

# Ass't STAFF 2011

Hey Ass't Staff,

Welcome to this amazing team that has been formed! We are getting excited for the summer to begin and hope that you are too. Many memories will be created as we tell campers about Jesus, challenge each other to grow in our faith, and serve together.

As Ass't Staff you are transitioning into being staff members. Our desire is to support you well and provide the training that you need in order to be successful as a staff member in the camp context. It is your time to learn all you can, serve well and enjoy the rich rewards of working with children and youth. This is your year to transition from our leadership programs (us primarily investing in you) to serving as staff (you primarily investing in others – the campers). We are excited about what God has in store for you and trust that you will be able to learn and grow incredibly.

The process of Ass't Staff starts with pairing you up with a staff member so that you can learn “the ropes” and get familiar with how things are done prior to being expected to do it all yourself. As you get comfortable and are ready for the next step you will be given more responsibility – the goal is for you to be able to take full responsibility of the area(s) you are in by the end of your summer with us. Sometimes this can happen within one week while other times it may be several weeks before you and/or your leader(s) are ready for the “next step”. Don't worry about how much time it takes – remember that we all learn differently and that is just fine.

In preparing, please be sure to read and sign your Contract and send your Medical Form and Police Check (or Security Clearance for under age 18) to camp. Also, if you are under the age of 18 please be sure to fill out and bring your Consent to Leave Property form. This package may seem a little bit daunting but you don't have to read it all! Look carefully in the table of contents and figure out what area you'll be working in. Read the Nuts and Bolts as well as the area(s) assigned to you in your staff contract. If you would like a better idea of everyone's role go ahead and read it all!

**Staff Training will begin on Sunday, June 26, 2011.** Registration begins at **4:00pm** and we will kick things off for you at 4:30 with your Ass't Staff Leader. Supper will be at 5:30p. Be sure to communicate with Kara at [klevenick@iawah.com](mailto:klevenick@iawah.com) regarding days off and any time that you need for grad etc. You can expect the week to include full days of skill building, bible study, team challenges, and fun, so come well rested and ready to learn! Our speaker for this week is Dave Enns He will be speaking on Jesus' teaching regarding “hungering and thirsting for righteousness”. **Training ends on Saturday morning July 2.**

During training, there will be sessions that are geared specifically toward your needs while other times you will be mixed together with all the staff in training. Prime Times and evenings are all together. During training and regularly throughout the summer you will have "Ass't Staff" meetings – these are times for you to learn and share together as Ass't Staff who are going through the same experiences.

At IAWAH we have a program that staff can use to help them raise financial support called Camp IAWAH Staff Sponsorship (CISS). This program is designed for all staff members to help them while they serve here. For more information on this program you can download a package from our website ([www.iawah.com](http://www.iawah.com)) or talk to me.

Please read this package carefully – as you prepare and pack for the summer. Looking forward to seeing you soon as we begin our adventure!

Slappy  
Aka, Steve Lapp

*So then, just as you received Christ Jesus as Lord, continue to live in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness. Colossians 2:6-7*

**Camp IAWAH | [www.iawah.com](http://www.iawah.com) | [staffregistrar@iawah.com](mailto:staffregistrar@iawah.com) | (613) 273-5621**

## **The Nuts and Bolts of Camp -- Everyone must read this.**

### **Medical**

A Staff Medical Record is to be completed for each Staff Member. It can be downloaded from our website. Please complete the form and either bring it with you to staff camp or fax/email/mail it in beforehand. It will be used in the event of an emergency.

If you are bringing non-prescription medication to Camp it must be in the original container with the manufacturer's label. All prescription medication must be in the original container with the doctor's orders from the pharmacist. In the event that you require medical treatment beyond that which we can offer at Camp, we will provide transportation to either the doctor or a local hospital.

### **Housing**

Housing is provided in designated lodges. Assigned rooms are not intended to be lounges and are off-limits to members of the opposite sex. You are responsible for the cleanliness of your room. You are required to provide your own bedding and towels(at least two). Pillows, sleeping bags, sheets and blankets are appropriate.

