serve guys. Need to be ready to open it soon after the bell sounds ending Bible study period.
- Staff does what campers are asked to do regarding canteen item selection and quantity.

- Canteen Queen/King informs Asst. Director of Canteen needs.
- ACs check off campers as they come through line. Asst. Dir. will provide list for each session.
- We will play canteen tag again this year (someone leaves a piece of trash on the ground the person finding it "canteen tags" them and receives one of their next canteen items).
- We recycle aluminum, plastic and cardboard

Activity Period # 1 (10:15)

- See page ____ for Responsibilities in Activity Areas

Activity Period # 2 (11:15)

- See page ____ for Responsibilities in Activity Areas

Mail Call at the Logs (12:15)

- Mail bags and loose mail have to be brought to logs. (2-3 counselors)
- Counselors distribute mail. Watch for campers who receive nothing for several days and notify Ms. Nita.
- Cabin inspection results are read. Cabins go to lunch based on inspection scores.
- Asst. counselors go to dining hall first, so they can eat and begin after meal duties.
- If time permits, counselors may lead a silly song or two.
- Head Counselor appoints someone to lead prayer of thanks for the food.

Lunch (12:30)

- Counselors may wait on porch until their cabin enters dining hall. Counselor then joins them in line.
- Sit with cabin at designated table in dining hall.
- Singing challenges are limited to two per meal and only at lunch and dinner.
- Counselors assist campers in clearing their tables.

Quiet Time (1:00)

- All should be quiet during this hour.
- Counselors should not linger in the dining hall but should get to their cabins as soon as possible in order to monitor their cabins. Without exception, the problems experienced by campers and reported to us since June 2004 have occurred **in the cabins while counselors were not present**.
- Campers need to be in their bunks for this hour. Bible Bee and rest should be the primary activities. Campers have all day to visit with each other. Whispering about Bible Bee questions is permitted at a level not audible further than 10 feet from the cabin. No other noise is permitted.
- Director or an appointee will be in center of camp for this hour to help maintain quiet. You may send disruptive campers to the red bench.
- Staff Ladies' Swim Time begins.

Sharing Time (2:00)

- This responsibility is rotated among counselors and adult staff. Head counselor creates Sharing Time Schedule; posts in Lambeth Hall.
- The purpose of this activity is to facilitate cross-gender interaction.
- See list of ideas for sharing time on page ____.
- When the bell rings to begin share time; campers assemble just outside the door of their cabin; leader meets them there and takes them to area of choice. Be on time.
- Please avoid going near waterfront or crossing the bridge in order not to disturb "Ladies' Swim Time."
- Counselors ensure their cabin lights and fans are off. Let's save electricity and \$ when we can.

Activity Period # 3 (2:30)

- See page ____ for Responsibilities in Activity Areas.
- Work on tournaments in your area.

Canteen (3:45)

- Assistant counselors set up and run canteen.

Activity Period # 4 (4:00)

- See page ____ for Responsibilities in Activity Areas.
- Work on tournaments in your area.

Prep for Supper (5:15)

- Counselors ensure their cabin lights and fans are off before coming to logs.

Supper (5:30)

- Gather at logs; express gratitude to God for supper.
- Cabin inspection results are re-read; campers are dismissed by cabins to dining hall.

After Supper (6:00)

- Some evenings, counselors are needed to set up evening activity.
- Some counselors are "off duty" during this period. After Supper Duties will be rotated fairly. When "off," counselors can rest, gather with other counselors, prep for their evening devotional, play with campers, etc.

Evening Activity (7:00)

- Our evening activities vary each night. Some require counselors' help in setting up and in cleaning up after their completion. Clean up responsibilities must not interfere with cabin supervision.
- See page _____ for Schedule of Evening Activities.

Canteen (approximately 8:30-9:00)

- During evening canteen water is the only drink offered. This helps ensure campers are adequately hydrated. Not offering soft drinks also cuts down on hyperactivity and bed-wetting. Staff does what campers are asked to do.
- Some campers may choose to shower before getting in line at canteen. This actually helps lessen the # of showers needing to be taken after evening devotional.

Evening Devotional (approximately 9:00 p.m.)

- Entire camp gathers for evening devotional, usually in gym.
- Devo thought is given by male staff member according to a schedule constructed on first day of camp.
- All male counselors capable of leading singing are encouraged to lead songs from their seats.

