



# Pleasant Valley Bible Camp

3606 Wilson Rd., East Jordan, MI 49727

## Summer Staff Guidelines

Because we are representing Jesus Christ at all times, we will set and maintain the highest standard of conduct (Ephesians 5:1-4).

**Personal Devotions:** Make your daily personal walk the non-negotiable part of your life.

**Weekends:** Meals are provided for staff members staying over the weekend. Morning church service attendance is expected on Sundays. Please coordinate with a full-time staff member if you need a ride to church. Rest is imperative on the weekend. Counselors and staff members will not view rated "R" movies while they are representing PVBC, even on the weekends. Staff members leaving for the weekend must fill out a "weekend travel plan." Counselors may go to a home where a parent of a staff member will be present. Technicians and Engineers may only go to their own homes for the weekend. Before leaving for the weekend, counselors must complete their assigned cleaning duties.

**Attire:** While it is nice to present ourselves attractive, modesty is expected. Our hope is that all would desire to dress in a manner not tempting to others. Discernment should be used in avoiding clothing styles and materials (see-through or form-fitting fabrics) that draw inappropriate attention to you. Ask the Program Director or Director if you have a question about what is modest and appropriate:

Girls: no two-piece bathing suits (tankinis are permitted if there is at least a 2 inch overlap), thin-strap tank tops, short skirts/shorts (must come within 3 inches of your knees), or tight clothing.

Guys: No tank tops without a shirt underneath, keep your shirt on at all times, your pants/shorts will be around your waist- no underwear or boxers showing.

**Telephone:** Plan to make phone calls on the weekend or during free time (as needed). If you have an urgent call to make, please ask a full-time staff member before using the phone. Be considerate of others when using the phone and keep calls to the point. Phone usage may not be available if the office staff are using the phone line. The emergency line is to be kept open for the nurse.

**Opposite Sex:** Avoid all questionable contact and situations with the opposite sex. No public displays of affection (holding hands, hugging, snuggling, leaning on, back rubs, walking/sitting arm in arm, kissing, etc). All sleeping will be separate—including bus/van rides—sit next to a person of the same sex if you are going to sleep. Avoid being alone with a member of the opposite sex at all times.

**Electronic Devices/ Contraband:** Radios, CD players, MP-3 players, video games, comic books, playing cards, and knives are not permitted at camp. If you have a cell phone or laptop computer, it is recommended to store personal valuables in the office.

**Curfew:** Weekend curfew for staff is 12:00 am on Saturday and 11:00 pm on Sunday. Curfew means being in your place of lodging. Technician's and Engineer's curfew is immediately after evening chapel during the camp week.

**Daily Programming:** Counselors, Technicians, and Engineers are permitted to leave the grounds only with the permission of the Director or Program Director. Counselors are expected to be prompt at all meals and meetings unless excused by the Director or Program Director. Counselors are required to attend all classes, evening programs, and campfires. Technicians and Engineers are required to attend all chapel services and sit in their designated spots.

Boys are not permitted to enter the area of the girl's dorm or cabins and girls are not permitted to enter or visit anyone in the boy's cabins. Every counselor and staff member must be responsible for his/her own bedding, luggage, and personal belongings. All should give respect to the camp ground and facilities. Any person defacing camp property or the natural surroundings must pay for the damages incurred.

**Other:**

- Any case of illness, injury, or infection must be reported to the nurse at once. Failure to do so may jeopardize any claim for insurance, or may result in the spread of a contagious disease.
- Staff must arrange beforehand for any guests for meals or overnight lodging with the Camp Director and the Food Service Administrator.
- Staff will not swear or use any rude or unkind language towards others.
- Staff will not drink alcohol, use illegal drugs, or use tobacco products.

**Verification:**

- I understand that I will be required to abide by all camp policies, standards, and regulations, even if they are changed from time to time.
- I hereby affirm that I have carefully read and agree with Pleasant Valley's Summer Staff Guidelines. I understand that, if at any time I no longer agree with PVBC's Summer Staff Guidelines, or I exhibit conduct which is contrary to the Guidelines, or I fail to meet the minimum requirements of the position, I may be released immediately.
- I recognize that as a condition of my position, I will be required to consent to a criminal records check from any appropriate federal and/or state law enforcement agency, and I consent to do so, realizing the importance of promoting Pleasant Valley Bible Camp's ability to protect it's workers and those whom it serves. (not applicable if under the age of 18).
- I will not hold Pleasant Valley Bible Camp responsible for any injury that I may incur while on camp property or while I am involved in a camp related event.

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Parent or Guardian (if under 18 yrs): \_\_\_\_\_

Signature of Parent/ Guardian (if applicant is under the age of 18):

\_\_\_\_\_ Date: \_\_\_\_\_