### **Meals**

IAWAH serves 3 healthy and balanced meals a day—breakfast, lunch, supper—and an evening snack. There is a small staff fridge available for personal food and snacks. The IAWAH kitchen does not stock or serve nuts or nut-containing products. Further, we have many guests who are severely allergic to peanuts or other nut-products therefore nuts are not allowed in public spaces. We do try to make options available for those with other food allergies or needs (such as vegetarian or lactose intolerance). If you have severe food restrictions or dietary needs, please speak with the Head Cook upon your arrival.

### **Tuck Shop**

The Tuck Shop stocks a variety of candy products, clothing and souvenirs. Staff must establish credit before using the Tuck Shop. Credit can be taken by payroll deduction if you wish, but this must be arranged by making a Tuck Account through the Tuck Shop Manager during staff training. Cash accounts will not be allowed to go into debt. Cash advances ("cash back") will not be granted through the Tuck Shop. Staff will typically have daily access to the Tuck Shop.





## **Correspondence**

### **Mail**

Each day Staff mail will be distributed to the mailboxes located in the staff lounge. Any outgoing mail is to be dropped off in the office before 4:30pm.

Please give your address to others as:

"Your Name" c/o Camp IAWAH 304 IAWAH Rd  
RR2, Godfrey ON K0H 1T0

If you put your return address on the envelope, postage will be billed to your Tuck account.

### **Email**

A computer is available in the Staff Lounge for staff to check their web-based email accounts. This is the only computer available for staff email, so use will be limited. Wireless access is available for those who bring laptop computers. Computer use will be limited to your off-duty time.

A note about the Internet: The Internet at IAWAH is first and foremost for the use of the Business of Camp. The band width is limited. In order for everyone to enjoy the use of the internet we ask that the downloading of movies, online gaming and other practices that slow bandwidth not be done at camp. We expect that all internet activity will be legal and honourable before God.

### **Staff Courtesy Phone**

A Staff telephone will be available. You may be very difficult to reach by phone. All phone use is to happen while you are not on duty. For long distance calls you will need to bring a calling card or call collect.

Messages may be left for you by calling the Camp Office directly. Messages left on the answering machine are checked regularly.

## **Cell Phones**

Cell phones can be a very convenient means of communication for you while on staff. They can, however, become a distraction from the focus of the Camp. Camp IAWAH's location does not have good cell phone reception, therefore you might not be able to connect. You may bring your phone to Camp, but you must abide by the following rules:

Be discreet with cell phone use.

Use of cell phones is not permitted around campers or while you are in cabin (as a phone or a clock).

Use your cell phone only when you are off-duty.

## **Time Off**

Summer Staff will receive 24 hours off per week. Most time off will either be 11am Saturday - 1pm Sunday or work all Saturday and receive all of Sunday off. One of the reasons for this block of time is to allow you to attend worship at your local church, if possible. Some exceptions do apply.

## **Off Site Conduct**

As a member of the IAWAH Staff, you are a representative of Camp IAWAH at all times and in all places. You are expected to live out IAWAH's mission and values as much when you are away from IAWAH as when you are here during your time of service.

Please read your Staff Agreement, and Core Documents carefully.

Guests of Staff members are welcome to visit you at Camp. Please advise them of your time off so that you will be available to visit with them. Before guests arrive the office must be informed by staff members. Guests **MUST** report to the Office to be signed in and out. The Camp Office can provide you with the details of meal costs.

## Personal Vehicles

If you are bringing your vehicle to IAWAH parking is available on site. We strongly recommend that you do not lend your vehicle to other staff members. Transporting campers in your vehicle is not permitted.

**A note about the camp road:** The camp road, as you will notice is quite fun to drive on. It can also be a very dangerous road as there are often no shoulders, tight corners and hills. Please obey all Ontario driving laws and be respectful that there are other people traveling the road as well. You are still representing IAWAH while driving the camp road.

## Laundry

Unfortunately, there are no laundry facilities on-site for Staff use during the Camping season (July-August). To assist with your laundry needs during this time, IAWAH provides a wash & fold service at a reasonable cost most weeks of the summer. Should you need to do more laundry, there are two laundromats in nearby Westport.