Bed Time Routines & Responsibilities

- It is VERY important that when we dismiss to the cabins that you accompany your campers there and supervise them. **Campers unattended in cabins should be minimized whenever possible.** No towel popping; no crass language or behavior; no leaving cabins after lights out. *Cover yourself.*
- Everyone takes a shower; 3 minutes each; have campers check themselves for ticks (although we usually don't have many problems with them).
- Lights out time is announced at the close of the evening devotional. All campers should be showered and in their beds by lights out.
- Bed time devotionals in cabins can consist of a question, checking in with the campers about how they are doing, prayer requests, reading a Scripture and discussing its application. Nothing too deep or emotional; a short positive thought about a spiritual or relational truth.
- For younger campers, appropriate touch (hugs or a pat) to say, "goodnight," lets the kids know you care about them and creates security in children.

Lights Out

- When the lights in the center of camp are turned off, all cabin lights must be off also.
- All campers and counselors must remain in their cabins until 7:00 a.m. If you want to go to the bluff for sunrise, clear with director ahead of time. **You are not to permit anyone to sneak out of the cabins for midnight swims, rendezvous or any other kind of adventures.** There are two reasons for this policy. If the campers are up, you will likely be up, and I need you to have sufficient sleep. In addition, our liability would be significantly increased. **Ignoring this request will terminate your employment immediately.** I will not subject Tahkodah to increased risk, and therefore jeopardize the future of this ministry, just because someone wants to "make a memory" or because a counselor wants to be considered cool by his or her cabin.

Camper Protection Guide

Camper Protection at Camp Tahkodah • Last revised: May 23, 2008

HOW DOES CAMP TAHKODAH PREVENT CHILD ABUSE AT CAMP?

Camp Tahkodah has adopted a number of policies aimed at eliminating to the greatest extent possible opportunities for abuse within the Camp Tahkodah program. These policies focus on the following:

- Counselor and Adult Leaders
- Barriers to Abuse at Camp Tahkodah
- Abuse Awareness, and
- Reporting Requirements

COUNSELOR AND ADULT LEADERS

Selection

Camp Tahkodah takes great pride in the quality of our counselor and adult leaders. Being a counselor or adult leader at Camp Tahkodah is a privilege, not a right. The quality of the program and the safety of our campers call for high-quality counselors and adult leaders.

The policy of Camp Tahkodah is to perform background checks on all counselors and adult leaders. While no current screening techniques exist that can identify every potential child molester, we can reduce the risk of accepting a child molester by learning all we can about an applicant for a leadership position—his or her experience with children, why he or she wants to be counselor or adult leader.

Training

The Director is responsible for training and monitoring counselors and adult leaders in leadership techniques and camper abuse prevention.

BARRIERS TO ABUSE AT CAMP TAHKODAH

Camp Tahkodah has adopted the following policies to provide additional security for our campers. These policies are primarily for the protection of our campers; however, they also serve to protect our counselors and adult leaders from false accusations of abuse.

✓ **Two-deep Leadership**

Two counselors or adults are required on all activities, trips and outings involving campers, except when expressly authorized by the Director.

✓ **No One-on-One Contact**

One-on-one contact between counselors or adult leaders and campers is not permitted. In situations that require personal conferences, such as a personal problem of the camper, the meeting is to be conducted in view of other counselors and adult leaders. Upon the conclusion of such one-on-one contact, the counselor or adult leader shall immediately report the fact of the one-on-one contact to the Director.

✓ **Respect of Privacy**

Counselors and adult leaders must respect the privacy of campers in all situations, particularly in situations such as changing clothes and taking showers in the cabins. Counselors and adult leaders shall intrude only to the extent that health and safety require. Counselors and adult leaders must protect their own privacy in similar situations.

✓ **Sleeping in the Cabins**

No camper is permitted to sleep in or on the bed of a counselor or adult leader. No counselor or adult leader is permitted to sleep in or on the bed of a camper.

✓ **Cabin Entry**

Only counselors assigned to a particular cabin may enter that cabin. A counselor or adult leader may enter a cabin not assigned to him or her only upon prior express authorization by the Director. The caretaker and other adult leaders may enter a cabin for repair purposes only.

✓ **Appropriate Attire**

Proper clothing for activities is required. For example, "skinny-dipping" is not appropriate as part of Camp Tahkodah.

✓ **Appropriate Presence/Touch**

- A counselor or adult leader may not allow a camper to sit in his or her lap.
- Back rubs between campers, and between staff and campers, are prohibited.
- Counselors and adult leaders are not permitted to give frontal hugs to a camper.
- No hand touches where swimsuits touch.
- Counselors and adult leaders are to monitor and enforce the rule that campers may not enter cabins to which they are not assigned.

✓ **Constructive Discipline**

Discipline used at Camp Tahkodah should be constructive and reflect Christian values. Corporal punishment is never permitted.

✓ **Hazing Prohibited**

Physical, emotional and psychological hazing and initiations are prohibited and may not be included as part of any Camp Tahkodah activity.

ABUSE AWARENESS

Camper Behavior Guidelines

Camp Tahkodah is a Christian values-based camp that helps young people learn positive attributes of character, citizenship, and personal fitness. CT has the expectation that all participants in the CT program will relate to each other in accord with Christian principles.

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behavior and a tool that is stressed at Camp Tahkodah.

Misbehavior by a single camper at CT may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other campers. Such misbehavior constitutes an unreasonable burden on camp and cannot be ignored

Counselor and Adult Leader Responsibilities

All counselors and adult leaders at Camp Tahkodah are expected to conduct themselves in accordance with Christian principles. Physical violence, hazing of any kind, bullying, theft, verbal insults, and drugs and alcohol have no place in the Camp Tahkodah program. If confronted by threats of violence or other forms of bullying from other campers, campers should seek help from their cabin counselors or adult leaders or parents.

Counselors and adult leaders are responsible for monitoring the behavior of campers and interceding when necessary. Parents of campers who misbehave should be informed and asked for assistance in dealing with it. CT does not permit the use of corporal punishment by counselors or adult leaders when disciplining campers.

Warning Signs of Abuse

What is abuse?

Abuse can be physical or sexual. It includes non-accidental physical injury, shaking a baby, tying a child up, and giving or exposing a child to alcohol or other drugs. Sexual abuse includes solicitation or participation in sexual activities with a child by an adult or a person responsible for the care of the child. Sexual abuse also includes any offense relating to sexual activity, abuse or exploitation, including rape and incest. *Arkansas code 12-12-503*

What is neglect?

Neglect is failing to provide for appropriate food, shelter, clothing and medical care for a child. Neglect also includes failing to prevent abuse of a child. Leaving a child in a situation that puts the child at risk of harm is also considered neglect. *Arkansas code 12-12-503.*

How can parents help protect their children?

Parents participate in the protection of their children in a variety of ways. Camp Tahkodah recognizes the need for open lines of communication so that campers are encouraged to bring any troubles to their parents for advice and counsel. If any parent detects any deviations from Camp Tahkodah's approved programs or policies, parents should contact Mel Sansom, Vice President of Finance, Harding University, Box 12277, 915 E. Market Ave., Searcy, AR 72149-2277, 501-279-4485 or msansom@harding.edu.

Why do most child victims of sexual abuse keep the abuse secret?

A victim of child sexual abuse is under a great deal of pressure to keep the abuse secret. In many cases of child molestation, the molester has threatened to harm the child or a member of the child's family. The molester might have told the child that he would not be believed even if the child did tell. Another common situation is that the molester will tell the child that if the child tells about the abuse, he will get into trouble. The clear message is given to the child that if another person finds out, something bad will happen to the child. This pressure to maintain silence can often be successfully overcome by establishing and maintaining open communication between staff members and campers.

What should Counselors or Adult Leaders do if a camper report sexual abuse?

How a counselor or adult leader responds to a camper when he or she tries to disclose abuse can influence the outcome of the camper's victimization. By maintaining a calm demeanor, the counselor or adult leader can help reassure the camper that everything is going to be okay. By not criticizing the camper, we counteract any statements the molester made to the victim about the camper getting into trouble.

Reassure the camper that you are concerned about what happened to him or her and that you would like to get him or her some help. Allegations by a camper concerning abuse in the program must be reported to the Director immediately. It is not the job or prerogative of the counselor or adult leader to determine the truthfulness of the allegation. If a camper makes an allegation or if a counselor or adult leader has reasonable cause to suspect child abuse, the counselor or adult leader has no discretion not to report.

Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else. It is important that you not tell anyone other than Director or child protective services about allegations of abuse. If you report allegations of abuse to anyone else other than the Director or child protective services, you could be sued for defamation of character.

RECAP: "What do you do when a camper tells you about sexual abuse?"