## Buildings Vehicles and Equipment

IAWAH is a busy organization and certain areas of Camp are restricted to those who have specific responsibilities. Please understand that this is to ensure that all areas of IAWAH can run effectively with supplies and equipment intact.



## Camp Vehicles

(Trucks, Vans, and Utility Vehicles) Occasionally Camping programs will make use of IAWAH owned vehicles. Drivers must have a valid drivers license and be cleared by the Director of Operations (Jim Weldon) or his designate.

## The Office

The main office is IAWAH's nerve centre for all of our ministries, programs and operations. It is a professional place of business. There is one staff work station for IAWAH-related computing, printing and phone calls. Personal email and calls are restricted to the staff lounge. The IAWAH Office is locked during non-office hours.

## Kitchen

The only staff allowed to enter the kitchen are those with specific responsibilities there. No food is to be taken from the kitchen, refrigerator or stock room without the permission of the Cook.

## Events Office

The Events Office stocks an assortment of supplies (markers, scissors etc.) which may be signed out. Please check with the Camping team leader before using all other Events equipment for non-IAWAH purposes.

## Audio-Visual Equipment

This equipment is off-limits to all unless involved with Events, or Prime Time music. DVD players, and TVs are not available for personal use.

## Music

It's a huge part of life at IAWAH. Music is also an amazing way to connect with and worship God. During time off, staff will have opportunity to listen to their own music, about which a few things must be understood:

**Personal Equipment:** Small portable CD/MP3 players/ alarm clocks are okay. Leave your high powered sub-woofers at home, please. MP3 players, iPods, etc, are not to be used during work but are permitted during time off.  
**Content & Style** Any style of music is welcome here as long as the attitudes promoted and lyrics move you in God's direction.

## Volume

Be considerate of others need for quiet and rest at various times in the day. Don't be offended if you are asked to turn it down.

## Location

Staff music is restricted to your room or the Staff lounge, NOT in Cabins, in the dining hall, or at an activity area. If you wish to play music at an activity area it must be cleared by a Camping Team Leader (Steve, Jeff or Lindsey).



## **Clothing**

Staff are role models to campers while at IAWAH (and beyond). The clothing we wear is a powerful way we can show Christ's impact on our life while expressing the personality He's given us. Consider the following as you pack:

**Respect Others:** We live and serve in close community at IAWAH. Be aware of the impact your clothes may have on your neighbours.

**Protect Your Sexuality**

Sexuality is a gift from God -intimate, beautiful and special. Unfortunately, our culture is selling the gift cheap on the open market. This preoccupation with sexuality is unhealthy. Choose clothes that protect your sexuality rather than heighten sexual awareness. Focusing on sexuality distracts us from the task at hand.

**You Are a Role Model:** What are you communicating to those who look up to you? Choose to set an example for all in the way that you dress. As Role Models, we need to be seen for who we are—people saved by grace learning to live by grace.

As a place of grace, IAWAH seeks to set guiding principles rather than enforce strict dress codes. These principles result in some specifics:

### **Everybody**

Do not bring clothing with questionable or suggestive slogans, designs or logos. Avoid articles that are too tight, revealing or see-through. Pack with respect in mind and dress appropriately for an active lifestyle. Modest attire is in order for both work and leisure.

### **Men**

Wear your shirt when you're not swimming. Avoid shorts that ride low or become see-through when wet. Leave your Speedos at home.

### **Women**

One-piece bathing suits are preferred, modest two-piece tankinis are acceptable. Leave bikinis at home. Avoid ultra-low-rise jeans, short shorts (shorter than a 4 inch inseam), low tank top necklines and super-tight shirts. Consider leaving most of your make-up at home; you don't need it at camp!

## Accommodation

Staff Accommodation is snug so please pack light. A good rule to follow is to pack the bare minimum of what you think you will need and then cut out 30 to 40%. Don't forget, you'll be receiving a free Staff t-shirt. To avoid losing your belongings, please LABEL EVERYTHING!