DO	DON'T
Be supportive. "You did the right thing to tell me," or "I'm glad you told me."	Make promises you cannot keep.
Be truthful with the camper. "I'm going to have to tell someone about this so we can try to keep you safe."	Assume you know how the camper feels about the alleged abuser. The camper may love that person in spite of what has happened.
Learn enough information to make a report to the hotline. Ask, "Has someone touched you in a way that makes you uncomfortable?"	Ask for more details or elaboration. Leave that to the investigator.
Tell the hotline who the alleged abuser is IF the child volunteered the information.	Guess who the abuser might be, or ask the child if a specific person touched him or her.
Report facts and observations when you call the hotline.	

REPORTING REQUIREMENTS

Under Arkansas law, you as a counselor or adult leader with reasonable cause to suspect child abuse or when you observe a camper being subjected to conditions or circumstances which would reasonably result in child abuse, **shall immediately notify** the Arkansas Department of Human Services or law enforcement. In addition to the legal requirement to report, counselors and adult leaders are to report child abuse of any kind to the Director. The Director shall notify parents of the camper immediately. For additional information regarding child abuse reporting go to: <http://www.arkansas.gov/reportARchildabuse/index.html>

In addition to the legally required reporting, counselors or adult leaders who suspect child abuse, even without having observed actual abuse or conditions or circumstances which would reasonably result in child abuse, are required to report their feelings of suspicion to the Director.

Reporting Child Abuse

To report suspected abuse or neglect, call the Arkansas Child Abuse Hotline at 1-800-482-5964.

For mandated reporters in a non-emergency situation, fax the Suspected Child Abuse Report Form to 1-501-618-8952 (Arkansas State Police).

In case of an EMERGENCY, call the local law enforcement agency.

Independence County Sheriff
870-793-8838
870-793-8861 (fax)

Camp Rules

revised 5/20/08

C	Christian behavior and language. No lewd behavior or unchristian language. This means do not use vulgar words or expressions. "Suck," "friggin'", and "Oh, my god!" are very popular phrases today, but these words do not belong in the speech of disciples of Jesus.
A	Attitude. Maintain a respectful & cooperative attitude. We want you to experience and practice Christian attitudes and behavior. A good attitude will take you a long way in life, as well as at camp. We are all responsible for how our own attitudes and actions affect the experience of others.
M	Modest dress, language and behavior expected at all times. Modesty means that you take appropriate action to avoid calling attention to yourself. Not allowed: Shorts that leave exposed more of your thigh than they cover, exposed cleavage, overly ripped shirts that expose your chest; exposed underwear. Cover-ups must be worn to the waterfront.
P	Property. Take care of property - the camp's and other people's. Do not push on or lean against cabin or dining hall screens, do not hit tennis balls into woods, smash ping pong balls, write on the cabins, pull bark off of trees, pull down tree limbs, litter, hang on frisbee golf hula hoops, hand on volleyball net; lean against or sit on the small tables in the craft shed. Do not take others' snacks.
T	Treat others the way you would want to be treated. Do this all of your life, not just at camp. This is the Golden Rule (Matthew 7:12)
A	Ask permission. (to use the phone; to hike up the bluff).
H	Help. Do your share of the work, and a little bit more (in cabin cleanup; kitchen patrol, etc.)
K	Kindness. Practice kindness. For example, do not "cut" in line. No saving a place in the breakfast line for your cabin mates while they finish the clean up. Respect other people. Do not make fun of others.
O	Off & Out. Stay <u>off</u> (tables) & stay <u>out</u> of others' cabins and things.
D	Devotionals. Participate in them. Benefit from them. Learn to praise God. Practice praying. Do not disrupt them by talking.
A	Accountability. Hold others accountable for their actions. Do the right thing and help others to do the right thing also.
H	Higher. Reach higher. Try and grow while at Tahkodah. Grow in your relationship with God. Strive to mature.
C	Clean. Clean up after yourself. Shower every night. Clean self and cabin. Put canteen trash in right place.
A	Act Appropriately. Be quiet when others are talking to you. Exchanges of romantic affection are out of place at camp.
B	Boundaries. Stay inside the road that immediately surrounds camp area. Permission can be given by Director or Head Counselor to older campers to go outside road in groups of four or more. Stay off the playground area near "The Pines" cabin. This structure is not for camper use.
I	Inside. Stay inside cabin after lights out.
N	Nurse. All medicines should be turned into the nurse. Exceptions must be cleared with her.
S	Safety. No knives; fireworks. Wear shoes at all times when not in your cabin.