### What to bring

- 1 Shirt/Shorts combo that can get dirty!
- Shorts & T-shirts
- Pants
- Long sleeve shirt
- Sweatshirt
- Socks & underwear
- Running shoes/hikers
- Sandals
- Swimsuit, Towels
- Hat & Sunscreen
- Rain gear
- Warm Outdoor gear
- Insect repellent
- Flashlight
- Sleeping bag & pillow
- Bible
- Pen & notebook
- Alarm Clock/Clock Radio
- Tylenol & cold remedies
- Fan
- Water bottle
- Watch

### What not to bring

- Airsoft guns or replicas
- Video games/DVDs
- TVs/Stereos/Electronics
- Cigarettes, Cigars, Tobacco
- Alcoholic beverages
- Illegal drugs (obviously!)
- Valuable items which could be lost or damaged (e.g. expensive jewelry, iPod, etc.)
- Pets
- Peanuts and related nut products





## **Leadership development** (CREW, ILT, Ass't Staff)

### **Additional things to consider packing**

As a member of one of the CREW, ILT and Assistant Staff leadership teams you may find these “luxury items” a wonderful asset while at Camp. Although you most likely will not be moving around between staff accommodations you may be participating in a canoe trip or two. Consider the following items while packing:

- Small back pack/day pack
- Compact sleeping bag
- Thermarest or foam camping mat
- Two pair of 100% wool socks
- old running shoes that can go in the water
- 1 pair of board shorts or any pair of shorts that contain NO cotton

As you will be on trip, it may be helpful to follow the Out There packing list that is downloadable from the website.

### **Bible passages to read**

It would be helpful for you to review and spend time considering the five main themes of Scripture: Creation, sin, covenants, redemption, the church, creation restored. The Gospels are great reading to help prepare for a summer of service. Specifically, consider how Jesus led and guided the disciples on their journey of faith.

### **How do I help others learn leadership skills?**

Teaching leadership skills is a bit trickier than teaching something concrete like Math. There are limited ways to approach a math problem... in the end you either get it right or wrong. In leadership there are many more ways to approach a situation, accomplish a task and meet a goal. How then are we supposed to teach leadership. It always helps by evaluating what we know of leadership and how we lead.

### **Below are a few things to ponder in preparing for teaching:**

Do different situations demand different leadership approaches? why?

Being a “Servant Leader” doesn’t mean doing everything for someone, it is leading from within. How do you lead a group of teens from within without loosing your supervisory role?

Is there a time/place for a dictator style of leadership?

Modeling different leadership styles is one of the easiest ways to teach leadership. Figure out how to consciously model different styles.

Are mistakes/failure okay? Why?

### **How does my role fit in with IAWAH's mission/vision?**

As a part of the summer leadership team you are working, along side other seasonal and full time staff members, in growing up future Christian leaders. Your role is to nurture and challenge them through their weeks at IAWAH. You are a representative of IAWAH to every guest that comes on site--your actions and words may impact a persons life without you ever knowing it.

## **Camping leadership team** (DON's)

### **Additional packing options**

As a member of the Camping Leadership team you may be living in the same room all summer. Consider packing in something that can be setup as drawers or shelves (ie. Milk Crates, rubbermaid drawers etc). Remember that accommodation space is limited and you will have multiple roommates.

### **Bible passages to read**

Jesus' Sermon on the Mount is a good passage to digest prior to summer - also the Gospels are excellent reading and foundational in faith formation.

### **What does it look like to be a supervisor and/or overseer of others?**

As a supervisor/overseer it is your responsibility to ensure that your "areas" are running according to set standards. The staff are conducting themselves in a responsible, respectable way, teaching to the best of their abilities and that they campers are safe, learning and having fun. You will be responsible for the care of any equipment entrusted to your "area" and the training of staff that work in your "area". You are expected to model IAWAH's mission, vision and values in all you do and say; and be an active member in the community and spiritual life of IAWAH.

### **How does my role fit in with IAWAH's mission/vision?**

As a member of the Summer Camping leadership team your role fits within the mission an vision of camp by enabling others to plant seeds of faith and nurture disciples. Your organization, planning, and supervising directly relates to how well the staff "on the ground" are able to carry out the mission daily working with the guests.

## **Cabin Leaders and Out There leaders**

### **Packing options**

As you will be moving from Staff Accommodations into a cabin a few times over the course of the summer it is recommended that you figure out a way of packing a weeks supply of clothing etc. into a smaller bag to take to the cabin. There will be room in the staff accommodation to keep a small amount of personal belongings but space is limited. Out There trip leaders - see leadership development packing options for further guidance.

### **Cabin leading prep**

Your job is one of building community - come prepared with ideas and ways to build solid safe communities within the bigger camp community. There will be time share and develop these ideas at staff training.

### **How does my role fit in with IAWAH's mission/vision?**

As a cabin leader you are on the front lines of ministry. Everything you do and say and don't do and don't say speaks volumes to the guests. You are one of the main people who will guide the guests spiritually through the week. Don't shy away from this responsibility You never know how you're going to impact someones life.



## Activities and Events Staff

### Additional packing options

As an activity/events leader most of your day will be spent in an active manor. Whether you're climbing or building something for an event later that day, you need clothes that you can be comfortably active in. Consider packing these items:

- Sports sandals and running shoes
- Hat
- Waterbottle
- Small backpack

### Daily expectations

As an activity area team leader or leader we expect you to act like you would at a job outside IAWAH. You are serving guests and are a representative of IAWAH. Remember that your actions and words speak volumes either good or bad. We expect our IAWAH Activity area leaders to follow the guidelines outlined in the guidelines for leadership at camp as well as these listed below.

- Safety of the guest and our staff is the first priority, fun and adventure follow.
- Your dress should always be modest - not interfering with a guests experience (see "Clothing" in the Nuts and Bolts section for more information).
- Staff members should always have their activity area (or event) and lessons prepared before guests arrive.
- Activities should be different in some way everyday.
- Activity leaders should be participating with with guests in the activity.
- Every period should consist of prayer, safety instructions, skill teaching, practice and fun.

### Things to consider while preparing for camp this summer

- If you're an activity area leader - Think about how you're going to design your activities for boy's and girls camp... what new skills are they going to learn every day.
- If it is a rainy day how am I going to make it fun?
- How does my role fit in with IAWAH's mission/vision?

### Events Team

Your job is to bring the unexpected fun and adventure to camp. This is brought through a daily all camp game, meal times, skits, campfires, songs and doing silly things with campers throughout the day. Your job is to think outside the box and try new games, and different ways of bringing fun to camp.

### How does my role fit in with IAWAH's Mission/Vision?

As a member of the activities and events teams you fit into IAWAH's mission and vision by working directly with What we have to offer-- Rest & Play, Challenge & Experience and Work & Service. As an activity/events leader you will be responsible for either facilitating one of these offerings or participating in them. The list of things we have to offer out guests are the base of what we use to bring about our mission/vision.



# Kitchen and Operations

## Additional Packing Info

Working in kitchen or operations is full of adventure and learning. You are providing a service that the camp can't live without. Whether it be mowing the lawn or making 300 grilled cheese sandwiches your job is important. In the heat of the summer it can also be one of the most physically demanding jobs at camp. Consider these items in preparation for summer service:

### Kitchen

- Comfortable close-toed shoes that you don't mind getting pasta sauce on (ie. runners)
- Hat or bandana
- Two pair of clothes (shorts/shirt) that you don't mind getting really dirty.
- Water bottle

### Operations

- Closed toed work shoes/hikers or Steel toed shoes/boots if you already own them.
- Long pants and t-shirts that you don't mind getting really dirty
- Hat or bandana
- Water bottle



## What your shift may look like in Kitchen/Operations?

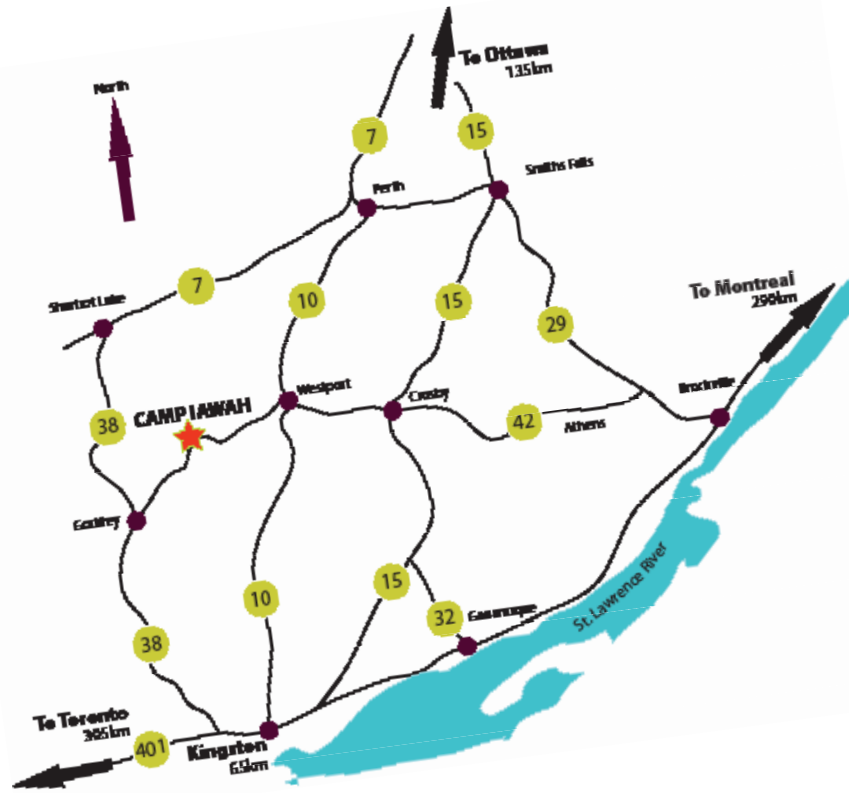
**Kitchen:** At IAWAH everyday runs on a schedule and the schedule is designed around meal times. It is very important that meals happen when they are scheduled to. The kitchen staff are scheduled according to the meal times. You will be a part of one of two different shift options which may change from week to week. The early shift 6 am -2pm or the late shift 11- 7pm. If you have a preference of shift we may be able to schedule you accordingly although no guarantees can be made.

**Operations:** At IAWAH there is always something to be done to improve the grounds and build or maintain something else. In the summer we often employ a few staff members to help us out in those areas. Your daily job may be mowing the lawn, storing wood, taking down a small building, building a cabin, or assisting another maintenance person in a larger job. You may work for a few hours a day for the maintenance team or for a whole shift.

## How does my role fit in with IAWAH's mission/vision?

As a member of one of our support service teams you do just that support everyone else. Imagine if our buildings were falling apart, the lawn was a hay field and meals came or didn't come whenever they wanted. How would IAWAH be able to run without these service? The support team ministers by helping to cultivate. They work to make a welcome, safe environment that people feel comfortable enough in to open their lives to the ones that surround them. The operations/kitchen teams also help support others in their planting and harvesting by enabling them to focus on the guests.

## Directions and Travel Time



**From Brockville** (1.25 hours): proceed north on Hwy. 29 and then west along Hwy. 42 to Westport.

**From Ottawa** (1.5 hours): travel west on Hwy. 7 to Perth. Turn left on to Drummond Street, at Craig Street turn right, and then right on to Gore Street. Turn right onto County Road 10 (Scotch Line) to Westport.

**From Westport** (15 min): follow Bedford Street (County Road 12) west to the flashing light at Fermoy.

**From Hwy. 401 west of Kingston** (1 hour), or from Hwy. 7 west of Sharbot Lake (1 hour): travel to Godfrey on Hwy. 38 and follow Westport Road east to Fermoy.

**At Fermoy** (5 min): turn north on Lee Road, travel .5 km then turn right onto IAWAH Rd. Continue 2km to IAWAH at the end of IAWAH Rd.